

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, February 8, 2016

BOARD ROUNDTABLE DISCUSSION – LEA EXECUTIVE BOARD

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

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Presentation—Assessments, Curriculum Director Scott Dubbs
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Election Information
8. Report—Budget Update
9. Report—Investment
10. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

12. Minutes of the January 11, 2016, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Approve First Semester Claim for Individual Contract Bus Reimbursement
15. Approve First Semester Elementary & High School Claims for Bus Reimbursement
16. Approve Trustee Resolution Calling for an Election
17. Approve 2016-2017 School Calendar
18. Approve 2017-2018 School Calendar
19. Action on Offering a Retirement Incentive
20. Approve Additions to the Substitute List for the 2015-2016 School Year
21. 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.

BOARD AGENDA ITEM

3

NOTES:

CRT-Science 2014-15 Results

Grade	Lewistown Public Schools					State of Montana					Class of
	# of students	Nearing Proficient /Novice	# of students	Advanced/ Proficient	Total Students	# of students	Nearing Proficient /Novice	# of students	Advanced/ Proficient	Total Students	
4th	10	14%	64	86%	74	3365	31%	7449	69%	10814	2023
8th	38	42%	53	58%	91	3986	38%	6512	62%	10498	2019
10th	49	58%	35	42%	84	5602	55%	4578	45%	10180	2017

ACT - 5 Year Trends of Average Scores for Grade 11 Tested Students

	Number of Students Tested		Average ACT Scores									
			English		Mathematics		Reading		Science		Composite	
Year	District	State	District	State	District	State	District	State	District	State	District	State
2010-2011	0	0
2011-2012	0	2,626	.	18.2	.	20.1	.	20.1	.	19.6	.	19.6
2012-2013	74	8,931	20.0	19.0	21.2	20.4	21.5	20.7	21.5	20.0	21.2	20.1
2013-2014	75	8,828	19.2	18.5	20.4	20.2	20.8	20.5	20.9	20.1	20.5	20.0
2014-2015	68	8,898	18.0	18.5	20.1	20.0	20.3	20.3	20.0	20.2	19.7	19.9

Montana Smarter 2014-2015 - Mathematics Results

Grade	Lewistown Public Schools									Class of
	# of students	Level 1	# of students	Level 2	# of students	Level 3	# of students	Level 4	Total Students	
3rd	11	12%	29	31%	39	41%	15	16%	94	2024
4th	8	11%	26	34%	25	33%	17	22%	76	2023
5th	21	27%	26	33%	18	23%	13	17%	78	2022
6th	27	28%	30	31%	27	28%	12	13%	96	2021
7th	33	40%	22	27%	17	20%	11	13%	83	2020
8th	35	38%	18	19%	28	30%	12	13%	93	2019
11th	28	38%	22	30%	21	28%	3	4%	74	2017
Average	163	27%	173	29%	175	30%	83	14%	594	
Montana	Montana Averages									
	15661	29%	17958	33%	13721	25%	7409	13%	54,749	

Montana Smarter 2014-2015 - ELA/Literacy Results

Grade	Lewistown Public Schools									Class of
	# of students	Level 1	# of students	Level 2	# of students	Level 3	# of students	Level 4	Total Students	
3rd	14	15%	31	34%	35	38%	12	13%	92	2024
4th	13	17%	31	40%	17	22%	16	21%	77	2023
5th	14	18%	19	24%	34	44%	11	14%	78	2022
6th	16	17%	29	30%	37	38%	14	15%	96	2021
7th	29	35%	15	18%	31	37%	8	10%	83	2020
8th	18	19%	24	26%	42	45%	9	10%	93	2019
11th	11	15%	14	19%	27	36%	22	30%	74	2017
Average	115	19%	163	27%	223	38%	92	16%	593	
Montana	Montana Averages									
	14771	27%	15074	28%	16767	31%	7570	14%	54,182	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

4

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Mikayla Comes Date: 02/08/2016

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:

FHS School Board Report

February 8, 2016

Mikayla Comes

Graduation Matters

- Luncheon meeting with school nurse to discuss nutrition and the brain
- Bingo fundraiser March 8th at Doc's

Mentoring

- Large group will have an astronomy activity
- Mentors will attend grade schools and eat lunch with their mentees

Student Council

- Planning a fundraiser for a water bottle filler in lobby
- Successful Spirit Week:
 - Dream Job Day; Fake an Injury Day; Celebrity Day; Medieval Day; Blue and Gold

Art Club

- Making Valentine Cards as a fundraiser

Spanish Club

- Planning and fundraising for the March trip to Language Days at U of M

Key Club

- Running the pop shoot at the halftime of varsity basketball games

National Honor Society

- Had a successful blood drive on February 3rd
- Recruiting new members for next year
- Collaborating with PTO for an event

F Club

- Finishing details for the Fergus Hall of Fame in the lobby

BPA

- Getting their pre-submissions in for State
- State- March 13-15; 7 members attending

Robotics

- State in Bozeman on February 5th
- 6 students attending

FCCLA

- Gearing up for State with 27 members currently registered
- Currently having the Valentine Cookie fundraiser

FFA

- Competed at the State Meat Judging Competition
- Freshmen team took first overall
- Tessa Gatz-1st; Skye Grady-2nd; Alex Stickney-4th
- Hosted Fergus Mechanics with more than 175 contestants from Missoula to Miles City and everywhere in between
- Senior team placed fourth (Tanner Crawford, Haiden Collins, Devin Blythe and Dustin Thayne)
- Planning National FFA Week February 21-27th

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

5

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 02/08/2016

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	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	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

02/08/2016

Agenda Item No.

6

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 02/08/2016

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

02/08/2016

Agenda Item No.

7

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2016.

Attached are the Terms of Office Listing and the 2016 School Election Calendar.

Board members terms of office that are due to expire in 2016 include: Phil Koterba and Jennifer Thompson.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2016	Expire 2017	Expire 2018
SCHOOL DISTRICT #1	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Shelley Poss Open	CJ Bailey Monte Weeden

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

_____ 3 year term (to expire in 2019)
_____ 3 year term (to expire in 2019)
_____ 1 year term (to expire in 2017)

Declaration of Intent Filed for Nomination of School Board Trustee:


Phil Koterba
Jennifer Thompson

SCHOOL ELECTIONS CALENDAR 2016

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No earlier than 145 days, or later than 40 days before	Thursday, December 10 through Thursday, March 24	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305	Declaration of Intent and Oath of Candidacy for Trustee Candidates District Classification Form
At least 70 days before	Tuesday, February 23	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none"> • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election. 	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203	Trustee Resolution – Regular School Election with Single Voting Locations Trustee Resolution – Regular School Election with Multiple Voting Locations Trustee Resolution – Other School Election with Single Voting Locations Trustee Resolution – Other School Election with Multiple Voting Locations
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 26	Last day to file resolutions for school election with county election administrator.	20-20-201(2)(a)	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
At least 60 days before	Friday, March 4	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf	13-19-205	Mail Ballot Written Plan, Timetable and Instructions
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)	
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent	20-3-305(2)(b)	Declaration of Intent and Oath of Candidacy for Write-In Candidates
No later than the 30th day before	Friday, April 1	Deadline to notify election judges of appointment.	13-4-101	
Not less than 30 days before	Friday, April 1	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425	
Not less than 30 days before	Friday, April 1	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313	Notice of Trustee Election Cancellation Certificate of Trustee Election by Acclamation

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not less than 30 th day before	Sunday, April 3	Deadline to publish notice of the close of regular registration. At least 30 days prior to the election, the election administrator shall publish notice of the close of regular registration and the availability of late registration. The notice must include when and where a voter may register and obtain a ballot. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places, AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting.	13-2-301 20-20-204 20-20-311 20-20-312	Notice of Close of Regular Registration, Annual School Election Notice of Close of Regular Registration, Other School Election
Not more than 30 days before	Monday, April 4	Contact your county election administrator for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	13-13-212 20-20-312	
Not less than 10 days, or more than 40 days before	Thursday March 24 Through Saturday, April 23	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. <ul style="list-style-type: none"> • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices. 	20-20-204	Notice of Annual School Election, Mail Ballot Election Notice of Annual School Election, Poll Election Notice of Other School Election, Mail Ballot Election Notice of Other School Election, Poll Election
At least 20 days before	Wednesday, April 13	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot (with stubs removed) • Instructions for voting and returning the ballot • A secrecy envelope, free of an marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope 	13-13-214 20-20-401	Absentee Voter Materials

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not before the 20 th day nor later than the 15 th day	Wednesday, April 13 through Monday, April 18	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207	
Day before (By Noon)	Monday, May 2	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	13-13-211 13-13-214	Application for Absentee Ballot
Day before	Monday, May 2	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313	
Day before (between noon and 5pm)	Monday, May 2	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304	
Election Day 	Tuesday, May 3	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411	Display of Instructions for Electors Election Judges' Oath
No sooner than 3pm on the 6 th day after the election	Monday, May 9	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107	Provisional Ballot Instructions
Following receipt of the tally sheets from all polls and within 15 days after the election	Wednesday, May 18	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416	Certificate of Election of Trustee Canvass of Votes and Results

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Within 5 days after the official canvas	Monday, May 9 through Monday, May 23	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	13-16-201	Petition for Recount
Within 5 days of receipt of notice from the election administrator	Monday, May 9 through Monday, May 23	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420	
Within 15 days of election	Wednesday, May 18	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321	School Board Organization
Within 15 days after receipt of certificate of election	Thursday, June 2	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101	
June 1	Wednesday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417	Trustee Resolution – Request for County to Conduct Elections

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

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

Additional References:

Sample forms can be found at this address:

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

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

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

NOTE: Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: <http://politicalpractices.mt.gov/default.mcp>.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

8

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

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																						
Enrollment History																						
February 2, 2016																						
Grade	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016
Pre-K	7	6	6	17	8	15	3	4	4	5	0	0										
Kindergarten	114	112	94	92	92	95	73	72	85	86	98	98	87	89	98	99	101	97	96	95	111	112
1st Grade	97	98	107	103	91	91	89	90	72	84	95	97	85	97	88	86	95	95	95	95	83	85
2nd Grade	90	92	95	94	101	101	90	88	90	99	75	75	81	79	95	97	95	82	82	83	95	97
3rd Grade	97	100	95	95	97	96	99	99	82	81	99	99	72	75	82	82	83	94	96	94	84	85
4th Grade	87	88	96	92	93	95	93	94	102	101	85	83	103	104	73	73	74	75	77	78	98	99
5th Grade	90	92	86	88	89	87	96	97	92	94	99	94	82	86	101	102	101	78	79	79	79	80
6th Grade	108	108	93	92	92	87	86	86	89	90	95	99	97	97	84	82	80	98	97	96	83	87
7th Grade	113	111	110	109	91	90	89	92	90	94	93	94	100	101	91	91	94	79	81	82	104	99
8th Grade	115	114	108	110	105	106	77	78	93	93	90	90	90	90	103	103	103	98	98	94	87	89
9th Grade	116	111	111	109	106	107	103	98	79	79	95	91	88	89	89	89	90	98	98	97	102	103
10th Grade	106	104	108	104	108	105	100	98	97	97	81	74	94	91	88	86	87	89	87	88	97	95
11th Grade	115	109	104	102	96	99	105	106	100	100	93	85	78	76	85	83	82	85	83	80	88	83
12th Grade	99	97	99	99	101	101	94	93	102	97	96	95	88	88	73	73	73	82	81	81	81	79
	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016
K-6	683	690	666	656	655	652	626	626	612	625	633	632	617	627	618	623	620	619	622	620	633	645
7-8	228	225	218	219	196	196	166	170	183	187	183	184	190	191	194	194	197	177	179	176	191	188
9-12	436	421	422	414	411	412	402	395	378	373	365	345	348	344	335	331	332	354	349	346	368	360
Grand Total	1347	1336	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161	1155	1162	1147	1148	1149	1150	1150	1142	1192	1193

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

9

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

Below is the interest earned and distributed for January 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

02/08/2016

Agenda Item No.

10

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 02/08/2016

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.

- ❖ Samsung Contest Video
- ❖ January PIR-Google Fest
- ❖ March Board Meeting—Date Change—Monday March 7, 2016—6:00 p.m.
- ❖ Upcoming Tournament Passes – State Wrestling and BBB/GBB Divisionals
- ❖ FHS Jazz Night—Tuesday, February 9, 2016—7:00 p.m.—FCPA
- ❖ Third Grade Music Program—Thursday, February 11, 2016—7:00 p.m.—FCPA
- ❖ WR—State All Class Tournament—February 12-13, 2016—Billings
- ❖ LJHS Valentine's Dance—Friday, February 12, 2016—7:00-9:00 p.m.
- ❖ LJHS WR—First Day of Practice—Monday, February 15, 2016
- ❖ LJHS Choir Concert—Thursday, February 18, 2016—7:00 p.m.—LJHS Auditorium
- ❖ BBB/GBB—Central A Divisional Tournament—February 24-27, 2016—Billings
- ❖ Second Grade Music Program—Thursday, February 25, 2016—7:00 p.m.—FCPA
- ❖ FHS Band Concert—Tuesday, March 1, 2016—7:00 p.m.—FCPA
- ❖ LJHS Middle School State Wrestling Tournament—Saturday, March 5, 2016—Lewistown
- ❖ Home Athletic Games/Meets:
 - GBB vs. Havre—Friday, February 12, 2016—4:00/5:30/7:00 p.m.
 - BBB vs. Browning—Saturday, February 13, 2016—3:00/4:30/6:00 p.m.
 - BBB/GBB vs. Park High—Thursday, February 18, 2016—3:00/4:30/6:00/7:30 p.m.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

11

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:** 02/08/2016

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

02/08/2016

Agenda Item No.

12

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 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						
Koterba						
Poss						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Highland Park Elementary – Gymnasium
1312 7th Avenue North
Lewistown MT 59457**

MONDAY, January 11, 2016

BOARD ROUNDTABLE DISCUSSION – HIGHLAND PARK STAFF

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

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, Shelley Poss, Jennifer Thompson

TRUSTEES ABSENT:

Barb Thomas, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith, Matt Lewis, Vic Feller, Laura Gilskey, Bruce Marsden, Jill Reed, Bobbie Atchison, Scott Dubbs, Luke Brandon, Matt Donaldson, Tim Majerus, Michelle Trafton, Paula Drissell.

OTHERS PRESENT:

Student Representative Mikayla Comes, Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, Kendra Smith, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Luke Brandon, Fergus High School Student Council Advisor, introduced to the Board of Trustees, Mikayla Comes, who will represent the Fergus High School students on the School Board for the next term.

4. PRESENTATION—MARGEESMITH, MONTANA STATE READING COUNCIL

Last year, Margee Smith, HP Kindergarten Teacher, was awarded a “Classroom Teacher Grant” in the amount of \$1,000 from the Montana State Reading Council. Margee shared with the Board of Trustees information about what she did, why she did it, and the end results. Margee and her daughter, Kendra Smith, demonstrated a book reading. The mission of the Montana State Reading Council (MSRC) is to provide a foundation of leadership and support to educators as they promote lifelong literacy. Margee Smith is currently the President of this organization.

5. PRESENTATION—COLLECTIVE GAINING TEAM

The Lewistown Public Schools Collective Gaining Team members presented the recommendations for the upcoming contract period. Team members included: Vic Feller, Laura Gilskey, Bruce Marsden, Jill Reed, Kris Birdwell, Matt Lewis, Shelley Poss, and Jennifer Thompson.

6. REPORT—STUDENT REPRESENTATIVE

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

7. REPORT—LEA

The Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.

8. REPORT—COMMITTEES OF THE BOARD

The **Building and Grounds Committee** met on Wednesday, December 16, 2015, to discuss the replacement of the boilers at Fergus High School. A price estimate was received from the Engineer, coming in much higher than anticipated. The decision was made to move forward with the replacement of only 2 of the 4 boilers at this time.

The **Transportation Committee** will remain at two members until a Trustee takes oath of office for Barb Thomas' vacant position.

9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT'S REPORT

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 – Phil Koterba and Jennifer Thompson.

11. REPORT—INVESTMENT

Interest earned and distributed for December 2015, was reported with \$7,135.05 in the elementary funds and \$5,863.40 in the high school funds for a total of \$12,998.45.

12. OTHER ITEMS

Superintendent Jason Butcher updated the Board on the status of the Bus Barn. Mr. Butcher discussed with the Trustees their opinions on whether or not to offer a retirement incentive for the certified staff. A Retirement Incentive proposal will be brought forward at the February Meeting. The Yellowstone Boys and Girls Ranch is closing the group home located in Lewistown but will still be providing CSCT services through the end of the school year. Jim and Cindy Moodie and Ed and Joyce Eck were publicly acknowledged and thanked by the Superintendent and the Board for their generous donations. Superintendent Butcher will be attending the MHSA Annual Meeting on Monday, January 18, 2016, in Billings. There was a discussion regarding changing the rules around allowing 8th graders to participate in HS sports and the suggestion was for Jason to use his judgment when at that meeting after hearing all discussion. The Roundtable discussion with the LEA Executive Board is scheduled for Monday, February 8, 2016, at 5:30 p.m. The regular Board meeting will follow at 6:30 p.m. The Board was advised that due to deadlines with the trustee vacancy and other conflicts, the March 14, 2016, Board meeting may need to be changed to Monday, March 7, 2016. Google Fest/Beyond the Chalk will be presenting technology workshops for the staff at the January 18, 2016, PIR Training. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

14. MINUTES OF THE DECEMBER 14, 2016, REGULAR BOARD MEETING – approved unanimously (Thompson/Bailey).

APPROVAL OF CLAIMS

15. CLAIMS – the claims referenced in the 2015-2016 Bill Schedule and submitted through January 7, 2016, were approved unanimously (Bailey/Thompson). The Finance Committee for January-March 2016 are Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Kris Birdwell.

INDIVIDUAL ITEMS

16. APPROVE ACCEPTING TRUSTEE RESIGNATION AND DECLARATION OF POSITION VACANCY – approved unanimously (Thompson/Poss).
17. CALL FOR NOMINATIONS AND ELECTION OF BOARD VICE-CHAIR – Trustee Kris Birdwell nominated Trustee CJ Bailey for Board Vice Chair, no other nominations were made – approved unanimously (Thompson/Birdwell).
18. DECISION AND RATIFICATION OR DENIAL OF THE 2016-2018 COLLECTIVE BARGAINING AGREEMENT – approved ratification unanimously (Thompson/Bailey).
19. APPROVE CALL FOR BIDS FOR THE REPLACEMENT OF BOILERS IN THE FERGUS HIGH SCHOOL BUILDING LOCATED AT 1001 CASINO CREEK DRIVE – approved unanimously (Bailey/Thompson).
20. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR – Substitute Teacher/Aide List—Shayne Durbin, Michael Hamling; Substitute Custodian List—Marty Dahl, Mike Kilby – approved unanimously (Thompson/Poss).
21. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Thompson/Birdwell).

ADJOURNMENT

The meeting was adjourned at 7:58 p.m. The next regular meeting will be held at 6:30 p.m. on Monday, February 8, 2016, at the Lincoln Board Room.

PHIL KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 11, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HENSLEY, Dan	District Maintenance	Lewistown Public Schools	Approve appointment on schedule— MAINT V Step 0 for up to 8.00 hours per day for the remainder of the 2016- 2016 School Year (124 days)	January 11, 2016	See attached hiring recommendation.
GAPAY, Kris	First Assistant Volleyball Coach	Lewistown Junior High School	Accept resignation	January 11, 2016	See attached letter.
MURAGIN, Jean	First Assistant Volleyball Coach	Lewistown Public Schools	Approve appointment on schedule— (0.057)	January 11, 2016	See attached memo.
JENNESS, Ashley	Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	January 11, 2016	See attached memo.
BALDWIN, Jack	Ski Club Advisor	Fergus High School	Approve appointment on schedule— (0.015)	January 11, 2016	See attached memo.
BLACKADAR, Thomas	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for up to eight hours per day for the remainder of the 2016- 2016 School Year (124 days)	January 11, 2016	See attached hiring recommendation.
WANG, Wenxin	ELL Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for up to 2 days per week for the remainder of the 2016- 2016 School Year (42 days)	January 7, 2016	See attached memo.
FELLER, Jerry	Principal	Fergus High School	Accept letter of resignation	June 30, 2016	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

13

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth **Date:** 02/08/2016

SUMMARY:

Approve claims paid through February 4, 2016, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2016 include: Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, and Jennifer Thompson.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

14

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

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

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ **Additional Information Attached**

NOTES:

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



TR-5
Individual Contract Reimbursement Claim
1st Semester 2015-2016

14 Fergus
0259 Fergus H S

08/27/2015-01/22/2016

Contract #	Shared	Family Name	Daily Rate	Isolation	Days		Total Reimbursement
					Transported	Reimbursed	
32409	False	Hartman, Julie	5.60	No	76.0	76.0	425.60 *
Total Individual Contract Reimbursement							425.60

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

15

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

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

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

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

☒ **Additional Information Attached**

NOTES:

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



TR-6 Bus Route Reimbursement Claim 1st Semester 2015-2016 08/27/2015-01/22/2016

14 Fergus
0258 Lewistown Elem

Route #	Miles		Rate	Driver	VIN	Days		Total
	%	Per Day				Claimed	Reimbursed	Reimbursement
1	67.00	92.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	76.0	76.0	7,354.88
2	67.00	89.0	1.80	James E. Pearson	4DRBWAAAR09A668040	76.0	76.0	8,157.38
3	67.00	54.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	76.0	76.0	3,739.56
4	67.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	76.0	76.0	7,332.48
5	67.00	59.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	76.0	76.0	4,716.72
6	67.00	58.5	1.36	Philip J. Montgomery	4DRBWAANX9A668205	76.0	76.0	4,051.20
7	67.00	84.0	0.95	Albert C. White	4DRBUAAL1FB033528	76.0	76.0	4,063.42
8	67.00	52.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	76.0	76.0	4,766.11
11	100.00	69.0	1.36	Deborah T. Walker	4DRBWAAN9AA166953	50.0	50.0	4,692.00
11A	100.00	70.0	1.36	Deborah T. Walker	4DRBWAAN9AA166953	12.0	12.0	1,142.40
1A	67.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	14.0	14.0	1,207.58
2A	67.00	85.0	1.80	James E. Pearson	4DRBWAAAR09A668040	14.0	14.0	1,435.14
3A	67.00	47.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	14.0	14.0	599.57
4A	67.00	79.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	14.0	14.0	1,333.84
5A	67.00	72.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	14.0	14.0	1,060.32
6A	67.00	51.8	1.36	Philip J. Montgomery	4DRBWAANX9A668205	14.0	14.0	660.80
7A	67.00	76.0	0.95	Albert C. White	4DRBUAAL1FB033528	14.0	14.0	677.24
8A	67.00	45.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	14.0	14.0	759.78
Total Bus Route Reimbursement								57,750.42

Board Chair _____

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



TR-6 Bus Route Reimbursement Claim 1st Semester 2015-2016 08/27/2015-01/22/2016

**14 Fergus
0259 Fergus H S**

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	92.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	76.0	76.0	3,622.56
2	33.00	89.0	1.80	James E. Pearson	4DRBWAAAR09A668040	76.0	76.0	4,017.82
3	33.00	54.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	76.0	76.0	1,841.88
4	33.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	76.0	76.0	3,611.52
5	33.00	59.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	76.0	76.0	2,323.16
6	33.00	58.5	1.36	Philip J. Montgomery	4DRBWAANX9A668205	76.0	76.0	1,995.36
7	33.00	84.0	0.95	Albert C. White	4DRBUAAL1FB033528	76.0	76.0	2,001.38
8	33.00	52.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	76.0	76.0	2,347.49
1A	33.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	14.0	14.0	594.78
2A	33.00	85.0	1.80	James E. Pearson	4DRBWAAAR09A668040	14.0	14.0	706.86
3A	33.00	47.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	14.0	14.0	295.31
4A	33.00	79.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	14.0	14.0	656.96
5A	33.00	72.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	14.0	14.0	522.24
6A	33.00	51.8	1.36	Philip J. Montgomery	4DRBWAANX9A668205	14.0	14.0	325.47
7A	33.00	76.0	0.95	Albert C. White	4DRBUAAL1FB033528	14.0	14.0	333.56
8A	33.00	45.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	14.0	14.0	374.22
Total Bus Route Reimbursement								25,570.57

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

16

ITEM TITLE: APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/08/2016

SUMMARY:

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

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Tuesday, February 23, 2016.

SUGGESTED ACTION: Approve Trustee Resolution Calling for an Election

☒ **Additional Information Attached**

NOTES:

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

TRUSTEE RESOLUTION CALLING FOR AN ELECTION

BE IT RESOLVED, the Board of Trustees for School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 3rd day of May, 2016, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☐ Mail Ballot ☒ Poll Election (the polls will be open from 8:00 a.m. until 8:00 p.m.)

The purpose of the election is to elect two (2) trustees for a three-year term and one (1) trustee for a one-year term. Approval of additional levies to operate and maintain the Elementary District General Fund for FY2017 and approval of additional levies to operate and maintain the High School District General Fund for FY 2017 will also be requested. Additionally, the approval of a Building Reserve levy in the High School District and the approval of a Building Reserve levy in the Elementary School District, both for the purpose of major repairs and capital improvements, will be requested. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Rebekah Rhoades, election administrator, to cancel that portion of the election in accordance with **13-1-304 and 20-3-313, MCA**.

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

Voting Location and Address

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

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

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

No further proceedings were conducted relating to the election.

Phil Koterba

Print Name of Board Chair

Signature of Board Chair

Rebekah Rhoades

Print Name of District Clerk

Signature of District Clerk

DATED this 8th day of February, 2016.

20-20-201, MCA

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

17

ITEM TITLE: APPROVE 2016-2017 SCHOOL CALENDAR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/08/2016

SUMMARY:

The Board of Trustees needs to approve the 2016-2017 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2016-2017 School Calendar

☒ **Additional Information Attached**

NOTES:

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

Lewistown Public Schools 2016-2017 School Calendar

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

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

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

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

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

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

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

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

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







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

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

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

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

August 22	New Staff Orientation
August 23-24	All Staff Orientation/PIR
October 20-21	Staff Development Days - Teachers Convention
November 2-3	Parent Teacher Conferences (Evening on Nov 2, All Day on Nov 3)
January 16	PIR
March 28	Parent Teacher Conference (Conference-Evenings ONLY--Regular School Day for Students)
Floater	PIR

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

Holidays/Vacations

September 5	Labor Day
October 20-21	Fall Vacation (Teachers - Convention)
November 3	Parent Teacher Conferences (Vacation Day for Students)
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
December 22-January 2	Winter Break
January 16	PIR (Vacation Day for Students)
February 24	Vacation Day
April 14-17	Spring Break
May 29	Memorial Day

LEWISTOWN PUBLIC SCHOOLS
2016-2017 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					90 Days	Second Semester					89 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	25 --	Aug	26	2	First Week	Jan	23 --	Jan	27	5
Second Week	Aug	29 --	Sept	2	5	Second Week	Jan	30 --	Feb	3	5
Third Week	Sept	6 --	Sept	9	4	Third Week	Feb	6 --	Feb	10	5
Fourth Week	Sept	12 --	Sept	16	5	Fourth Week	Feb	13 --	Feb	17	5
Fifth Week	Sept	19 --	Sept	23	5	Fifth Week	Feb	20 --	Feb	23	4
Sixth Week	Sept	26 --	Sept	30	5	Sixth Week	Feb	27 --	Mar	3	5
Seventh Week	Oct	3 --	Oct	7	5	Seventh Week	Mar	6 --	Mar	10	5
Eighth Week	Oct	10 --	Oct	14	5	Eighth Week	Mar	13 --	Mar	17	5
Ninth Week	Oct	17 --	Oct	19	3	Ninth Week	Mar	20 --	Mar	24	5
Tenth Week	Oct	24 --	Oct	28	5						44
					44						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	31 --	Nov	2	3	First Week	Mar	27 --	Mar	31	5
Second Week	Nov	7 --	Nov	11	5	Second Week	Apr	3 --	Apr	7	5
Third Week	Nov	14 --	Nov	18	5	Third Week	Apr	10 --	Apr	13	4
Fourth Week	Nov	21 --	Nov	22	2	Fourth Week	Apr	18 --	Apr	21	4
Fifth Week	Nov	28 --	Dec	2	5	Fifth Week	Apr	24 --	Apr	28	5
Sixth Week	Dec	5 --	Dec	9	5	Sixth Week	May	1 --	May	5	5
Seventh Week	Dec	12 --	Dec	16	5	Seventh Week	May	8 --	May	12	5
Eighth Week	Dec	19 --	Dec	21	3	Eighth Week	May	15 --	May	19	5
Ninth Week	Jan	3 --	Jan	6	4	Ninth Week	May	22 --	May	26	5
Tenth Week	Jan	9 --	Jan	13	5	Tenth Week	May	30 --	May	31	2
Eleventh Week	Jan	17 --	Jan	20	4						45
					46						

Totals

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

August 23-24	PIR	2.00
October 20-21	Staff Development Days - Teachers Convention	2.00
November 2-3	Parent Teacher Conferences (Evening on Nov 2, All Day on Nov 3)	1.50
January 16	PIR	1.00
March 28	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

Holidays / Vacations (Dates Inclusive)

C.

September 5	Labor Day
October 20-21	Fall Vacation (Teachers - Convention)
November 3	Parent Teacher Conferences (Vacation Day for Students)
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
December 22-January 2	Winter Break
January 16	PIR (Vacation day for Students)
February 24	Vacation Day
April 14-17	Spring Break
May 29	Memorial Day

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

18

ITEM TITLE: APPROVE 2017-2018 SCHOOL CALENDAR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/08/2016

SUMMARY:

The Board of Trustees needs to approve the 2017-2018 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2017-2018 School Calendar

☒ **Additional Information Attached**

NOTES:

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

Lewistown Public Schools 2017-2018 School Calendar

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

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

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

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

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

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

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

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

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







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

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

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

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

August 21	New Staff Orientation
August 22-23	All Staff Orientation/PIR
October 19-20	Staff Development Days - Teachers Convention
November 1-2	Parent Teacher Conferences (Evening on Nov 1, All Day on Nov 2)
January 15	PIR
March 27	Parent Teacher Conference (Conference-Evenings ONLY--Regular School Day for Students)
Floater	PIR

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

Holidays/Vacations

September 4	Labor Day
October 19-20	Fall Vacation (Teachers - Convention)
November 2	Parent Teacher Conferences (Vacation Day for Students)
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
December 21-January 2	Winter Break
January 15	PIR (Vacation Day for Students)
February 23	Vacation Day
March 30-April 2	Spring Break
May 28	Memorial Day

LEWISTOWN PUBLIC SCHOOLS
2017-2018 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	24 --	Aug	25	2	First Week	Jan	22 --	Jan	26	5
Second Week	Aug	28 --	Sept	1	5	Second Week	Jan	29 --	Feb	2	5
Third Week	Sept	5 --	Sept	8	4	Third Week	Feb	5 --	Feb	9	5
Fourth Week	Sept	11 --	Sept	15	5	Fourth Week	Feb	12 --	Feb	16	5
Fifth Week	Sept	18 --	Sept	22	5	Fifth Week	Feb	19 --	Feb	22	4
Sixth Week	Sept	25 --	Sept	29	5	Sixth Week	Feb	26 --	Mar	2	5
Seventh Week	Oct	2 --	Oct	6	5	Seventh Week	Mar	5 --	Mar	9	5
Eighth Week	Oct	9 --	Oct	13	5	Eighth Week	Mar	12 --	Mar	16	5
Ninth Week	Oct	16 --	Oct	18	3	Ninth Week	Mar	19 --	Mar	23	5
Tenth Week	Oct	23 --	Oct	27	5						44
					44						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	30 --	Nov	1	3	First Week	Mar	26 --	Mar	29	4
Second Week	Nov	6 --	Nov	10	5	Second Week	Apr	3 --	Apr	6	4
Third Week	Nov	13 --	Nov	17	5	Third Week	Apr	9 --	Apr	13	5
Fourth Week	Nov	20 --	Nov	21	2	Fourth Week	Apr	16 --	Apr	20	5
Fifth Week	Nov	27 --	Dec	1	5	Fifth Week	Apr	23 --	Apr	27	5
Sixth Week	Dec	4 --	Dec	8	5	Sixth Week	Apr	30 --	May	4	5
Seventh Week	Dec	11 --	Dec	15	5	Seventh Week	May	7 --	May	11	5
Eighth Week	Dec	18 --	Dec	20	3	Eighth Week	May	14 --	May	18	5
Ninth Week	Jan	3 --	Jan	5	3	Ninth Week	May	21 --	May	25	5
Tenth Week	Jan	8 --	Jan	12	5	Tenth Week	May	29 --	May	31	3
Eleventh Week	Jan	16 --	Jan	19	4						46
					45						

Totals

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

August 22-23	PIR	2.00
October 19-20	Staff Development Days - Teachers Convention	2.00
November 1-2	Parent Teacher Conferences (Evening on Nov 1, All Day on Nov 2)	1.50
January 15	PIR	1.00
March 27	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

Holidays / Vacations (Dates Inclusive)

C.

September 4	Labor Day
October 19-20	Fall Vacation (Teachers - Convention)
November 2	Parent Teacher Conferences (Vacation Day for Students)
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
December 21-January 2	Winter Break
January 15	PIR (Vacation day for Students)
February 23	Vacation Day
March 30-April 2	Spring Break
May 28	Memorial Day

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

19

ITEM TITLE: ACTION ON OFFERING A RETIREMENT INCENTIVE

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 02/08/2016

SUMMARY:

The Board of Trustees will discuss the possibility of offering a retirement incentive for the certified staff.

Attached is a three-year proposed retirement incentive for your review and consideration.

SUGGESTED ACTION: Approve Retirement Incentive

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
EARLY RETIREMENT INCENTIVE
THREE-YEAR PLAN**

FEBRUARY 9, 2016

The Board of Trustees for the Lewistown Public Schools is offering a one-time retirement incentive plan to eligible certified personnel.* The plan is solely for certified personnel contracted by the Lewistown Public Schools and will be in effect through the 2017-2018 School Year.

I. CRITERIA FOR ELIGIBILITY

- A. The plan benefits are limited solely to certified contracted personnel who will receive a retirement benefit from the Montana Teachers Retirement System during the year of the plan participation.
- B. At the time of retirement, certified personnel who have been employed by the District for the last eight years and are eligible to retire under the Montana Teacher Retirement System as listed on page 2, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2015-2016 School Year will have until March 1, 2016, to be a three-year participant. Eligible personnel planning to retire at the end of the 2016-2017 School Year will have until February 1, 2017, to be a two-year participant. And, eligible personnel planning to retire at the end of the 2017-2018 School Year will have until February 1, 2018, to be final year participant. Those who choose not to participate by the respective March 1st or February 1st deadlines are ineligible to be involved in this Plan. This Plan will be in effect only during the 2016 to 2018 school years and will not be available again. The Plan benefits expire on August 31, 2019, regardless of the option chosen.
- D. Certified personnel who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by the dates stated in section C.
- E. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- F. The Board may offer as many incentives as it deems financially prudent.
- G. Participants will be considered on a seniority basis.

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT

A member who has terminated TRS covered employment may apply for a retirement benefit provided:

1. The member has attained age 60 with at least five full years of creditable service, or;
2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

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

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

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

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

_____ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier.

_____ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.
2. Retire effective the end of the 2016-2017 School Year by February 1, 2017, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2017, and ending August 31, 2019.
3. Retire effective the end of the 2017-2018 School Year by February 1, 2018, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2018, and ending August 31, 2019.

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

In the event of the Retiree's death, this retirement incentive will become null and void.

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

NAME (**PRINTED**)

DATE

SIGNATURE

CENTRAL OFFICE USE:

Received By

Date

Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

20

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 02/08/2016

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2015-2016 School Year as listed below:

Substitute Teacher/Aide List:

Kathleen Cameron
Candice McDermott
Sandra Mikeson
Nancy Osburn-Cauffman

Substitute School Food List:

Roberta Yvette Hersel
Michele Kruckenberg

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2015-2016 School Year

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/08/2016

Agenda Item No.

21

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/08/2016

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						
Koterba						
Poss						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 8, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MURPHY, Jaime	Food Server / PM Kitchen Aide	Garfield Elementary School / Central Kitchen	Accept letter of resignation	February 8, 2016	See attached letter.
OSBURN-CAUFFMAN, Nancy	Paraprofessional	Lewistown Junior High School	Accept letter of resignation	February 3, 2016	See attached letter.
WATSON, Laure	Food Server/Cashier	Fergus High School	Approve appointment on schedule— FS Step 0 for up to 3.80 hours per day for the remainder of the 2015-2016 School Year (up to 81 days)	February 8, 2016	See attached hiring recommendation.
ELLIOTT, Jeff	Principal	Fergus High School	Approve appointment as per recommendation for the 2016-2017 School Year—\$79,522	February 8, 2016	See attached hiring recommendation.
FRIESEN, Jeff	Assistant Principal	Fergus High School	Approve appointment as per recommendation for the 2016-2017 School Year—\$67,500	February 8, 2016	See attached hiring recommendation.
FELLER, Vic HUDSON, Troy JOHNSON, Orin OLSON, Steve LEAR, Derek	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	March 3-7, 2016	See attached memo.
PARSONS, Suzi	Paraprofessional	Highland Park Elementary	Accept letter of resignation	February 12, 2016	See attached letter.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 8, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BIGLEN, Shelly	Food Server / Kitchen Aide	Lewis & Clark Elementary / Central Kitchen	Approve revision of contract to reflect change in duties—change from up to 6.50 hours per day to 7.25 hours per day	February 8, 2016	See attached memo.
JOHNSON, Bridgett	Paraprofessional	Lewistown Junior High School	Approve revision of contract to reflect change in duties—change from up to 6.50 hours per day for up to 2 days per week to up to 7.00 hours per day for up to 5 days per week for the remainder of the 2015-2016 (up to 80 days)	February 8, 2016	See attached memo.

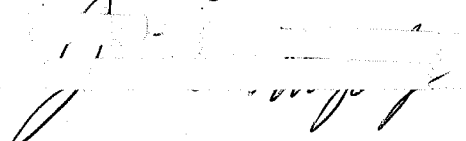


Dear Amie,

1-25-16

Please consider this my 2 week notice. I have been unable to find daycare for my kiddos so I have no other recourse but this. Thank you for the time I worked for you it has been an amazing experience for me. I will miss my job greatly. My last day will be February 8, 2016.

Sincerely



Jaime Murphy



Sandi Chamberlain <schamberlain@lewistown.k12.mt.us>

Resignation

1 message

Nancy Cauffman <nancy.cauffman@lewistown.k12.mt.us>

Tue, Feb 2, 2016 at 12:34 PM

To: Tim Majerus <tmajerus@lewistown.k12.mt.us>

Cc: Jason Butcher <jbutcher@lewistown.k12.mt.us>, Sandi Chamberlain <schamberlain@lewistown.k12.mt.us>, Chelsey Lund <clund@lewistown.k12.mt.us>, Christy Rogers <crogers@lewistown.k12.mt.us>

Tim, Jason, Sandi, Chelsea & Christy,

I very regretfully resign my position as paraprofessional at Lewistown Junior High. Due to circumstances with our son, Michael, it is necessary for me to be home with him.

Please know that it was my intention to work the entire year and follow Joey to the high school. I looked forward to his progress. But circumstances totally out of my control is preventing that from happening.

Tim, the Junior High has been an incredibly supportive building to work in. All of the teachers, paras, and other staff has been so helpful to me. I am going to miss being a part of this family.

I respectfully request I be placed on the substitute list for the rest of this school year.

Thank you for everything.

—

Nancy Osburn-Cauffman
Lewistown Junior High

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:

Laure Watson

For:

Job Title Food Server / Cashier

Classification FS / KA

Step 0

Work location Fergus High School

Date to begin work February 8, 2016

Days per yr/Hrs per day 81 days per year / up to 3.80 hours per day
(Remainder of 2015-2016 School Year)

SELECTION COMMITTEE: Amie Friesen

Rosie Lafever

Donna Paulson

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on February 8, 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:

Jeffrey Elliott

For:

Job Title _____ Principal _____

Classification _____ Administrator _____

Step _____ N/A _____

Work location _____ Fergus High School _____

Date to begin work _____ Fall 2016 _____

Days per yr/Hrs per day _____ 222 days per year _____

SELECTION COMMITTEE: _____ Jason Butcher _____

_____ Mandy Eike _____

_____ Vic Feller _____

_____ Michelle Gilpatrick _____

_____ Robin Moline _____

_____ Siri Pederson – Student (Non-Voting) _____

_____ Melanie Smith _____

_____ Michelle Trafton _____

_____ Monte Weeden _____

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on February 8, 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:

Jeffrey Friesen

For:

Job Title _____ Assistant Principal

Classification _____ Administrator

Step _____ N/A

Work location _____ Fergus High School

Date to begin work _____ Fall 2016

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

SELECTION COMMITTEE: _____ Jason Butcher

_____ Mandy Eike

_____ Vic Feller

_____ Michelle Gilpatrick

_____ Robin Moline

_____ Siri Pederson – Student (Non-Voting)

_____ Melanie Smith

_____ Michelle Trafton

_____ Monte Weeden

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on February 8, 2016.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: January 29, 2016
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request for Head Football Coach Vic Feller and Assistant Football Coaches Troy Hudson, Orin Johnson, Derek Lear, and Steve Olson to attend the Glazier Football Clinic scheduled for March 4-6, 2016, in Reno, Nevada.

To allow for travel days and the clinic, these football coaches would miss school on Thursday, Friday, and Monday, March 3-7, 2016. The cost of the clinic will be taken out of the football budget and traveling expenses and lodging will be paid for by the coaches.



Sandi Chamberlain <schamberlain@lewistown.k12.mt.us>

resignation letter :(boohoo

1 message

Suzi Parsons <suzi.parsons@lewistown.k12.mt.us>

Thu, Feb 4, 2016 at 3:12 PM

To: Sandi Chamberlain <schamberlain@lewistown.k12.mt.us>

Dear Sandi,

My last day with the school district will be Friday, February 12. My husband has accepted a job in Billings and we will be moving.

Thanks for the opportunity to work at Highland Park.

Sincerely,

Suzi Parsons



Memorandum



To: Jason Butcher, Superintendent
From: Amie Friesen, School Food Service Director
Date: February 3, 2016
Re: Contract Revision

Due to a change in duties at Lewis & Clark Elementary School and Central Kitchen, I would like to make the following contract change recommendation:



Shelly Biglen

Change from up to 6.50 hours per day to up to 7.25 hours per day

Memorandum

To: Board of Trustees; Jason Butcher, Superintendent
From: Tim Majerus, Principal
Date: February 4, 2016
Re: Contract Revision

Due to the resignation of a part-time One-on-One Paraprofessional at Lewistown Junior High School, I would like to make the following contract change recommendation:

Bridgett Johnson	PARA Step 0+CERT	Change from to up to 6.50 hours per day for up to 2 days per week to up to 7.00 hours per day for up to 5 days per week for the remainder of the 2015-16 School Year (80 Days)
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Thank you for your consideration.

Tim Majerus
Principal