

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**  
215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, December 14, 2015**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Presentation—Noah Vallincourt, *Expedition Yellowstone*
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

7. Report—Election Information
8. Report—Investment
9. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

11. Minutes of the November 9, 2015, Regular Board Meeting

**APPROVAL OF CLAIMS**

12. Claims

**INDIVIDUAL ITEMS**

13. Approve Accepting Trustee Resignation and Declaration of Position Vacancy
14. Approve Contract between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) for Special Education Services for the STAR Program
15. Approve Additions to the Substitute List for the 2015-2016 School Year
16. Approve Personnel Report

**EXECUTIVE SESSION**

17. Superintendent's Evaluation

**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

12/14/2015

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—NOAH VALLINCOURT, EXPEDITION YELLOWSTONE

Requested By: Board of Trustees    Prepared By: Noah Vallincourt    Date: 12/14/2015

**SUMMARY:**

Noah Vallincourt and Steve Paulson, along with students from Lewistown Junior High and staff/parent chaperones, participated in the winter session of *Expedition Yellowstone*. They would like to share this experience with the Board of Trustees.

*Expedition Yellowstone* teaches students about the natural and cultural history of Yellowstone National Park, investigates current issues affecting the Greater Yellowstone Ecosystem, and promotes stewardship and preservation in the park and in home communities. Emphasis is on learning through direct experience in the outdoors. Students participate with teachers and parent chaperones in hikes, field investigations, discussions, creative dramatics, and journal writing. The program coordinator works with teachers to tailor an itinerary for the group that best meets their educational needs.

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Heather Wiegert    Date: 12/14/2015

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

☒ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

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

# FHS School Board Report

December 14, 2015

Heather Wiegert

## Graduation Matters

- Preparing presentation for 4th graders on graduation
- Trip coming up on Jan 12 to MSU College of Technology -- Great Falls
- FAFSA presentation for seniors Jan 12
- Fundraising for overnight trip in the spring

## Mentoring

- Christmas Party at Bowling Alley on Sunday, Dec 13

## Student Council

- Exploring options for a water bottle filler in lobby

## Art Club

- Fundraising for trip to Missoula for Montana Arts Interscholastic (MAI) - April 22-23
- 2 days of Art Festivities

## Spanish Club

- Selling chocolate for fundraiser

## Key Club

- Sponsoring Toys for Tots
- At the end of every week, all toys get dropped off at True Value

## National Honor Society

- Hosted the annual blood drive
- More students than ever before donated blood

## F Club

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

## BPA

- Finished a Little Caesars fundraiser
- Starting Candy Cane sales for Christmas
- Preparing for regional leadership conference competition in January

### Science Olympiad

- Got 5th place at State

### FCCLA

- Finished pie sales for Thanksgiving
- Made 548 pies and sold all of them
- Planning a Christmas party
- Students are starting on their projects for State

### FFA

- Leadership Development events are Monday, Dec 14 in Big Sandy
- These events are the District Competitions that qualify students for State

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee    Date: 12/14/2015

**SUMMARY:**

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

Attached is the list for Standing Committees of the Board for the 2015-2016 School Year.

**SUGGESTED ACTION:** Informational Report

☒ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

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

**STANDING COMMITTEES OF THE BOARD**  
**2015-2016 School Year**

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2015-2016 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Shelley Poss	Barb Thomas	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

12/14/2015

Agenda Item No.

6

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 12/14/2015

**SUMMARY:**

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

**SUGGESTED ACTION:**

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
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Thomas						
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**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/14/2015

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT—ELECTION INFORMATION

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 12/14/2015

**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**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2016</b>	<b>Expire 2017</b>	<b>Expire 2018</b>
<b>SCHOOL DISTRICT #1</b>	Phillip R. Koterba Jennifer Thompson	Shelley Poss Barb Thomas Kris Birdwell	CJ Bailey Monte Weeden

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

\_\_\_\_\_ 3 year term (to expire in 2019)

\_\_\_\_\_ 3 year term (to expire in 2019)


**Petitions Filed for Nomination of School Board Trustee:**

## 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	<b>Thursday, December 10 through Thursday, March 24</b>	<b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with election administrator. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the Oath is filed.</i>	<a href="#">13-10-201</a> <a href="#">20-3-305</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Trustee Candidates</a>  <a href="#">District Classification Form</a>
At least 70 days before	<b>Tuesday, February 23</b>	<b>Trustees call for an election.</b> 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"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> 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.</li> </ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>	<a href="#">Trustee Resolution – Regular School Election with Single Voting Locations</a>  <a href="#">Trustee Resolution – Regular School Election with Multiple Voting Locations</a>  <a href="#">Trustee Resolution – Other School Election with Single Voting Locations</a>  <a href="#">Trustee Resolution – Other School Election with Multiple Voting Locations</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, February 26</b>	<b>Last day to file resolutions for school election with county election administrator.</b>	<a href="#">20-20-201(2)(a)</a>	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
At least 60 days before	<b>Friday, March 4</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> 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: <a href="http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf">http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf</a>	<a href="#">13-19-205</a>	<a href="#">Mail Ballot Written Plan, Timetable and Instructions</a>
Not later than 5pm the day before ballot certification	<b>Thursday, March 31 (by 5 p.m.)</b>	<b>Last day trustee candidates can withdraw from the election.</b> 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.	<a href="#">20-3-305(3)(a)</a>	
Not later than 5pm the day before ballot certification	<b>Thursday, March 31 (by 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>	<a href="#">20-3-305(2)(b)</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Write-In Candidates</a>
No later than the 30th day before	<b>Friday, April 1</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>	
Not less than 30 days before	<b>Friday, April 1</b>	<b>Election administrator certifies ballot.</b> 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.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>	
Not less than 30 days before	<b>Friday, April 1</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> 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>	<a href="#">20-3-313</a>	<a href="#">Notice of Trustee Election Cancellation</a>  <a href="#">Certificate of Trustee Election by Acclamation</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not less than 30 <sup>th</sup> day before	<b>Sunday, April 3</b>	<b>Deadline to publish notice of the close of regular registration.</b> 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, <b>AND posted on the district's website</b> 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.	<a href="#">13-2-301</a> <a href="#">20-20-204</a> <a href="#">20-20-311</a> <a href="#">20-20-312</a>	<a href="#">Notice of Close of Regular Registration, Annual School Election</a>  <a href="#">Notice of Close of Regular Registration, Other School Election</a>
Not more than 30 days before	<b>Monday, April 4</b>	<b>Contact your county election administrator</b> 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).	<a href="#">13-13-212</a> <a href="#">20-20-312</a>	
Not less than 10 days, or more than 40 days before	<b>Thursday March 24 Through Saturday, April 23</b>	<b>Notice of election is posted.</b> 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 <b>AND posted on the district's website</b> 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"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• 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.</li> </ul>	<a href="#">20-20-204</a>	<a href="#">Notice of Annual School Election, Mail Ballot Election</a>  <a href="#">Notice of Annual School Election, Poll Election</a>  <a href="#">Notice of Other School Election, Mail Ballot Election</a>  <a href="#">Notice of Other School Election, Poll Election</a>
At least 20 days before	<b>Wednesday, April 13</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed)</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of an marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>	<a href="#">Absentee Voter Materials</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 13 through Monday, April 18</b>	<b>Mail ballots mailed.</b> 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.	<a href="#">13-19-207</a>	
Day before (By Noon)	<b>Monday, May 2</b>	<b>Deadline for absentee ballot requests.</b> 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>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>	<a href="#">Application for Absentee Ballot</a>
Day before	<b>Monday, May 2</b>	<b>Deliver certified copy of the lists of registered electors.</b> 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.	<a href="#">20-20-313</a>	
Day before (between noon and 5pm)	<b>Monday, May 2</b>	<b>Late registration closed.</b> 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.	<a href="#">13-2-304</a>	
Election Day 	<b>Tuesday, May 3</b>	<b>ELECTION DAY.</b> 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).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>	<a href="#">Display of Instructions for Electors</a>  <a href="#">Election Judges' Oath</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 9</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> 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.	<a href="#">13-15-107</a>	<a href="#">Provisional Ballot Instructions</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>Wednesday, May 18</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> 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.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>	<a href="#">Certificate of Election of Trustee</a>  <a href="#">Canvass of Votes and Results</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Within 5 days after the official canvas	<b>Monday, May 9 through Monday, May 23</b>	<b>Deadline for filing a petition for recount.</b> 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.	<a href="#">13-16-201</a>	<a href="#">Petition for Recount</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 9 through Monday, May 23</b>	<b>Deadline for convening the School Recount Board.</b> 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.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>	
Within 15 days of election	<b>Wednesday, May 18</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>	<a href="#">School Board Organization</a>
Within 15 days after receipt of certificate of election	<b>Thursday, June 2</b>	<b>Candidate completes and files Oath of Office</b> 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>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>	
June 1	<b>Wednesday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> 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.	<a href="#">20-20-417</a>	<a href="#">Trustee Resolution – Request for County to Conduct Elections</a>



[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](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](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.mcpv>.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

8

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 12/14/2015

**SUMMARY:**

Below is the interest earned and distributed for October and November 2015:

October 2015

Elementary      \$3,759.02

High School      \$3,335.75

November 2015

Elementary      \$1,636.61

High School      \$1,627.89

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/14/2015

**Agenda Item No.**

9

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 12/14/2015

**SUMMARY:**

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Every Student Succeeds Act (ESSA)
- ❖ Samsung Contest
- ❖ PIR Training—January 18, 2016
- ❖ School Calendars
- ❖ Roundtable—Monday, January 11, 2016—5:30 p.m.—Highland Park Elementary
- ❖ LJHS Band Concert—Tuesday, December 15, 2015—7:00 p.m.—LJHS Auditorium
- ❖ No School—December 23, 2015 – January 1, 2016—Winter Break
- ❖ LJHS VB— Practice Begins —Monday, January 4, 2016
- ❖ Lewis & Clark Geography Bee—Tuesday, January 6, 2015—12:45 p.m.—FCPA
- ❖ FHS FCCLA Chapter Meeting—Tuesday, January 6, 2015—6:30 p.m.
- ❖ Eagle Booster Meeting—Tuesday, January 6, 2015—7:00 p.m.
- ❖ Home Athletic Games/Meets:
  - BBB vs. Billings Central—Friday, December 18, 2015—4:00/5:30/7:00 p.m.
  - BBB/GBB vs. Huntley Project—Saturday, December 19, 2015—2:00/3:30/5:00/6:30 p.m.
  - GBB vs. Belgrade—Tuesday, December 22, 2015—4:00/5:30/7:00 p.m.
  - GBB vs. Fairfield—Friday, January 9, 2015—4:00/5:30 p.m.
  - GBB vs. Havre—Saturday, January 10, 2015—3:00/4:30/6:00 p.m.

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

10

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

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS  
THE BOARD

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 12/14/2015

**SUMMARY:**

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

**SUGGESTED ACTION:**

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

11

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 12/14/2015

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 9, 2015, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**FERGUS HIGH SCHOOL  
1001 Casino Creek Road  
Lewistown MT 59457**

**MONDAY, November 9, 2015**

**BOARD ROUNDTABLE DISCUSSION – FERGUS HIGH STAFF**

**FHS LIBRARY – 5:30 P.M. TO 6:30 P.M.**

**REGULAR BOARD MEETING – FHS LIBRARY**

**CALL TO ORDER (6:50 p.m.)**

1. **ROLL CALL**

**TRUSTEES PRESENT:**

Board Chair Barb Thomas, CJ Bailey, Kris Birdwell, Phil Koterba, Shelley Poss, Jennifer Thompson, Monte Weeden

**STAFF PRESENT:**

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Jeff Friesen, Chris Hildebrant, Bobbie Atchison

**OTHERS PRESENT:**

Student Representative, Heather Wiegert, Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. **PRESENTATION—MARGEE SMITH, MONTANA STATE READING COUNCIL**

Margee Smith was unable to attend the Board meeting. Her presentation has been tabled until the December Board meeting.

4. **REPORT—STUDENT REPRESENTATIVE**

Heather Wiegert, Student Representative to the Board, reported on upcoming activities at Fergus High School.

5. **REPORT—COMMITTEES OF THE BOARD**

A Transportation Committee meeting was held on October 13, 2015, with the Airport Board to discuss the sale of the Bus Barn located on Stratosphere Drive. A subsequent Special Board Meeting was also held. The Collective Gaining Team will be meeting on Thursday, November 12, 2015, immediately following a Gaining training session. The first meeting for the School Calendar Committee is scheduled for Monday, November 16, 2015.

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

Trustee Bailey spoke to City Manager Kevin Myhre regarding signage. Mr. Myhre reported the City received a grant that allowed them to purchase several signs that will list multiple sites in town. The signs have been ordered and will be arriving soon.

## **SUPERINTENDENT'S REPORT**

### **7. REPORT—INVESTMENT**

No amounts were available to report at the time of this meeting.

### **8. REPORT—2014-2015 AUDIT RESULTS**

Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2014-2015. The auditors did note two findings or material weaknesses in our financial statements or internal control processes. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.

### **9. OTHER ITEMS**

Superintendent Jason Butcher reported on the successes of the recent Parent/Teacher Conferences. The Lewistown Public Schools new website is now up and functioning. The newly formed Task Force met for the first time to promote the next Levy election. Gaining Training has been scheduled for Thursday, November 12, 2015, at 9:00 a.m. The first Gaining Committee meeting will follow the training at the end of that day. Jason updated the Board on open positions in the District. The Board also reviewed dates for upcoming events in the District.

## **PUBLIC PARTICIPATION**

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

Chris Hildebrandt thanked the Board for changes made to staffing in the Music Department this year.

Joey Kern, community member, asked about establishing a policy regarding texting by both parents and students during school hours. Superintendent Butcher reported that this would be handled in the buildings. There are too many variables to try and cover with a policy and there are times when texting may be appropriate.

## **ACTION ITEMS**

### **MINUTES**

- 11. MINUTES OF THE OCTOBER 12, 2015, REGULAR BOARD MEETING – approved unanimously (Poss/Thompson).**
- 12. MINUTES OF THE OCTOBER 20, 2015, SPECIAL BOARD MEETING – approved unanimously (Thompson/Bailey).**

### **APPROVAL OF CLAIMS**

- 13. CLAIMS – the claims referenced in the 2015-2016 Bill Schedule and submitted through November 5, 2015, were approved unanimously (Poss/Weeden). The Finance Committee for October-December 2015 is Board Chair Barb Thomas, Monte Weeden, Shelley Poss, and Jennifer Thompson.**

### **INDIVIDUAL ITEMS**

- 14. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Poss/Bailey).**
- 15. APPROVE ADOPTING HIGH SCHOOL GENERAL FUND BUDGET AMENDMENT – approved unanimously (Bailey/Weeden).**
- 16. APPROVE AUDIT CONTRACT FOR FY16-FY18 – approved unanimously (Koterba/Bailey).**
- 17. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR – Substitute School Food List-Amy Thornton – approved unanimously (Weeden/Birdwell).**

18. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Weeden/Birdwell).

Board Chair Barb Thomas made the announcement that she will be resigning her position as School Board Trustee as of the December 14, 2015, Board meeting.

#### **ADJOURNMENT**

The meeting was adjourned at 7:23 p.m. The next regular scheduled Board meeting will be held on December 14, 2015, at 6:00 p.m. at the Lincoln Board Room (Koterba – unanimous).

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**BARBARA THOMAS**  
**BOARD CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER/CLERK**



**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** November 9, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>ORTMAN, Lauren</b>	Jazz Band Instructor	Lewistown Junior High School	Approve appointment on schedule—0.040	November 9, 2015	See attached memo.
<b>THORNTON, Amy</b>	Food Server Kitchen Aide	Lewis & Clark Elem Central Kitchen	Accept letter of resignation	October 30, 2015	See attached letter.
<b>BIGLEN, Shelly</b>	Food Server PM Kitchen Aide	Lewis & Clark Elem Central Kitchen	Approve appointment on schedule—FA/KA Step 0 for up to 3.50 hours as Food Server and up to 3.00 hours as PM Kitchen Aide for up to 153 days	November 2, 2015	See attached hiring recommendation.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

12

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees    Prepared By: LuAnn Schrauth    Date: 12/14/2015

**SUMMARY:**

Approve claims paid through December 10, 2015, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2015 include: Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Monte Weeden.

**\*\*Need to select new Finance Committee members for January–March 2016.**

**SUGGESTED ACTION:** Approve Claims as Presented

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/14/2015

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE ACCEPTING TRUSTEE RESIGNATION AND DECLARATION OF POSITION VACANCY

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 12/14/2015

**SUMMARY:**

The Board of Trustees needs to accept the resignation submitted in writing by Trustee Barb Thomas effective December 18, 2015.

Whenever a Trustee position becomes vacant in any district, the remaining members of the Trustees shall declare such position vacant and they shall appoint, in writing within 60 days, a competent person as a successor. Please find attached MCA 20-3-309 – Filling a Vacated Trustee Position.

**SUGGESTED ACTION:** Approve Accepting Trustee Resignation and Declaration of Position Vacancy

☒ **Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

December 7, 2015

Lewistown School District #1

Lewistown, MT 59457

RE: resignation of school board

To: Rebekah Rhodes and Jason Butcher,

Please allow this letter to serve as my official notice of resignation as of December 18, 2015; from the Lewistown School District #1 Board of Trustees. My last official meeting will be December 14, 2015. The reason for my resignation is that I have relocated to Billings, MT and as of December 18, 2015 will no longer own property in Fergus County or be a registered voter for Fergus County.

I have greatly enjoyed my time on the board and the opportunity it gave me to work for the students of Lewistown, MT. Please contact me with any questions you may have.

Respectfully Submitted,

Barbara Thomas

Board of Trustees, Lewistown MT

## Montana Code Annotated 2011

[Previous Section](#)[MCA Contents](#)[Part Contents](#)[Search](#)[Help](#)[Next Section](#)

**20-3-309. Filling vacated trustee position -- appointee qualification and term of office.** (1) Whenever a trustee position becomes vacant in any district, the remaining members of the trustees shall declare the position vacant and they shall appoint, in writing within 60 days, a competent person as a successor. The trustees shall notify the appointee and the county superintendent of the appointment. If the trustees do not make the appointment within the 60-day period, the county superintendent shall appoint, in writing, a competent person as a successor and notify the person of the appointment.

(2) A person who has been appointed to a trustee position shall qualify by completing and filing an oath of office with the county superintendent within 15 days after receiving notice of appointment. Failure to file the oath of office constitutes a continuation of the trustee position vacancy that must be filled under the provisions of this section.

(3) A person assuming a trustee position under the provisions of this section shall serve until the next regular school election and until a successor has qualified.

**History:** En. 75-5918 by Sec. 47, Ch. 5, L. 1971; amd. Sec. 3, Ch. 122, L. 1975; amd. Sec. 5, Ch. 266, L. 1977; R.C.M. 1947, 75-5918; amd. Sec. 2, Ch. 269, L. 1979; amd. Sec. 279, Ch. 56, L. 2009.

*Provided by Montana Legislative Services*

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/14/2015

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE CONTRACT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL  
MONTANA LEARNING RESOURCE CENTER COOPERATIVE FOR SPECIAL  
EDUCATION SERVICES FOR THE STAR PROGRAM

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/14/2015

**SUMMARY:**

The Board of Trustees needs to approve the contract as attached between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) for Special Education Services for the STAR program.

**SUGGESTED ACTION:** Approve Contract between Lewistown Public Schools and CMLRCC for Special Education Services for the STAR Program

☒ **Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

## **STAR CONTRACT, 2015-2016**

The parties to this contract are Lewistown Public Schools, hereinafter referred to as the "District", and Central Montana Learning Resource Center Cooperative, hereinafter referred to as the "Contractor". The parties to this contract in consideration of the mutual promises and stipulations identified below agree as follows:

### **SECTION I**

#### **A. Purpose**

The purpose of this contract is to secure and provide professional special education services for a day treatment special education program located in Lewistown Junior High in Lewistown, Montana, hereinafter referred to as the "STAR Program".

#### **B. Duties**

The Contractor's duties include, but are not limited to the following:

- a. Hire, employ, and supervise a certified special education teacher and support staff who will provide direct instruction to students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home.
- b. Collaborate with the Yellowstone Boys and Girls Ranch personnel, parents, surrogates, and guardians to provide a Free Appropriate Public Education and an effective day treatment special education program for students served in the STAR Program.
- c. Conduct Evaluation Team Meetings and IEP Meetings and maintain educational records according to federal and state requirements. The District will provide support in accessing record transfers and enrollments in the AIMS program.
- d. The Director for the Contractor will serve as administrative contact between the District's staff for programmatic relationships which may include: accessing the general curriculum for individual students. The Director will compile year-end attendance reports and provide signed tuition agreements to the District Superintendent. The Director will serve as administrator for the student IEP and Evaluation Meetings, and for personnel screening, selection, and evaluation. The Director will provide on-going support for training and in-service for professional staff.

The District's duties include, but are not limited to the following:

- a. Facilitate enrollment of students from the Yellowstone Boys and Girls Ranch Lewistown Group Home in appropriate Lewistown Public Schools. Provide transcripts/credits and diplomas if earned while in residence.

- b. District will provide attendance records to Director for end-of-year reports.
- c. Provide all district testing materials for Yellowstone Boys and Girls Ranch Lewistown Group Home students.
- d. The District Superintendent will be the point of contact for District #1 and will provide necessary support to ensure the program's continuity with the Contractor and District.

## SECTION II

### A. Compensation

The total compensation for these services will be calculated on the following:

1. The District agrees to compensate the Contractor for serving students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home whose families reside in-district through existing fund contributions as established by the Management Board of the Central Montana Learning Resource Center Cooperative.
2. The District agrees to compensate the Contractor for students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home eligible for out-of-district reimbursement on a per diem basis. The per diem for out-of-district students for the school year 2015/2016 will be at an annual special rate of \$11,864.51 per student in Grades K-6 and/or \$10,665.31 per student in Grades 7-8. The per diem will be assessed on actual number of days of attendance for each out-of-district student from the Yellowstone Boys and Girls Ranch Lewistown Group Home. Payment for such services, provided by Contractor during the 2015/2016 school year, will be made when the tuition payment is received by the District from the Office of Public Instruction in the Fall of 2016.

### B. Term

This contract will take effect upon signature of all parties and will continue in effect until June 30, 2016. Should the Yellowstone Boys and Girls Ranch cease operation of the Lewistown Group Home, this contract will terminate with closure of the group home.

\_\_\_\_\_  
Board Chair, Central Montana Learning Resource  
Center Cooperative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Lewistown Public Schools

\_\_\_\_\_  
Date



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

15

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

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

Requested By: Board of Trustees    Prepared By: Sandi Chamberlain    Date: 12/14/2015

**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:

Aimee Donaldson  
Dennie Kay Ellestad  
Amy Moore

Substitute School Food Service:

Dennie Kay Ellestad  
Karen Hanson  
Elizabeth Lansing

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

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/14/2015

Agenda Item No.

16

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 12/14/2015

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

☒ Additional Information Attached Estimated cost/fund source \_\_\_\_\_

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** December 14, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>BALDWIN, William “Scott”</b>	Technology Support Specialist	Lewistown Public Schools	Approve appointment on schedule—COMPUTER TECH Step 0 for up to 8.0 hours per day for the remainder of 2015-2016 School Year (up to 159 days)	November 23, 2015	See attached hiring recommendation.
<b>BARBER, Randall</b>	Maintenance Director	Lewistown Public Schools	Approve appointment as per recommendation—\$30,461.76 for the remainder of the 2015-2016 Fiscal Year (144 Days) based on \$55,000 per year salary	December 14, 2015	See attached hiring recommendation.
<b>NOEL, Cindy</b>	Bus Route Driver	Lewistown Public Schools	Approve revision of contract to reflect additional duties—change from up to 5.50 hours per day to up to 7.50 hours per day for the remainder of the 2015-2016 School Year (up to 113 Days)	December 14, 2015	See attached memo.
<b>OSBURN-CAUFFMAN, Nancy</b>	Paraprofessional	Lewistown Junior High School	Approve revision of contract to reflect reduction of days worked per week—from five (5) days per week to three (3) days per week for up to 6.50 hours per day for the remainder of the 2015-2016 School Year (up to 66 days)	December 14, 2015	See attached memo.
<b>JOHNSON, Bridgett</b>	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule—PARA Step 0+CERT for up to 6.50 hours per day for two (2) days per week (up to 44 days)	December 14, 2015	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** December 14, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>SLAGEL, Debra</b>	Guidance Counselor	Fergus High School	Approve revision of contract to reflect change in number of days worked—from 0.353 FTE to 1.00 FTE for the remainder of the 2015-2016 School Year (112.5 Days)	December 14, 2015	Debra Slagel has consented to return to full time for the remainder of the year.
<b>MANE, Jeanna</b>	Head Cheerleading Coach	Lewistown Junior High School	Approve appointment on schedule—(0.030)	December 14, 2015	See attached memo.
<b>GRAHAM, Jimmy TRAFTON, Kyle</b>	Volunteer Boys Basketball Coaches	Fergus High School	Approve appointment on a volunteer basis	December 14, 2015	See attached memo.
<b>GROVER, Hunter</b>	Volunteer Wrestling Coach	Fergus High School	Approve appointment on a volunteer basis	December 14, 2015	See attached memo.
<b>HANSON, Karen</b>	Food Server/Cashier	Fergus High School	Accept letter of resignation	January 3, 2016	See attached letter. Karen is willing to be on the substitute list for the remainder of the school year to help out as needed.
<b>SMITH, Margee</b>	Kindergarten Teacher	Highland Park Elementary School	Approve Out-of-State Travel Request to attend the American Federation of Teachers Member Engagement Conference in San Francisco, CA	January 15-16, 2016	See attached memo.
<b>CONNER, Kar</b>	Assistant Girls Basketball Coach	Lewistown Junior High School	Accept letter of resignation	December 14, 2015	See attached letter.

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:

William Scott Baldwin

For:

Job Title Technology Support Specialist

Classification COMPUTER TECH

Step 0

Work location Lincoln – Central Office

Date to begin work November 23, 2015

Days per yr/Hrs per day 159 Day Contract / 8 hours per day  
(Remainder of 2015-2016 School Year)

SELECTION COMMITTEE: Scott Dubbs

John Jensen

Bill Klapwyk

Michelle Trafton

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on December 14, 2015.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

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

\_\_\_\_\_  
Randy Barber

For:

Job Title \_\_\_\_\_ Maintenance Director

Classification \_\_\_\_\_ Administrator

Step \_\_\_\_\_ N/A

Work location \_\_\_\_\_ Lincoln – Central Office

Date to begin work \_\_\_\_\_ December 14, 2015

Days per yr/Hrs per day \_\_\_\_\_ 260 days per year / 8 hours per day  
(144 Days for Remainder of 2015-2016 FY)

SELECTION COMMITTEE: \_\_\_\_\_ Jason Butcher

\_\_\_\_\_ Matt Lewis

\_\_\_\_\_ Rebekah Rhoades

\_\_\_\_\_ Shawn Schuchard

\_\_\_\_\_ Phil Koterba

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on December 14, 2015.

# Memorandum

**To:** Rebekah Rhoades, Business Manager/District Clerk  
Jason Butcher, Superintendent

**From:** Steve Klippenes, Transportation Director

**Date:** November 19, 2015

**Re:** Contract Revision Recommendation

---

Following is a recommendation for a contract revision for the remainder of the 2015-2016 School Year:

Cindy Noel	Bus Route Driver	From up to 5.50 hours per day to up to 7.50 per day
------------	------------------	--------------------------------------------------------

Cindy is the bus driver for Route #1 and is currently contracted for up to 5.50 hours per day. She is also driving half day portions of Route #11 (Pre-School) each day, as we have not been able to hire a driver for Route #11. The other half of Route #11 has been incorporated into Debbie Walker's work day schedule.

At this point in the school year, the Transportation Department does not anticipate hiring another driver for Route #11 as it is a "specialized" route and this arrangement is working.

Thank you for your consideration.

TRANSPORTATION

# Memorandum

**To:** Board of Trustees; Jason Butcher, Superintendent  
**From:** Tim Majerus, Principal  
**Date:** December 7, 2015  
**Re:** Contract Revision and Hiring Recommendation

---

Following is a recommendation for a contract revision for a One-on-One Paraprofessional at Lewistown Junior High School:

Nancy Osburn-Cauffman	PARA Step 5+CERT	Change from up to 5 days per week to up to 3 days per week for up to 6.50 hours per day for the remainder of the 2015-16 School Year (66 Days)
-----------------------	------------------	------------------------------------------------------------------------------------------------------------------------------------------------

Following is a hiring recommendation for a part-time One-on-One Paraprofessional at Lewistown Junior High School:

Bridgett Johnson	PARA Step 0+CERT	Up to 2 days per week for up to 6.50 hours per day for the remainder of the 2015-16 School Year (44 Days)
------------------	------------------	-----------------------------------------------------------------------------------------------------------

Thank you for your consideration.

Tim Majerus  
Principal





LEWISTOWN JUNIOR HIGH SCHOOL  
Jim Daniels, Co-Activities Coordinator  
Chelsey Lund, Co-Activities Coordinator  
Tim Majerus, Principal  
(406) 535-5419 Fax: (406) 535-2300

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels / Chelsey Lund / Tim Majerus**  
**DATE: September 2, 2015**  
**RE: Extracurricular**

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**Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2015-2016 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.**

**Lewistown Junior High School:**

**Cheerleading**

Jeanna Mane	Head Coach	(0.030)	\$958.17
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With a late start, Jeanna will be focusing on preparing the cheerleaders for the March Cheerleading Competition. In the past we have started at the beginning of the school year and have not competed. We hope this will allow a greater set of skills to be taught in preparation for high school cheerleading.



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

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director**  
**DATE: December 8, 2015**  
**RE: Extracurricular Contract(s)**

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**Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2015-2016 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.**

**Fergus High School:**

**Boys Basketball**

Jimmy Graham  
Kyle Trafton

Volunteer Coach  
Volunteer Coach

**Wrestling**

Hunter Grover

Volunteer Coach

12-8-15

I Karen Hanson . resign my  
job at Fergus High School in the  
good service effective Jan 3<sup>rd</sup> 2016.  
I will <sup>work</sup> until you get a replacement tho.

I have truly enjoyed my time here -  
great job & love the kids - was only  
going to work a couple years, but its  
been almost 10 -

Thanks , ,

Karen Hanson

# Memorandum

**To:** Board of Trustees, Lewistown Public Schools  
**Cc:** Jason Butcher, Superintendent  
**From:** Margee Smith, LEA President  
**Date:** November 30, 2015  
**Re:** Out-of-State Travel Request

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I have been invited by Mr. Eric Burke, MEA/MFT President, to attend the AFT (American Federation of Teachers) Member Engagement Conference in San Francisco, California, scheduled for January 15-16, 2016.

All expenses for this conference will be covered with the exception of my substitute for Friday, January 15, 2016. I am submitting an Out-of-State Travel Request in order to take advantage of this great opportunity.

Thank you for your consideration.



Sandi Chamberlain <[schamberlain@lewistown.k12.mt.us](mailto:schamberlain@lewistown.k12.mt.us)>

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## Resignation

1 message

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**Karlyle Conner** <[kconner@cccscorp.com](mailto:kconner@cccscorp.com)>

Wed, Dec 2, 2015 at 3:46 PM

To: [schamberlain@lewistown.k12.mt.us](mailto:schamberlain@lewistown.k12.mt.us)

Sandi,

I am sending my letter of resignation as the Girls Junior High Basketball Coach for the next season as I am relocating to a new town for a job opportunity. Thank you for the opportunity to be a part of this program the past six years.

Karlyle Conner

Intake/Aftercare Coordinator

Nexus Treatment Facility

[kconner@cccscorp.com](mailto:kconner@cccscorp.com)

[406-535-6660](tel:406-535-6660) ext.232

"You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go." -Dr. Seuss

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**

Barbara Thomas, Board Chair

CJ Bailey  
Kris Birdwell  
Phil Koterba  
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							<b>45</b>
					<b>44</b>						
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							<b>44</b>
Eleventh Week	Jan	19 -- Jan	22	4							
					<b>46</b>						

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

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
		<b>8.00</b>

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.

**C. 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