

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Fergus High School – Library
1001 Casino Creek Road
Lewistown, Montana 59457

MONDAY, May 9, 2016

Page One of Two

OATH OF OFFICE (5:30 p.m.)

Rhonda Long, Fergus County Superintendent of Schools, will Administer the
Oath of Office to Troy T. Kelsey, Phillip R. Koterba, and Jennifer Thompson

ORGANIZATION MEETING

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

REGULAR BOARD MEETING

CALL TO ORDER (Following the Organizational Meeting)

1. Roll Call
2. Pledge of Allegiance
3. Report—Student Representative
4. Report—LEA
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Budget Update
8. Report—Investment
9. Report—Superintendent

PUBLIC PARTICIPATION

10. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on
Non-Agenda Items

ACTION ITEMS

MINUTES

11. Minutes of the April 11, 2016, Regular Board Meeting

APPROVAL OF CLAIMS

12. Claims

INDIVIDUAL ITEMS

13. Canvass of Election Results—Trustee Election
14. Canvass of Election Results—Elementary Building Reserve Levy
15. Canvass of Election Results—High School Building Reserve Levy
16. Approve Interlocal Agreement between Lewistown Public Schools and Central
Montana Learning Resource Center Cooperative
17. Approve Request from Browning High School to move from the Central A
Conference to the Northwestern A Conference

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Fergus High School -- Library

1001 Casino Creek Road
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MONDAY, May 9, 2016

Page Two of Two

18. Approve Collaborative Agreement between Lewistown Public Schools and Great Falls College Montana State University for High School Dual Credit Enrollment
19. Approve Fergus County Investment Resolution
20. First Reading—Board Policy #5321P – Conditions for Use of Leave
21. First Reading—Board Policy #7535 – Electronic Signatures
22. Approve Contracting with the Fergus County Clerk and Recorder's Office to Act as Election Administrator for School Elections
23. Approve Issuing Contracts for the Classified Staff for the 2016-2017 School Year
24. Approve Personnel Report

ADJOURNMENT

*A hard copy of the complete Agenda is available at the LPS Central Office
or on the Lewistown Public Schools Website:
<http://www.lewistown.k12.mt.us/content/40>*

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:

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- 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.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- 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.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

☐ **Minutes/Claims**

☐ **Board of Trustees**

☐ **Superintendent's Report**

☐ **Action – Consent**

☐ **Action – Indiv.**

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 05/09/2016

SUMMARY:

Rhonda Long, Fergus County Superintendent of Schools, will administer the Oath of Office to Troy T. Kelsey, Phillip R. Koterba, and Jennifer Thompson who were elected as Trustees of Lewistown School District Number One.

SUGGESTED ACTION: Informational

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

NOTES:

CERTIFICATE OF ELECTION OF TRUSTEE

TO Phillip R. Koterba of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 9 day of May 2016, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of three (3) years, beginning on May 9, 2016 and ending at the Trustee organizational meeting in May 2019.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

CJ Bailey
Printed Name of Board Vice-Chair

Signature of Board Vice-Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 9 day of May, 2016

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Phillip R. Koterba
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 9 of May, 2016.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

CERTIFICATE OF ELECTION OF TRUSTEE

TO Jennifer Thompson **of** Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 9 day of May 2016, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of three (3) years, beginning on May 9, 2016, and ending at the Trustee organizational meeting in May 2019.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

Phillip R. Koterba
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 9 day of May, 2016

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Jennifer Thompson
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 9 of May, 2016.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

CERTIFICATE OF ELECTION OF TRUSTEE

TO Troy T. Kelsey **of** Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 9 day of May 2016, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of one (1) year, beginning on May 9, 2016, and ending at the Trustee organizational meeting in May 2017.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

Phillip R. Koterba
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 9 day of May, 2016

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Troy T. Kelsey
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 9 of May, 2016.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

ORGANIZATION MEETING

Lewistown School District Number One

Board of Trustees

May 9, 2016

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

1 - 5

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

ITEM TITLE: ORGANIZATION MEETING

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 05/09/2016

SUMMARY:

The following will take place for the organizational meeting:

- Call to Order
- Roll Call
- Call for Nominations and Election of the Chair
- Call for Nominations and Election of the Vice-Chair
- Appointment of the District Clerk

SUGGESTED ACTION: Informational

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

NOTES:

**REPORT OF ORGANIZATION OF BOARD OF TRUSTEES
ELEMENTARY SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

This is to certify that at the annual organizational meeting of the Board of Trustees held
May 9, 2016, a Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

BOARD
OF
TRUSTEES

Dated: May 9, 2016

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

LEWISTOWN PUBLIC SCHOOLS SCHOOL DISTRICT NUMBER ONE FERGUS COUNTY, MONTANA

THIS IS TO CERTIFY THAT, the Trustees of Lewistown Public Schools, School District Number One, have duly appointed _____ as Clerk of the District on the 9 day of May, 2016 .

School Laws of Montana:

Section 20-3-321

Organization and Officers: (1) the Trustees of each district shall employ and appoint a competent person, who is not a member of the Trustees, as the Clerk of the District.

Clerk of the District: As provided in 20-3-321, the Trustees shall employ and appoint a Clerk of the District. The Clerk of the District shall attend all meetings of the Trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the Clerk is not present at a meeting, the Trustees shall have one of their members or a district employee act as Clerk for the meeting and such person shall supply the Clerk with a certified copy of the proceedings. The Clerk of the District also shall be the custodian of all documents, records, and reports of the Trustees. Unless the Trustees provide otherwise, the Clerk shall;

- (1) Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
- (2) Prepare the annual Trustees' report required under the provisions of 20-9-213(6).

BOARD OF TRUSTEES

REGULAR BOARD MEETING

Lewistown Public Schools

Board of Trustees

May 9, 2016

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

3

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Mikayla Comes **Date:** 05/09/2016

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**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

4

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA Representative **Date:** 05/09/2016

SUMMARY:

The Lewistown Education Association (LEA) would like to update the Board of Trustees on the activities and happenings for their organization.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

5

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 05/09/2016

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 2015-2016 School Year.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

STANDING COMMITTEES OF THE BOARD
2015-2016 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X			X			X
Insurance Risk Committee	2					X	X	
Transportation	3		X					X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2015-2016 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Activities	2	X				X		
Curriculum Committees:								
Communication Arts	1				X			
Science	1					X		
Health Insurance Program	2				X		X	
School Calendar	1					X		
Vocational Advisory Council	1	X						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

6

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 05/09/2016

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**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

7

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 05/09/2016

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2016-2017 General Fund Budgets.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

8

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

Below is the interest earned and distributed for April 2016:

Elementary \$

High School \$

Interest amounts were not available at the time of this posting.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

9

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 05/09/2016

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.

- ❖ Staffing Update/Profiles
- ❖ Graduation Information—Diplomas
- ❖ Trustee Insurance
- ❖ Construction Academy Open House—Thursday, May 12, 2016—3:30-6:00 p.m.
- ❖ Retirement Dinner—Monday, May 23, 2016—6:00 p.m.—Pine Meadows
- ❖ Summer Schedule—Central Office
- ❖ FHS Academic Awards Ceremony—Monday, May 9, 2016—7:00 p.m.—FCPA
- ❖ Concerts/Talent Shows:

FHS Band Concert	Tuesday	May 10	7:00 p.m.
FHS Choir Concert	Tuesday	May 17	7:00 p.m.
LJHS Choir Concert	Thursday	May 19	7:00 p.m.
L & C Talent Show	Friday	May 20	12:45 p.m.
Garfield Talent Show	Tues/Thurs	May 24/26	1:30 p.m.
LJHS Talent Show	Friday	May 27	10:50 a.m.
- ❖ Divisional Tournaments:

Softball	May 19-20, 2016	Belgrade
Tennis	May 19-20, 2016	Lewistown
Track	May 19-20, 2016	Laurel
- ❖ State Tournaments:

Softball	May 26-28, 2016	Belgrade
Tennis	May 26-27, 2016	Livingston/Bozeman
Track	May 27-28, 2016	Bozeman
- ❖ Graduation Week Schedule
 - Baccalaureate—Wednesday, May 18, 2016—7:00 p.m.—FCPA
 - Graduation Rehearsal—Thursday, May 19, 2016—10:13-11:04 a.m.
 - Graduation—Sunday, May 22, 2016—2:00 p.m.—Fergus Gym (Trustees—1:30 p.m.)
- ❖ Awards Assemblies:

Highland Park	Thursday, May 26	9:00 a.m.
Lewis & Clark	Thursday, May 26	1:00 p.m.
Junior High	Friday, May 27	8:15 a.m.
Garfield	Friday, May 27	10:30 a.m.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

Contact person: Diane Oldenburg, Central MT Education Center, 535-5570

Construction Academy Home Open for Viewing

Ron Peevey, the instructor of the Central Montana Construction Academy, and his students, would like to invite the public to an Open House on Thursday, May 12th, between 3:30 and 6:00 p.m. The newly built home is located at 812 Wendell Avenue, a few blocks north of the hospital and just past the Boys and Girls Club. If it rains, the event will be cancelled.

Fourteen Fergus High School students just completed the 1,920 square foot, three bedrooms/two bath home. This model has beautiful oak cabinetry in the kitchen which also features a large pantry and rolling island. The master suite features a nice walk-in closet and beautiful master bath. The home is designed with an open concept in the living, dining, and kitchen area and features oak trim accents throughout the home.

This year's home was built for Wayne and JoNette Lelek on-site and the Open House will give the general public a great example of the workmanship by the students and the construction details. The Construction Academy has been able to build a custom home on-site if the lot is near enough to Fergus High School for student transportation purposes. The hopes are that a custom built home job or a modular home will be constructed next school year in order to continue the program into the future. The 2015 home is still available for viewing and for sale at the Central MT Education Center back lot. If that home goes unsold, unfortunately the program will not be able to continue for the 2016-2017 school year. Persons interested in viewing the 2015 home may contact Mr. Peevey by calling 350-5247.

The Construction Academy offers a comprehensive construction program that provides students with training opportunities and relevant career exploration. Upon completion of the program, students have job-ready skills in the construction trade.

Diane Oldenburg, Director of the program, said "What these students accomplished was no small feat and we are incredibly proud of them! They acquired tremendous construction skills from Ron Peevey and worked very hard through some pretty adverse weather conditions. I hope throughout their lives these students will see this house and take great pride in the fact that they built it with their own hands. It is a tribute to their newfound skills."

Fergus High School students enrolled in the 2015-2016 Construction Academy include Fergus students: Derek Bourne, Austin Brand, Justin Fowler, Kevin Mathison, Thomas Mentzer, Brysen Metcalf, Joseph Miller, Jordan Moody, Kody Neill, Ty Parsons, Andrew Passow, Cole Swenson, Ethan Aldrich, and Hunter Gunsch.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

10

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD ON NON-AGENDA ITEMS

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 05/09/2016

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

11

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 11, 2016, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, April 11, 2016

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, Troy Kelsey, Shelley Poss, Jennifer Thompson, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith, Matt Lewis, Matt Ventresca, Bobbie Atchison, Scott Dubbs, Karen Durbin, Jared Long, Susan Standley, Sara Sullivan, Devney Welsh, Lee Anne Weinheimer, Darla Quinlan, Kathy Irwin, Michelle Trafton, Sarah Cloud, Chuck Cloud, Sandy Fox, Tia Carr, Audrey Boling

OTHERS PRESENT:

Student Representative, Mikayla Comes, Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, Chris Rice – CMLRCC Director, Student Teacher Austin Jones, Joseph Kern and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

3. RECOGNITION—FERGUS HIGH SCHOOL FCCLA

The Board of Trustees recognized and congratulated Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference. FCCLA President Jessica Donaldson introduced several members of the group who shared their projects. Fergus High School had **17 qualifiers for Nationals**. Siri Pederson was elected as a State Officer – VP of Finance.

4. RECOGNITION—FERGUS HIGH SCHOOL FFA

The Board of Trustees recognized and congratulated the Fergus High School FFA team and Advisor Jared Long for their successes at the State FFA Convention. FFA President Cassi Bawden, along with Becca Bawden and Grady Gilpatrick reported on the successful year the members of FFA have had at their many competitions throughout the year as well as at the State Convention. The Trustees were invited to attend the FFA Banquet scheduled for May 5, 2016.

5. REPORT—STUDENT REPRESENTATIVE

Mikayla Comes, Student Representative to the Board, reported on upcoming activities at Fergus High School.

6. REPORT—LEA
The Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
7. REPORT—COMMITTEES OF THE BOARD
The Insurance Committee met on April 13, 2016 to discuss the rate options for JPT/EBMS. There was an opportunity to get a 2% buy down on rates if we agreed to sign a 3-year contract, but the committee weighed all options and determined that it would be best to finish our current 3-year contract prior to signing another agreement.
8. PRESENTATION—K-4 BUILDING CONFIGURATION
Principals Matt Lewis and Matt Ventresca presented a proposal to the Board of Trustees that would change the configuration of Highland Park and Garfield Elementary Schools.

Highland Park Elementary currently houses three sections of Kindergarten, First Grade and Second Grade. Garfield Elementary houses three sections of Kindergarten, Third Grade and Fourth Grade. Mr. Lewis and Mr. Ventresca would like to propose to change the configuration of these two elementary buildings as follows: Kindergarten and First Grade at Garfield Elementary School and Second, Third, and Fourth Grades at Highland Park Elementary.
9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.
Mr. Butcher shared that the FHS Awards Ceremony is the same night as the May Board Meeting. The Trustees consented to have the Board meeting for May 9, 2016, start at 5:30 p.m. and to be moved to the Fergus High School Library to accommodate those who would like to attend the awards ceremony at 7:00 p.m. Superintendent Butcher reported the accreditation reports were received from the Office of Public Instruction. All schools received a “Regular” status, which means the schools passed with all teaching personnel having the proper endorsements for their area of teaching.
10. REPORT—ELECTION INFORMATION
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2016 School Election Calendar and advised them of the Trustee seats that will be up for election in 2016 – Troy Kelsey, Phil Koterba, and Jennifer Thompson. Declaration of Intent for the two 3-year terms for Trustee have been filed by Joseph Kern, Phil Koterba, and Jennifer Thompson. Troy Kelsey filed a Declaration of Intent for the 1-year term.
11. REPORT—BUDGET UPDATE
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2016-2017 General Fund Budgets. Currently, both districts are facing significant shortfalls, but there are several factors still to be determined.
12. REPORT—INVESTMENT
Interest earned and distributed for February 2016, was reported with \$1,380.30 in the elementary funds and \$1,180.76 in the high school funds for a total of \$2,561.06.

Interest earned and distributed for March 2016, was reported with \$1,212.51 in the elementary funds and \$1,074.78 in the high school funds for a total of \$2,287.29.

13. **REPORT—SUPERINTENDENT**

Superintendent Jason Butcher updated the Board of Trustees on the staffing situation and gave background information on the new staff being recommended for hire. If the Board approves the hiring recommendation for Michelle Trafton as the High School Library Media Specialist, that will open up an Elementary Principal position. Mr. Butcher presented three options for hiring the Elementary Principal position: Go back to the previous pool used to fill the HS Principal position, advertise again in-District to allow others to apply, or open the position up to public. The Trustees were polled: Trustee Birdwell – in District, Trustee Bailey – public, Trustee Weeden – in District, Trustee Poss – in District, Trustee Thompson – public, Trustee Kelsey – in District, Trustee Koterba – in District. The consensus of the Trustees is to advertise in-District first. Then, if there are no in-District applicants or the interview committee determines after interviewing that they do not have the best candidate, the position will be opened up to the public. Mr. Butcher reported on the recent Parent/Teacher Conferences. Fergus High School is hosting the Central Montana Career Fair on Wednesday, April 13, 2016, and extended an invitation to the Trustees to attend. Trustee Kris Birdwell is the Board representative that is screening applications for the Central Montana Foundation Scholarships. An update was provided on the Election Task Force Committee meetings. Local Businesses were contacted and asked to use their marquees to remind people to vote. Voting Fact Sheets were distributed throughout the community. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

14. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Sandy Fox requested that the Board look at out of district applicants for the Lewis & Clark Principal position due to the late timing of the opening and limited internal applicants.

Joseph Kern addressed the Board regarding his concern that teachers are dressing inappropriately. Board Chair Koterba stated that any concerns should be brought to the building Principals.

Doreen Heintz stated that both the FHS prom and Class 7C prom were held on the same night causing some strain on local businesses and lack of places for reservations.

ACTION ITEMS

MINUTES

15. **MINUTES OF THE MARCH 7, 2016, REGULAR BOARD MEETING** – approved unanimously (Thompson/Bailey).

APPROVAL OF CLAIMS

16. **CLAIMS** – the claims referenced in the 2015-2016 Bill Schedule and submitted through April 7, 2016, were approved unanimously (Thompson/Poss). The Finance Committee for April-June 2016 is Board Chair Phil Koterba, Shelley Poss, Jennifer Thompson, and Monte Weeden.

INDIVIDUAL ITEMS

17. **APPROVE K-4 BUILDING CONFIGURATION** – approved unanimously (Bailey/Weeden).
18. **APPROVE DENTAL INSURANCE RATES** – approved unanimously (Weeden/Bailey).

19. APPROVE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES – approved unanimously (Bailey/Thompson).
20. APPROVE ADOPTING THE HIGH SCHOOL RETIREMENT FUND BUDGET AMENDMENT – approved unanimously (Birdwell/Kelsey).
21. APPROVE 2016-2017 CLASSIFIED SALARY MATRIX – approved unanimously (Thompson/Birdwell).
22. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR – Substitute Teacher/Aide List—Joel Johnson, Hayley Pac; Substitute School Food List—Angela Tuss – approved unanimously (Thompson/Bailey).
23. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Weeden/Birdwell).

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next regular meeting will be held at 5:30 p.m. on Monday, May 9, 2016, at the Fergus High School Library.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 11, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BELL, Aaryn	Kindergarten Teacher	Garfield Elementary School	Accept letter of resignation	June 30, 2016	See attached letter.
POUKISH, Nathan	First Grade Teacher	Highland Park Elementary School	Accept letter of resignation	June 30, 2016	See attached letter.
CARR, Tia	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for the remainder of the 2015-2016 School Year (up to 55 days)	March 14, 2016	See attached memo.
HENDERSON, Jodi	Kindergarten Teacher	Garfield Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	April 11, 2016	See attached hiring recommendation.
ROBERTS, Pamela	Special Education Resource Teacher	Garfield Elementary School	Approve appointment on schedule— BA Step 4 (Actual)	April 11, 2016	See attached hiring recommendation.
ROBINS, Jayme	Fourth Grade Teacher	Highland Park Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 1)	April 11, 2016	See attached hiring recommendation.
NEFZGER, Sue	Family and Consumer Sciences Teacher	Fergus High School	Approve appointment on schedule— MA+30 Step 9	April 11, 2016	See attached hiring recommendation.
NEFZGER, Timothy	Chemistry Teacher	Fergus High School	Approve appointment on schedule— MA+30 Step 9	April 11, 2016	See attached hiring recommendation.

**“EXHIBIT A”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 11, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
TRAFTON, Michelle	Library Media Specialist	Fergus High School	Approve appointment on a schedule— MA+30 Step 15	April 11, 2016	See attached hiring recommendation.
MAJERUS, Timothy	Principal	Lewistown Junior High School	Approve revision of contract to reflect increase of \$5,000 for the 2016-2017 School Year	April 11, 2016	As per the Board of Trustee’s recommendation
DURBIN, Karen	School Counselor	Fergus High School	Approve revision of contract for the 2016-2017 School Year from 1.00 FTE to 1.0375 FTE to reflect additional days worked	April 11, 2016	The high school counselor works seven extra days in addition to the 187 contracted for 1.00 FTE
DEVERS, Nycole	School Counselor	Highland Park / Garfield Elementary Schools	Approve appointment on schedule— MA Step 4 (Actual Step 0)	April 11, 2016	See attached hiring recommendation.
OLDENBURG, Diane	Adult Education Director	Central Montana Education Center	Approve appointment on schedule— 2015-2016 Contract Level+Negotiated Percentage (2%)	April 11, 2016	Diane was not included on the list of Classified Administrators that were approved on March 7, 2016.
ARCHULETA, Angela	Library Media Specialist	Lewis & Clark Elementary School & Lewistown Junior High School	Approve appointment on schedule— MA+20 Step 4 (Actual Step 2)	April 11, 2016	See attached hiring recommendation.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

12

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth **Date:** 05/09/2016

SUMMARY:

Approve claims paid through May 5, 2016, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2016 include: Board Chair Phil Koterba, Shelley Koterba, Jennifer Thompson, and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

13

ITEM TITLE: CANVASS OF ELECTION RESULTS—TRUSTEES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 3, 2016, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ **Additional Information Attached**

NOTES:

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

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE _____ SCHOOL DISTRICT NO. ____ ELECTION,
 _____ COUNTY, ON THE _____ DAY OF _____, 20____.

OFFICE	NAME of CANDIDATE/ISSUE	NUMBER OF VOTES	TOTALS

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of _____ School District, No. _____, _____ County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this _____ day of _____, 20 _____.

Board of Trustees:

_____ Trustee	_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee	_____ Trustee
_____ Trustee		
_____ Election Administrator		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

14

ITEM TITLE: CANVASS OF ELECTION RESULTS—ELEMENTARY BUILDING RESERVE LEVY

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 3, 2016, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ **Additional Information Attached**

NOTES:

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

CERTIFICATE OF ELECTION FOR PROPOSITION

(Proposition Title)

To the _____ County Superintendent:

We, the undersigned trustees, certify that the taxpayers of School District No. _____ of _____ County, State of Montana, on _____ day of _____, 20____, voted on the following proposition:

Number of votes FOR: _____

Number of votes AGAINST: _____

* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)
* _____ (Print Trustee's name)	_____ (Trustee's signature)

The proposition was thereby _____ approved or _____ disapproved.

*Signatures of Trustees of _____ School District No. _____

DATED this _____ day of _____, 20_____.

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), **MCA**.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

15

ITEM TITLE: CANVASS OF ELECTION RESULTS—HIGH SCHOOL BUILDING RESERVE LEVY

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 3, 2016, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ **Additional Information Attached**

NOTES:

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

High School Building Reserve

To the Fergus County Superintendent:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE A HIGH SCHOOL BUILDING RESERVE LEVY IN THE AMOUNT OF \$98,000 PER YEAR FOR 10 YEARS AND BEING APPROXIMATELY 7.54 MILLS, FOR A TOTAL AMOUNT 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 \$10.18 AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$20.36.

36

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

16

ITEM TITLE: APPROVE INTERLOCAL AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS
AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 05/09/2016

SUMMARY:

The Board of Trustees needs to approve the Interlocal Agreement as attached between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) to define and describe the relationship of the parties with respect to the services provided.

SUGGESTED ACTION: Approve Interlocal Agreement between Lewistown Public Schools and CMLRCC

☒ **Additional Information Attached**

NOTES:

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

**INTERLOCAL AGREEMENT
FOR THE
ESTABLISHMENT OF A SPECIAL
EDUCATION COOPERATIVE**

THIS AGREEMENT, Made and entered into, with a start date of July 1, 2016, between and among:

AYERS ELEMENTARY SCHOOL DISTRICT
DEERFIELD ELEMENTARY SCHOOL DISTRICT
DENTON SCHOOL DISTRICT
GEYSER SCHOOL DISTRICT
GRASS RANGE SCHOOL DISTRICT
HARLOWTON SCHOOL DISTRICT
HOBSON SCHOOL DISTRICT
JUDITH GAP SCHOOL DISTRICT
KING COLONY ELEMENTARY SCHOOL DISTRICT
LAVINA SCHOOL DISTRICT
LEWISTOWN SCHOOL DISTRICT
MELSTONE SCHOOL DISTRICT
MOORE SCHOOL DISTRICT
ROUNDUP SCHOOL DISTRICT
ROY SCHOOL DISTRICT
RYEGATE SCHOOL DISTRICT
SHAWMUT SCHOOL DISTRICT
SPRING CREEK COLONY ELEMENTARY SCHOOL DISTRICT
STANFORD SCHOOL DISTRICT
WINIFRED SCHOOL DISTRICT
WINNETT SCHOOL DISTRICT

WHEREAS, the School Districts desire to offer full services to persons requiring special education (said persons defined in 20-7-401 MCA) and to all children with disabilities residing with said School Districts; and

WHEREAS, The School Districts desire to provide these Special Education Services in compliance with all applicable State and Federal Laws and Regulations; and

WHEREAS, Sections 20-7-451 through 20-7-456 MCA, provide that School Districts may contract with one another to establish a cooperative to perform all Special Education Administrative Services, activities and undertakings that the School Districts entering into the Agreement are authorized by law to perform;

NOW, THEREFORE, The parties hereto hereby ESTABLISH A SPECIAL EDUCATION COOPERATIVE, pursuant to the following mutual covenants and promises:

**I. COOPERATIVE'S POWERS, DUTIES
AND
RESPONSIBILITIES**

1. The Cooperative shall provide instructional services as contracted and related services defined as speech/language pathology, audiology, occupational therapy, physical therapy, orientation and mobility, early identification and assessment of disabilities, psychological services and supplemental counseling to all School Districts who are parties to this Agreement.
2. The Cooperative shall comprehensively evaluate referred children, following appropriate pre-referral procedures, who are suspected of being children with disabilities as defined in I.1 (20-7-401 MCA) when School Districts do not employ personnel qualified to conduct the component of the comprehensive evaluation.
3. The Cooperative shall use Evaluation Teams (ET) to identify children with disabilities.
4. The Cooperative shall use Instructional Teams (IT) to plan and develop an Individualized Educational Program (IEP) for each child requiring the services of this Cooperative.
5. The Cooperative shall provide all the support or related services specified in I.1 required by the IEP developed under I.4.
6. The Cooperative shall advise School Districts on decisions pertaining to least restrictive alternative settings.
7. The Cooperative shall assure due process for all children with disabilities, including the appointment of surrogate parents, if necessary.
8. The Cooperative shall provide Special Education services to all persons with disabilities between the ages of three years and eighteen years inclusive, who reside within the School Districts that are parties to this Agreement. Comprehensive evaluations are available for birth through two year old children providing the evaluations are necessary to determine eligibility for Special Education services commencing on their third birthday. Further, the Cooperative, after evaluation of persons, inclusive, nineteen years of age through twenty-one years of age, may offer services to those persons who would benefit from Special Education services providing that the specific School District offers services to nineteen through twenty-one year old students.

9. The Cooperative shall at least annually perform the Child Find activities required of participating School Districts by State and Federal statute.

II. POWERS OF THE COOPERATIVE

1. To sue and be sued, complain and defend, in its Cooperative name.
2. To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, hold, own, improve, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated.
3. To sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of all or any part of its property and assets.
4. To make contracts and incur liabilities, borrow money at such rates of interest as the Cooperative determines reasonable.
5. To conduct its affairs, carry on its operations, and have offices in this State.
6. To make and alter, by Resolution of the Board of the Cooperative, by-laws governing the calling and conducting of meetings, appointment of a Director, and the internal operating procedures of the Board of the Cooperative.

III. ORGANIZATION OF THE COOPERATIVE

1. COOPERATIVE'S NAME: The name of this Special Education Cooperative shall be the Central Montana Learning Resource Center Cooperative (CMLRCC).
2. DURATION OF CMLRCC'S EXISTENCE: The duration of CMLRCC is perpetual.
3. CMLRCC MANAGEMENT BOARD: All terminations of employment of CMLRCC staff, expenditures of funds, provision of Special Education Services and implementation of policy shall be determined by the Management Board.
4. The Management Board shall consist of nine representatives, one representative shall be appointed from the Lewistown School District, one representative shall be appointed from the Harlowton School District, and one representative shall be appointed from the Roundup School District; and, one representative shall be chosen at large from each of the six participating counties by the Member Districts in that County, said representatives shall be appointed to one-year terms. Representatives shall be appointed annually by the administrators of their member districts.
5. Each representative identified in III.4 shall have one vote.
6. The CMLRCC Management Board shall recruit and employ a Director.

7. CMLRCC shall employ sufficient qualified staff to provide services contemplated by this Agreement.
8. CMLRCC shall employ only those persons whose qualifications equal or exceed the qualifications required under Montana Laws and Rules for Special Education.
9. The Management Board shall meet as necessary, but not less than quarterly.
10. The Management Board shall:
 - a. Set policy to be implemented by the Director.
 - b. Comprehensively review the performance of CMLRCC at least annually.
 - c. Review the financial management of CMLRCC at least annually.
 - d. Set and approve the CMLRCC fiscal budget.
 - e. The Management Board shall have the power to make contracts. No such contract shall be entered into by CMLRCC for a term in excess of one year. Any temporary employment agreement of less than twelve months for less than five hundred dollars may be entered into at the discretion of the Director and will be reported to the Management Board at the first Board meeting following the date of the contract.

IV. FINANCIAL ADMINISTRATION

1. The CMLRCC Business Office shall act as its own fiscal agent, pursuant to Section 20-9-701, et. Seq., MCA.
2. The Business Manager and Director shall establish a non-budgeted Interlocal Cooperative Fund for the purpose of the financial administration of the Interlocal Cooperative Agreement. All revenues received, including Federal, State or other types of grant payments in direct support of the agreement and the financial support provided by cooperating agencies, shall be deposited in such fund. All financial support of the agreement contributed by a member district may be transferred to the Interlocal Cooperative Fund from any fund maintained by such District by Resolution of the Trustees and District warrant. Moreover, the Superintendent of the Office of Public Instruction may transfer directly to CMLRCC the State and Federal portion of any participating member district's budgeted costs for contracted Special Education Services. Any such transfer to the Interlocal Cooperative fund shall be used to finance those expenditures under the Agreement which is comparable to those that are permitted by law to be made out of the fund

from which the transfer was made. No transfer shall be made from the miscellaneous federal programs fund without the express approval of the Superintendent of the Office of Public Instruction.

3. All expenditures in support of the Interlocal Cooperative Agreement shall be made from the Interlocal Cooperative Fund established by CMLRCC and administered by the Business Office.
4. The Management Board shall have the sole power to expend funds from the Interlocal Cooperative Fund.
5. The member districts shall transfer those sums received by them in direct support of this agreement to the Interlocal Cooperative Fund. Each district shall be responsible to provide, at a minimum, the matching dollars that are necessary for the instructional services match and related services block grant.
6. Instructional services from CMLRCC shall be paid for by the member districts to CMLRCC from their instructional service block grant dollars. The amount will be determined by the Director and approved by the Management Board on an annual basis.
7. The Federal Application for Part B and Preschool funds will be submitted by the CMLRCC Director on behalf of member districts.
8. A financial audit by an independent auditor shall be ordered each year to assure proper expenditure procedures.

V. TERMINATION OF MEMBERSHIP IN CMLRCC

Each member district agreeing to the terms of this agreement shall remain a member of CMLRCC for a minimum of three (3) years. Unless membership is requested to be dropped by October 1 of the current fiscal school year, the member district's commitment will automatically extend for three (3) fiscal years. Each member district's commitment to membership in CMLRCC is effective with the signature on this Interlocal Agreement. A member district intending to withdraw must provide notification of intent to withdraw three (3) fiscal years in advance of the withdrawal date.

VI. ADDITION OF A DISTRICT TO CMLRCC

1. Any non-member school district within the geographic boundary of CMLRCC will be notified annually, by certified or registered letter with signed, returned receipt or by personal notification with a signed receipt, no later than October 1 with the opportunity to join the CMLRCC for the ensuing three (3) fiscal years.
2. Non-member districts who wish to join CMLRCC must respond within sixty (60) days of notification for the opportunity to participate.
3. CMLRCC shall allow the addition of a non-member district within the geographic boundaries of CMLRCC in accordance with the State statute. Such addition shall only be allowed at the regular December board meeting of the Management Board. Notice of application to add a non-member district shall be given to all Management Board Members at least ten (10) days prior to the regular December board meeting.

VII. APPLICATION TO JOIN CMLRCC SHALL CONTAIN:

1. The district's name.
2. Anticipated required services.
3. District's proposed budget for contracted Special Education Services.
4. Application must be signed by the Board of Trustees' Chairperson of the applying District.

CMLRCC may contract with any District during the Fiscal Year to provide Special Education Services, if available, to a non-member district. Any such contract entered into shall comply with the terms and conditions stated herein and shall be for compensation determined reasonable by CMLRCC.

VIII. TERMINATION OF CMLRCC

CMLRCC may be terminated by majority vote of the Management Board. Such vote shall only be held at the regular March board meeting of the Management Board. Any member of the Management Board may propose termination. Notice of intention to propose termination shall be sent to each member by the member proposing termination at least ten (10) days prior to the regular March meeting.

If the Management Board should terminate CMLRCC, the termination shall be effective at the end of the fiscal year in which the termination occurs. During the

period from the termination until the end of the fiscal year, CMLRCC shall windup its affairs. All property in the possession of CMLRCC and owned by any member district shall be returned as soon as reasonably possible to the owner-district. Any property owned by CMLRCC shall be liquidated. All moneys in the possession of CMLRCC-owned property liquidation shall be distributed to the member districts by the following formula:

Contribution of Member District-Contribution of All Districts x All Remaining Cooperative Moneys.

IX. TERMINATION OF INSTRUCTIONAL SERVICES

It is further agreed that those member districts receiving instructional services (i.e., direct teacher support from CMLRCC) will notify CMLRCC by March 1 of the current fiscal year of their intent to continue services and to provide the necessary financial assistance to maintain the instructional staff. If notification is not received by March 1, the member district's commitment to the instructional services will be automatically renewed for the following fiscal year.

If any member district, who is not currently receiving instructional services, wishes in subsequent years to receive instructional services, that member district must notify CMLRCC of the potential need by February 1 and confirm or rescind the request by March 1 of the previous year and have Management Board approval prior to those services being provided. The member district is then obligated for costs for provision of the instructional services consistent with the calculation determined in IV.6 of the Financial Administration of CMLRCC.

X. REVIEW BY THE SUPERINTENDENT OF THE OFFICE OF PUBLIC INSTRUCTION

This Interlocal Agreement shall be submitted to the Superintendent of the Office of Public Instruction of the State of Montana for review and approval. This agreement shall not be in effect until such approval is obtained, and the agreement is recorded with the Superintendent of the Office of Public Instruction of the State of Montana.

XI. TEACHER TENURE

1. Whenever a teacher has been elected by the offer and acceptance of a contract for the fourth consecutive year of employment by CMLRCC in a position requiring teacher certification, except as a director or a specialist, the teacher shall be deemed to be re-elected from year to year thereafter as a tenured teacher at the same salary and in the same comparable position of employment as that provided by the last executed contract with such teacher

unless the Management Board resolve, by majority vote of their membership, to terminate the services of the teacher in accordance with XI.2.

2. In accordance with 20-7-456, MCA:
 - a. Teachers, who have tenure rights with a member district of CMLRCC and are employed by CMLRCC, do not lose their tenure with their district.
 - b. Non-tenured teachers employed by CMLRCC acquire tenure with CMLRCC in the same manner as prescribed in 20-4-203, and the provisions of 20-4-204 through 20-4-207 are applicable to teachers employed by CMLRCC.
 - c. Tenure for a teacher employed by CMLRCC is acquired only with CMLRCC and not with a member district of CMLRCC.
 - d. For the purposes of tenure of a teacher employed by CMLRCC, contract renewals may not be used to limit the teacher's progress toward tenure status.

XII. TERMINATION OF TENURE TEACHER SERVICES

1. Whenever the Management Board resolve to terminate the services of a tenure teacher under the provision of XI.1, the CMLRCC Management Board Chairperson shall, before April 1, notify the teacher of such termination in writing by Certified or Registered letter with a signed, returned receipt or by personal notification with a signed receipt.
2. Any tenured teacher, who received Notice of Termination, may request in writing, within ten days after the receipt of such Notice, a written statement declaring clearly and explicitly specific reason(s) for the termination of his or her services. The Director shall supply such statement within ten (10) days of the request.
3. Within ten (10) days after the tenured teacher receives the statement for reason(s) for termination, he or she may request in writing a hearing before the Management Board to reconsider the termination action. When a hearing is requested, the Management Board shall conduct such a hearing and reconsider its termination action within ten (10) days after the receipt of the request for the hearing. If the Management Board affirms its decision to terminate, the tenured teacher may appeal the decision to the Superintendent of the Office of Public Instruction.
4. Subsequently, either the tenured teacher or the Management Board may appeal the decision of the Superintendent of the Office of Public Instruction to the appropriate District Court in the State of Montana.

The undersigned authorized representative of the participating school district indicates by his/her signature agreement to the terms of the Central Montana Learning Resource Center Cooperative (CMLRCC) Interlocal Agreement.

Board Chairperson

Lewistown Elementary & Fergus High School
School District

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

17

ITEM TITLE: APPROVE REQUEST FROM BROWNING HIGH SCHOOL TO MOVE FROM THE
CENTRAL A CONFERENCE TO THE NORTHWESTERN A CONFERENCE

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 05/09/2016

SUMMARY:

Browning High School is requesting to petition to the Montana High School Association (MHSA) to move from the Central A Conference to the Northwestern A Conference at the MHSA November 2016 meeting.

The Board of Trustees from the school districts in the Central A Conference will need to approve the request from Browning High School to make this move.

If approved, the move will become effective during the 2017-2018 School Year.

SUGGESTED ACTION: Approve Request from Browning High School to move from the Central A Conference to the Northwestern A Conference

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

18

ITEM TITLE: APPROVE COLLABORATIVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY FOR HIGH SCHOOL DUAL CREDIT ENROLLMENT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 05/09/2016

SUMMARY:

The Board of Trustees needs to approve the Collaborative Agreement between Lewistown Public Schools and Great Falls College Montana State University for High School Dual Credit Enrollment as outlined on the attachment.

SUGGESTED ACTION: Approve Collaborative Agreement between Lewistown Public Schools and Great Falls College Montana State University for High School Dual Credit Enrollment

☒ **Additional Information Attached**

NOTES:

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

Collaborative Agreement between Lewistown Public Schools And Great Falls College Montana State University

This document outlines the partnership between the Lewistown School District and Great Falls College Montana State University (GFC MSU) for high school dual enrollment.

Purpose: The purpose of this partnership is to provide high school students in the Lewistown School District with the opportunity to earn either (a) high school credit and college credit simultaneously or (b) college credit only in the courses provided by GFC MSU.

References: Running Start Legislation: <http://leg.mt.gov/bills/mca/20/9/20-9-706.htm>

Administration Rule ARM 10.57.437 on Postsecondary Faculty License
<http://www.mtrules.org/gateway/ruleno.asp?RN=10.57.437>

GFC MSU Faculty License website:
<http://admissions.gfcmsu.edu/highschool/pdf/LicensedFacultyList.pdf>

GFC MSU High School Dual Enrollment policy:
http://www.gfcmsu.edu/about/policies/PDF/300/310_1.pdf

Montana University System Dual Enrollment Guidelines:
<http://admissions.gfcmsu.edu/highschool/pdf/DualEnrollmentGuidelines.pdf>

GFC MSU catalog website: <http://catalog.gfcmsu.edu/>

Eligibility: High school students who have Junior or Senior standing are eligible for dual enrollment courses under the following conditions:

- ⇒ The student must have received prior authorization from a designated high school representative,
and
- ⇒ The student must complete and submit all appropriate paperwork for the program.
and
- ⇒ The student must satisfy all prerequisites listed in the catalog for the individual course they wish to take.
and
- ⇒ The classes requested must not be available through the school district.
and
- ⇒ In registering these students, GFC MSU will not displace adult students attending the College.
and
- ⇒ Developmental coursework is not eligible for dual enrollment pricing.
and
- ⇒ Dual Enrollment students will not be placed on course waitlists.

Credits: Students will earn college credits as referenced in the current GFC MSU catalog. Typically one 3 credit semester college course is equivalent to 1 semester credit in high school.

Funding: Funding for all designated dual credit or college-credit-only courses will be managed according to this formula: ½ in-state resident tuition.

Tuition	\$52/credit to student
---------	------------------------

** Fees will be assessed using the same model for all credit bearing courses. Current tuition and fee schedule is available online at*

<http://admissions.gfcmsu.edu/highschool/pdf/Dual%20Enrollment%20Tuition.pdf>

Books, supplies, materials, course fees, program fees, and travel costs will be paid by either the student or the school district.

Refunds: In the case of student withdrawal from dual enrollment courses, refunds will be made according to regular College policies (as stated in the catalog) and divided equally between the student and GFC MSU according to the Funding section above.

Online Courses: For online dual enrollment courses that will also earn the student high school credit, the School District will provide an on-site facilitator who is a certified teacher in the district. This facilitator will provide on-site support for students taking online courses, generally of a technical nature, to ensure that students have the support they need to be successful with the technology. GFC MSU will provide direct assistance as needed for the facilitator.

Term: This agreement will remain in effect for the 2016-2017 academic year. On or before May 1, 2017, the parties will consider whether to continue the agreement for the next academic year.

Signatories: The following persons representing Lewistown Public Schools and Great Falls College Montana State University agree to the terms of this agreement, which will be revisited on or before May 1, 2017 for possible continuation in future academic years.

Superintendent of Lewistown Public Schools

Date

Dr. Susan J. Wolff, CEO/Dean of GFC MSU

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

19

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

The Board of Trustees needs to approve the attached resolution for the 2016-2017 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution

☒ **Additional Information Attached**

NOTES:

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

FERGUS COUNTY INVESTMENT RESOLUTION

WHEREAS, the Fergus County Commissioners have established an investment program incorporating all county and school districts' cash on deposit with the County Treasurer, which will be administered through the County Treasurer's Office;

WHEREAS, all research indicates that Lewistown School District No. 1 interest revenue will be increased appreciably by participation in the County Investment Program;

WHEREAS, Subsection (4) of Section 20-9-213, MCA, places the authority to invest any monies of the School District with the Board of Trustees and Subsection (10) of Section 20-9-212, MCA, prescribes a duty for the County Treasurer to invest money of the School District as directed by the Board of Trustees of the School District.

WHEREAS, while participating in the Fergus County Investment Pool, all monies will be invested as directed by the County Treasurer, under the guidelines of the Fergus County Investment Committee's Bylaws, and there will be no individual investments for any one entity.

NOW, THEREFORE, BE IT RESOLVED, that Lewistown School District Number 1, Fergus County, will participate in the Fergus County Investment Program from July 1, 2016, through June 30, 2017, and pay the 2 % investment program administrative fee from the resultant interest revenue;

BE IT FURTHER RESOLVED that the Board of Trustees appoints Rebekah Rhoades, Business Manager/District Clerk (By-laws Article 11, Section Id) as our representative to the Fergus County Investment Committee, and,

BE IT FURTHER RESOLVED, that the Fergus County Treasurer is hereby designated the agent of Lewistown School District No. 1, Fergus County, for the purpose of investing all available cash of the School District.

DATED this 9th day of May 2016.

CHAIR, BOARD OF TRUSTEES
SCHOOL DISTRICT NO. 1

ATTEST:

SCHOOL DISTRICT CLERK
SCHOOL DISTRICT NO. 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

20

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

ITEM TITLE: FIRST READING—BOARD POLICY #5321 – CONDITIONS FOR USE OF LEAVE

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/09/2016

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5321 – Conditions for Use of Leave.

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 #5321 – Conditions for Use of Leave

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

PERSONNEL

5321P

Page 1 of 2

Conditions for Use of Leave

Certified staff may use sick leave for those instances listed in the current collective bargaining agreement. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included on this list.

Accrual and Use of Sick Leave Credits

Certified employees shall accrue and may use their sick leave credits according to the current collective bargaining agreement.

Classified employees shall accrue sick leave in accordance with the provisions of 2-18-618, MCA. Classified employees serving in positions that are permanent full-time, seasonal full-time, or permanent part-time are eligible to earn sick leave credits. Sick leave credits accrue from the first day of employment. A classified employee must be continuously employed for the qualifying period of ninety (90) calendar days in order to use sick leave. Sick leave may not be advanced nor may leave be taken retroactively. Unless there is a break in service, an employee only serves the qualifying period once. After a break in service, an employee must again complete the qualifying period to use sick leave. A seasonal classified employee's accrued sick leave credits may be carried over to the next season if management has a continuing need for the employee or, alternatively, may be paid out as a lump sum to the employee when the season ends, in accordance with ARM 2.21.141.

Persons, whether classified or certified, simultaneously employed in two (2) or more positions, will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor or appropriate authority for that position. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a work week that are paid as overtime hours or are recorded as compensatory time hours. A full-time employee shall not earn less than nor more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose

any accrued sick leave credits nor lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

5321P

Page 2 of 2

Calculation of Sick Leave Credits

Certified employees shall earn sick leave credits at the rate stated in the current collective bargaining agreement.

Full-time classified employees shall earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

Sick Leave Banks

Donation and use of sick leave credits to the sick leave bank are governed by the terms of the current collective bargaining agreement and Classified Sick Leave Bank, Policy 5510.

Lump-Sum Payment upon Termination for Classified Employees

Upon termination a classified employee that has worked the qualifying period ~~and has less than 8 consecutive years of service in the District~~ will be paid a lump-sum payment equal to twenty-five percent (25%) of accumulated sick leave. A classified employee with 8 or more consecutive years of service in the District, **who was hired prior to June 30, 2016**, will be paid a lump-sum payment equal to thirty percent (30%) of accumulated sick leave. The value of unused sick leave is computed based on the employee's salary rate at the time of termination.

Industrial Accident

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. Use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis, by contacting the Workers' Compensation carrier.

Sick Leave Substituted for Annual Leave

A classified employee, who qualifies for use of sick leave while taking approved annual vacation leave, may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Policy History:

Adopted on: June 28, 2004

Revised on: August 18, 2014

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

21

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

ITEM TITLE: FIRST READING—BOARD POLICY #7535 – ELECTRONIC SIGNATURES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/09/2016

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #7535 – Electronic Signatures.

This is a new policy being added.

SUGGESTED ACTION: Approve First Reading of Board Policy #7535 – Electronic Signatures

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7535

Page 1 of 2

Electronic Signatures

“Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District’s document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or use access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, of its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific individualized reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at his or her discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted such electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the Administrators of the District are authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

Legal Reference: 30-18-102(9), MCA
 30-18-106(4), MCA

 42.8.106, ARM

Definitions
Legal recognition of electronic records,
electronic signatures, and electronic
contracts
Electronic submission of documents and
electronic signatures

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

22

ITEM TITLE: APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/09/2016

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2016-2017 Fiscal Year in accordance with 20-20-417 MCA.

SUGGESTED ACTION: Approve Contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for School Elections

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

ELECTION HISTORY

ELEMENTARY												
	1997	1998	1999	2000	2001	2002		2003	2004	2005	2006	2007
AMOUNT	\$268,571.05	\$169,267.06	\$165,301.94	\$27,075.62	NONE	\$29,997.63	\$46,533.25	\$15,336.91	\$31,500.00	\$98,000.00	\$24,110.65	\$77,903.95
MILLS	28.25	17.49	14.71	2.05			4.65	1.52			2.09	7.23
FOR	560	569	497	510			786	661			703	689
AGAINST	324	291	17	166			287	249			287	392
PASS/FAIL	PASS	PASS	PASS	PASS		PASS	PASS	PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL			POLL	POLL			POLL	POLL
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY		TECH	GF LEVY	GF LEVY	TECH	BR LEVY (10YR)	GF LEVY	GF LEVY

ELEMENTARY											
	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014	2015		2016
AMOUNT	NONE	\$123,863.99	\$111,435.00	NONE	\$211,108.25	NONE	NONE	\$0.00	\$98,000.00	\$79,449.41	\$98,000.00
MILLS		10.88	9.48		17.49			0.00	8.33	6.58	8.17
FOR		478	958		923			991	1126	1157	845
AGAINST		521	726		1165			155	1173	1146	542
PASS/FAIL		FAIL	PASS		FAIL			PASS	FAIL	PASS	PASS
MAIL/POLL		POLL	POLL		MAIL			POLL	MAIL	MAIL	POLL
TYPE		GF LEVY	GF LEVY		GF LEVY			BUS BARN LAND	BR LEVY (10 YR)	GF LEVY	BR LEVY (10 YR)

HIGH SCHOOL												
	1997	1998	1999	2000	2001	2002		2003	2004	2005	2006	2007
AMOUNT	\$32,867.01	\$107,066.90	\$69,582.16	NONE	NONE	\$51,165.05	\$87,613.29	\$55,318.87	\$101.00	\$98,000.00	\$227,354.04	\$28,399.56
MILLS	2.62	8.59	5.70				8.09	5.07	9.37		19.93	2.44
FOR	696	673	517				758	641	514		669	718
AGAINST	449	490	18				325	272	289		332	390
PASS/FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	PASS	POLL	POLL
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY	GF LEVY	TECH	GF LEVY	GF LEVY	GF LEVY	BR LEVY (10YR)	GF LEVY	GF LEVY

HIGH SCHOOL										
	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014	2015	2016
AMOUNT	NONE	\$34,998.00	NONE	\$10,715,000.00	\$137,765.21	NONE	\$130,492.06	NONE	\$98,000.00	\$98,000.00
MILLS		2.85		???	10.58		9.68		7.71	7.54
FOR		531		1421	919		1486		1150	875
AGAINST		483		2143	1201		1337		1256	593
PASS/FAIL		PASS		FAIL	FAIL		PASS		FAIL	PASS
MAIL/POLL		POLL		MAIL	MAIL		MAIL		MAIL	POLL
TYPE		GF LEVY		BOND	GF LEVY		GF LEVY		BR LEVY (10 YR)	BR LEVY (10 YR)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

23

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 05/09/2016

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Classified Staff for the 2016-2017 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Classified Staff

☒ **Additional Information Attached**

NOTES:

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

CLASSIFIED STAFF CONTRACT DATA
2016-2017 SCHOOL YEAR

NAME		JOB TITLE	HOURS	DAYS
ADAMS	STEVEN	PARAPROFESSIONAL	7.50	186
ATCHISON	ROBERTA	PAYROLL SPECIALIST	8.00	260
BALDWIN	SCOTT	TECH SUPPORT SPECIALIST	8.00	260
BASZCZUK	REBECCA	BUS DRIVER	5.00	186
BENNETT III	JOEL	HEAD CUSTODIAN	8.00	260
BIGLEN	SHELLY	FOOD SERVER/KITCHEN AIDE	8.00	187
BLACKADAR	LESLEY	FOOD SERVER	2.00	187
BLACKADAR	THOMAS	CUSTODIAN	8.00	260
BLAZICEVICH	JENIFER	PARAPROFESSIONAL	7.50	186
BOWEN	CONNIE	PARAPROFESSIONAL	7.50	186
BRISTOL	JENNIFER	SCHOOL SECRETARY	8.00	225
BROOKS	JESSICA	PARAPROFESSIONAL	7.50	186
BROWN	CLAUDIA	PARAPROFESSIONAL	7.50	186
BUSSEY	JAMES	CUSTODIAN	8.00	260
CARTER	AUSTIN	TECH SUPPORT SPECIALIST	8.00	260
CHAMBERLAIN	SANDRA	ADMINISTRATIVE SECRETARY	8.00	260
CHARBONNEAU	LISA	PARAPROFESSIONAL	7.50	186
COMER	KELLY	PARAPROFESSIONAL	4.50	186
CONNER	TRACY	PARAPROFESSIONAL	7.50	186
CONRAD	GRETCHEN	PARAPROFESSIONAL	7.50	186
DARRINGTON	ANDREA	PARAPROFESSIONAL	7.50	186
D'AUTREMONT	JODY	SCHOOL SECRETARY	8.00	225
DEFFINBAUGH	GARY	CUSTODIAN	8.00	260
D'HOOGHE	JOAN	SPED BUS AIDE	6.00	186
DISTAD	GARY	MECHANIC	8.00	260
DOWNING	HEIDI	FIRST BAKER	7.00	193
FENLEY	ALLISON	SCHOOL NURSE	7.00	209
FISK	DALE	GROUNDSCKEEPER/MAINT	8.00	260
FOSTER	GAYLE	PARAPROFESSIONAL	7.50	186
FOWLER	LAURIE	SECOND COOK	7.00	193
FRY	JUDY	PARAPROFESSIONAL	7.50	186
GOBBLE	CHRISTINE	RECEIVING/AP CLERK	4.00	260
GUETHS	HEATHER	PARA/FULL TIME SUB	7.50	186
HENSLEY	DANIEL	MAINTENANCE	8.00	260
HERSEL	YVETTE	FOOD SERVER/KITCHEN AIDE	5.50	187
HUTCHINS	MANDIE	PARAPROFESSIONAL	7.75	186
IRWIN	ROBERT	PARAPROFESSIONAL	7.50	186
ITEN	SHELLEY	PARAPROFESSIONAL	7.50	186
JAYNES	ASHTON	FOOD SERVER/CASHIER	3.75	187
JENNI	ANGELA	PARAPROFESSIONAL	7.50	186
JENSEN	JOHN	TECH SUPPORT SPECIALIST	8.00	260
JOHNSON	BRIDGETT	PARAPROFESSIONAL	6.50	186
JOHNSON	JENNIFER	PARAPROFESSIONAL	7.50	186
KELLY	STEVEN	HEAD CUSTODIAN	8.00	260
KOLAR	DARLA	PARAPROFESSIONAL/SUB CALL-IN	7.75	186
KONERT	DANIEL	MAINTENANCE	8.00	260
KONERT	SHAWNA	PARAPROFESSIONAL	7.50	186
LAFAVER	JAMES	CUSTODIAN	8.00	260

CLASSIFIED STAFF CONTRACT DATA
2016-2017 SCHOOL YEAR

NAME		JOB TITLE	HOURS	DAYS
LAFEVER	ROSEMARY	FOOD SERVER/CASHIER	3.00	187
LANKUTIS	TERRY	TECH SUPPORT SPECIALIST	7.00	237
LANTZER	LEE	BUS DRIVER	4.00	185
LELEK	JONETTE	FOOD SERVER	3.50	187
LELEK	WAYNE	BUS DRIVER	5.00	185
MADDUX	JOHN	CUSTODIAN	8.00	260
MANE	JANINE	FOOD SERVER/KITCHEN AIDE	7.50	187
MATOVICH	APRIL	PARAPROFESSIONAL	7.50	186
MATTHEIS	NANCY	IMC TECHNICIAN	8.00	215
MAXWELL	SHANNON	PLAYGROUND ASSISTANT	4.00	186
MCKINNEY	NORINE	PARAPROFESSIONAL	7.50	186
MCLENDON	DARCY	PARAPROFESSIONAL	7.50	186
MILLER	JEANETTE	SPED BUS AIDE/SWEEPER	8.00	185
MOLINE	ROBIN	PRINCIPAL'S SECRETARY	8.00	260
MONTGOMERY	PHILIP	BUS DRIVER	4.00	185
NEWMAN	EILEEN	FOOD SERVER	2.50	187
NOEL	CINDY	BUS DRIVER	7.50	185
NORVELL	MYCHEILLE	CMEC SEC/ABLE GRANT SUPPORT	8.00	260
O'DELL	FLEETA	FS/PARA/OFFICE/SUB CALL-IN	7.50	186
PAULSON	DONNA	SECOND COOK	7.00	193
PEARSON	JAMES	BUS DRIVER	5.00	185
PFAU	WENDY	ACTIVITIES SECRETARY	5.00	201
POSER-BROWN	LORA	PARAPROFESSIONAL	7.50	186
PRINDLE	LYNNE	PARAPROFESSIONAL	7.50	186
RASH	CIERA	PARAPROFESSIONAL	7.50	186
RICKL	LINDSEY	SECOND BAKER/FOOD SERVER	7.00	193
ROBINSON	CARISSA	PARAPROFESSIONAL	7.50	186
ROGERS	CHRISTINE	SCHOOL SECRETARY	8.00	225
RUMMANS	DAVID	PARAPROFESSIONAL	7.50	186
RUTLEDGE	SUSAN	PARAPROFESSIONAL	7.50	186
SANDERS	BETTY	PARAPROFESSIONAL	7.50	186
SCHAEFFER	KATHLEEN	BUS DRIVER	8.00	260
SCHOENFELDER	LANNA	SCHOOL SECRETARY	8.00	225
SCHRAUTH	AMANDA	PARAPROFESSIONAL	7.50	186
SCHRAUTH	LUANN	PURCHASING/AP	7.00	260
SCHUCHARD	SHAWN	CUSTODIAN	8.00	260
SEBEK	SHERRI	FOOD SERVER	3.75	187
THAYNE	MELINDA	FOOD SERVER/KITCHEN AIDE	7.50	187
TINDALL	SHARON	WORK EXPERIENCE DRIVER	5.00	186
TUCEK	PAUL	MECHANIC	8.00	260
UHLER	CALEB	PARAPROFESSIONAL	7.50	186
WALKER	DEBORAH	SWEEPER	8.00	260
WATSON	LAURE	FOOD SERVER/CASHIER	4.00	187
WHITE	ALBERT	BUS DRIVER	5.00	185
WIEGERT	KIM	PARAPROFESSIONAL	7.50	186
WILLIAMS	DEBRA	FIRST COOK	7.00	193
WILLIAMS	DENISE	FOOD SERVER/CASHIER	3.50	187
WOOLETT	ANGELA	ATTENDANCE SECRETARY	8.00	190

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/09/2016

Agenda Item No.

24

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 05/09/2016

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Kelsey						
Koterba						
Koterba						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 9, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ROWE, Stephen	Custodian	Highland Park Elementary School	Accept letter of resignation	April 29, 2016	See attached email.
BURK, Emily	First Grade Teacher	Garfield Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	May 9, 2016	See attached hiring recommendation.
FINCH, Shelby	First Grade Teacher	Garfield Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	May 9, 2016	See attached hiring recommendation.
SUMMERHAYS, Brittany	Special Education / Title I Math Teacher	Fergus High School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	May 9, 2016	See attached hiring recommendation.
WIRTZBERGER, Daniel	Elementary Principal / Teacher	Lewis & Clark Elementary	Approve appointment as per recommendation--\$67,500	May 9, 2016	See attached hiring recommendation.
SPARKS, Scott	Head Boys Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 9, 2016	See attached memo.
WIER, Deena	Head Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 9, 2016	See attached memo.
FLENTIE, Susan	Head Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 9, 2016	See attached memo.
FELLER, Vic	Head Football Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 9, 2016	See attached memo.
THACKERAY, Brett	Head Golf Coach	Fergus High School	Approve appointment on schedule—(0.090)	May 9, 2016	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 9, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MANGOLD, Mike	Head Softball Coach	Fergus High School	Approve appointment on schedule— (0.125)	May 9, 2016	See attached memo.
STAHL, Lee	Head Speech & Drama Coach	Fergus High School	Approve appointment on schedule— (0.110)	May 9, 2016	See attached memo.
LEWIS, Diane	Head Tennis Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 9, 2016	See attached memo.
OLSON, Steve	Head Track Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 9, 2016	See attached memo.
TAYLOR, Tara	Head Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 9, 2016	See attached memo.
DECOCK, Brendon	Head Wrestling Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 9, 2016	See attached memo.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 72 hours at \$20.00 per hour for a total of \$1,440.00 for behind-the-wheel instruction	May 9, 2016	See attached memo.
SHELAGOWSKI, Brett	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 153 hours at \$20.00 per hour for a total of \$3,060.00 for classroom and behind- the-wheel instruction	May 9, 2016	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 9, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
TRAFTON, Michelle	Summer Technology / Library	Lewistown Public Schools	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for five days per week for up to five weeks for a total of 200 hours	May 9, 2016	See attached memo.
GUYER, Emma	Temporary Summer Maintenance	Lewistown Public Schools	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for five days per week for up to six weeks for a total of 240 hours	May 9, 2016	See attached memo.
JOHNSON, Orin	Temporary Summer Maintenance	Lewistown Public Schools	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for five days per week for up to six weeks for a total of 240 hours	May 9, 2016	See attached memo.
RICKL, Lindsey	Temporary Summer Maintenance	Lewistown Public Schools	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for five days per week for up to six weeks for a total of 240 hours	May 9, 2016	See attached memo.
SCHOENFELDER, Lanna	Temporary Summer Maintenance	Lewistown Public Schools	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for five days per week for up to six weeks for a total of 240 hours	May 9, 2016	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation	May 9, 2016	See attached memo.



Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>

Resignation Notice

1 message

Steven Rowe <steven.rowe@lewistown.k12.mt.us>

Fri, Apr 29, 2016 at 1:35 PM

To: Randy Barber <rbarber@lewistown.k12.mt.us>, Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>, Matt Lewis <mlewis@lewistown.k12.mt.us>, Matthew Ventresca <matthew.ventresca@lewistown.k12.mt.us>

Due to recent medical issues, I must place my notice of resignation as custodian at Highland Park Elementary School.

Thank you for your consistent and continued support as I work through this difficult time.

Steven Rowe

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:

Emily Burk

For:

Job Title Elementary Teacher (First Grade)

Classification BA

Step 4 (Actual Step 0)

Work location Garfield Elementary School

Date to begin work Fall 2016

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Gina Armstrong

Matt Lewis

Scot Solberg - Parent

Bridget Sparks

Matt Ventresca

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular School Board meeting on May 9, 2016.

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:

Shelby Finch

For:

Job Title Elementary Teacher (First Grade)

Classification BA

Step 4 (Actual Step 0)

Work location Garfield Elementary School

Date to begin work Fall 2016

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Gina Armstrong

Matt Lewis

Scot Solberg - Parent

Bridget Sparks

Matt Ventresca

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular School Board meeting on May 9, 2016.

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:

Brittany Summerhays

For:

Job Title Special Education Teacher / Title I Math

Classification BA

Step 4 (Actual Step 0)

Work location Fergus High School

Date to begin work Fall 2016

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Gina Armstrong

Matt Lewis

Scot Solberg - Parent

Bridget Sparks

Matt Ventresca

Jeff Elliott (By Phone)

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular School Board meeting on May 9, 2016.

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:

Daniel Wirtzberger

For:

Job Title _____ Elementary Principal / Teacher

Classification _____ Administrator

Step _____ N/A

Work location _____ Lewis & Clark Elementary

Date to begin work _____ Fall 2016

Days per yr/Hrs per day _____ 212 days per year

SELECTION COMMITTEE: _____ Jason Butcher

_____ Sandy Fox

_____ Cindy Gremaux

_____ Troy Kelsey

_____ Matt Lewis

_____ Norine McKinney

_____ Jeff Russell

_____ Scot Solberg

_____ Matt Ventresca

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular School Board meeting on May 9, 2016.



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 A.D.

DATE: May 4, 2016

RE: FHS Head Coaches

Please recommend to the Board of Trustees the following individuals for extracurricular activities for the 2016-2017 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School - Head Coaches:

Scott Sparks	Boys Basketball	(0.150)	\$4,886.85
Deena Wier	Girls Basketball	(0.150)	\$4,886.85
Susan Flentie	Cross Country	(0.125)	\$4,072.38
Vic Feller	Football	(0.145)	\$4,723.96
Brett Thackeray	Golf	(0.090)	\$2,932.11
Mike Mangold	Softball	(0.125)	\$4,072.38
Lee Stahl	Speech & Drama	(0.110)	\$3,583.69
Diane Lewis	Tennis	(0.145)	\$4,723.96
Steve Olson	Track	(0.145)	\$4,723.96
Tara Taylor	Volleyball	(0.145)	\$4,723.96
Brendon DeCock	Wrestling	(0.145)	\$4,723.96

Memorandum

To: Jason Butcher, Superintendent
From: Diane Oldenburg, Driver Education Director
Date: May 3, 2016
Re: Summer Driver Education

I am requesting the Board of Trustees approval to hire Brett Shelagowski and Chad Armstrong to instruct the Driver Education summer session for 2016. They have each received the appropriate Traffic Education Endorsement from the Office of Public Instruction to teach Driver Education.

Approximate dates of employment and approximate contract amounts:

Chad Armstrong May 31-June 30, 2016 \$1,440.00 (BTW only-72 hours)

Brett Shelagowski May 31-June 30, 2016 \$3,060.00 (Classroom & BTW-153 hours)

The rate of pay will be \$20.00 per hour for classroom time and behind-the-wheel (BTW) driving time. Thank you for your consideration.

Memorandum

To: Jason Butcher, Superintendent
From: Bill Klapwyk, Technology Director
Date: May 4, 2016
Re: Hiring Recommendation

The Selection Committee reviewed the Letters of Interest for the Summer Technology/Library position and would like to make the following hiring recommendation:

Michelle Trafton	MAINT II Step 0	Up to 8 hours/day -- 5 days/week For up to five weeks for a total of up to 200 hours
------------------	-----------------	--

This position is being hired to help with the movement of computers and library materials between Garfield and Highland Park Elementary Schools. The duties will include disconnecting and reconnecting computers, other technology duties as needed, cataloging and labeling library books, etc.

Thank you,

Bill Klapwyk

Memorandum

To: Jason Butcher, Superintendent
From: Randy Barber, Maintenance Director
Date: May 4, 2016
Re: Hiring Recommendations

The Selection Committee reviewed the Letters of Interest for the Temporary Summer Maintenance positions and would like to make the following hiring recommendations:

Emma Guyer	MAINT II Step 0	Up to 8 hours/day -- 5 days/week For up to six weeks for a total of up to 240 hours
Orin Johnson	MAINT II Step 0	Up to 8 hours/day -- 5 days/week For up to six weeks for a total of up to 240 hours
Lindsey Rickl	MAINT II Step 0	Up to 8 hours/day -- 5 days/week For up to six weeks for a total of up to 240 hours
Lanna Schoenfelder	MAINT II Step 0	Up to 8 hours/day -- 5 days/week For up to six weeks for a total of up to 240 hours

These positions are being hired to help move classrooms between Garfield and Highland Park Elementary Schools. The duties will include moving furniture, boxes, etc., and cleaning as needed.

Thank you,

Randy Barber

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

MEMO

TO: Lewistown Board of Trustees

DATE: May 4, 2016

FR: Chris Rice, Special Education Director

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

The basic school-age program will be held August 8-19, 2016, at Lewistown Junior High. There will also be a supplemental program. Additional recommendations for staffing may be made at the June Board meeting, contingent on confirmed student enrollment.

A separate ESY program will be held for preschool-age children with disabilities, and staffing recommendations for that will be brought forth at the June Board meeting. Children requiring speech therapy will be served in July, with staffing provided by the Central Montana Learning Resource Center Cooperative.

Staffing Recommendations for School-Age ESY, August

Leslie Long	Special Education Teacher	\$17.50/hour, up to 100 hours
Chelsey Lund	Special Education Teacher	\$17.50/hour, up to 100 hours
Jodi Henderson	Special Education Teacher	\$17.50/hour, up to 20 hours
Jenifer Blazicevich	Paraprofessional	\$15.00/hour, up to 70 hours
Gretchen Conrad	Paraprofessional	\$15.00/hour, up to 70 hours
Kim Wiegert	Paraprofessional	\$15.00/hour, up to 70 hours

Thank you.

SERVING SPECIAL STUDENTS IN

FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2015-2020 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, 2015-2020: *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. Multi-Tiered Systems of Support (MTSS) 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, 2015-2020: *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, 2015-2020: *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.
4. Utilize social media (i.e. Facebook, Twitter, etc.) to promote school activities and events to keep parents and interested community members informed.

Goal Area 4: Technology

Statement of Intended Outcome, 2015-2020: *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, 2015-2020: *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, 2015-2020: *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 (2017).
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.

Conclusion:

Prior to June 30 of each fiscal year, the Board of Trustees will review these Goals and Strategic 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

Phil Koterba, Board Chair

CJ Bailey
 Kris Birdwell
 Troy Kelsey
 Shelley Poss
 Jennifer Thompson
 Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
A. Pupil Instruction

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

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	2 -- Nov	4	3		First Week	Mar	29 -- Apr	1	4	
Second Week	Nov	9 -- Nov	13	5		Second Week	Apr	4 -- Apr	8	5	
Third Week	Nov	16 -- Nov	20	5		Third Week	Apr	11 -- Apr	15	5	
Fourth Week	Nov	23 -- Nov	24	2		Fourth Week	Apr	18 -- Apr	22	5	
Fifth Week	Nov	30 -- Dec	4	5		Fifth Week	Apr	25 -- Apr	29	5	
Sixth Week	Dec	7 -- Dec	11	5		Sixth Week	May	2 -- May	6	5	
Seventh Week	Dec	14 -- Dec	18	5		Seventh Week	May	9 -- May	13	5	
Eighth Week	Dec	21 -- Dec	22	2		Eighth Week	May	16 -- May	20	5	
Ninth Week	Jan	4 -- Jan	8	5		Ninth Week	May	23 -- May	27	5	
Tenth Week	Jan	11 -- Jan	15	5							
Eleventh Week	Jan	19 -- Jan	22	4							
					46						44

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

		Totals
August 25-26	PIR	2.00
October 15-16	Staff Development Days - Teachers Convention	2.00
November 4-5	Parent Teacher Conferences (Evening on Nov 4, All Day on Nov 5)	1.50
January 18	PIR	1.00
April 5	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

2015-2016 Regular Board Meetings		
July	13	6:00 p.m.
Aug	10	6:00 p.m.
Sept	14	6:00 p.m.
Oct	12	6:00 p.m.
Nov	9	6:00 p.m.
Dec	14	6:00 p.m.
Jan	11	6:00 p.m.
Feb	8	6:00 p.m.
Mar	14	6:00 p.m.
Apr	11	6:00 p.m.
May	9	6:00 p.m.
June	13	6:00 p.m.

Holidays / Vacations (Dates Inclusive)

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