

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

1001 Casino Creek Road
Lewistown, Montana 59457

MONDAY, May 8, 2017

Page One of Two

OATH OF OFFICE (6:00 P.M.)

Rhonda Long, Fergus County Superintendent of Schools, will Administer the
Oath of Office to Kris Birdwell, Jeff Southworth, and Stephen Vantassel

ORGANIZATION MEETING

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

ADJOURNMENT

REGULAR BOARD MEETING

CALL TO ORDER (Following the Organizational Meeting)

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

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the April 10, 2017, Regular Board Meeting
Minutes of the April 19, 2017, Special Board Meeting

APPROVAL OF CLAIMS

12. Claims

INDIVIDUAL ITEMS

13. Canvass of Election Results—Trustee Election
14. Canvass of Election Results—Elementary General Fund Levy
15. Approve Contracting with the Fergus County Clerk and Recorder's Office to Act as
Election Administrator for School Elections

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

1001 Casino Creek Road
Lewistown, Montana 59457

MONDAY, May 8, 2017

Page Two of Two

16. Approve Issuing Contracts for the Classified Staff for the 2017-2018 School Year
17. Approve Fergus County Investment Resolution
18. Approve First Reading---Board Policy #3606 – Transfer of Student Records
19. Approve First Reading---Board Policy #5120 – Hiring Process and Criteria
20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
21. Approve Additions to the Substitute List for the 2016-2017 School Year
22. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- The Board will accept comments from the public on each agenda item as it is discussed.

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

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

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees **Prepared By:** Rhonda Long – County Superintendent

SUMMARY:

Rhonda Long, Fergus County Superintendent of Schools, will administer the Oath of Office to Kris Birdwell, Jeff Southworth, and Stephen Vantassel who were elected as Trustees of Lewistown School District Number One.

SUGGESTED ACTION: Informational

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

NOTES:

CERTIFICATE OF ELECTION OF TRUSTEE

TO Kris A. Birdwell of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the **8th** day of **May 2017**, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of **three (3)** years, beginning on May 8, 2017 and ending at the Trustee organizational meeting in May 2020.

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

Phillip R. Koterba
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 8 day of May, 2017

OATH OF OFFICE

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

Kris A. Birdwell
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 8 of May, 2017.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

CERTIFICATE OF ELECTION OF TRUSTEE

**TO Jeff Southworth of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,**

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the **8th** day of **May 2017**, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of **three (3)** years, beginning on May 8, 2017 and ending at the Trustee organizational meeting in May 2020.

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

Phillip R. Koterba
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 8 day of May, 2017

OATH OF OFFICE

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

Jeff Southworth
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 8 of May, 2017.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

CERTIFICATE OF ELECTION OF TRUSTEE

TO Stephen M. Vantassel **of** Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the **8th** day of **May 2017**, you were duly elected to fill the office of Trustee for Lewistown School District Number One for the term of **three (3)** years, beginning on May 8, 2017 and ending at the Trustee organizational meeting in May 2020.

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

Phillip R. Koterba
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 8 day of May, 2017

OATH OF OFFICE

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

Stephen M. Vantassel
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 8 of May, 2017.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

ORGANIZATION MEETING

Lewistown Public Schools

Board of Trustees

May 8, 2017

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

1 - 5

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

ITEM TITLE: ORGANIZATION MEETING

Requested By: Board of Trustees **Prepared By:** _____

SUMMARY:

The following will take place for the organizational meeting:

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

This is to certify that at the annual organizational meeting of the Board of Trustees held May 8, 2017, a
Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

BOARD OF TRUSTEES

Dated: May 8, 2017

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

**LEWISTOWN PUBLIC SCHOOLS
SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

THIS IS TO CERTIFY THAT, the Trustees of Lewistown Public Schools, School District Number One, have duly appointed _____ as Clerk of the District on the 8 day of May, 2017 .

School Laws of Montana:

Section 20-3-321

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

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

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

BOARD OF TRUSTEES

REGULAR BOARD MEETING

**Lewistown Public Schools
Board of Trustees**

May 8, 2017

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

3

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Emily Eckhardt

SUMMARY:

No Student Report available at the time of posting for the May Board Agenda.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

4

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees Prepared By: LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

5

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

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 **2017-2018** School Year.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

**STANDING COMMITTEES OF THE BOARD
2016-2017 School Year**

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2016-2017 School Year**

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

6

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

7

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2017-2018 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

**BUDGET PROJECTIONS
2017-2018**

ELEMENTARY		
2017-2018 Projected Budgets	\$6,175,414.51	w/a vote
2017-2018 Projected Expenses	\$6,536,094.50	
2017-2018 Total Reductions	\$364,716.26	
Over/Under Budget	\$4,036.27	w/a vote

HIGH SCHOOL		
2017-2018 Projected Budgets	\$3,247,280.41	
2017-2018 Projected Expenses	\$3,480,310.49	
2017-2018 Total Reductions	\$241,829.90	
Over/Under Budget	\$8,799.82	w/out a vote

Budget Reductions

Retirements
Reduction of Paraprofessionals
Maintenance Supplies and Staffing Hours
School Supply Budget Reduction
Reduction of Certified Staff by 1.2 fte at JHS
Reduce Secretary Contract Days
Insurance Deductible Changes

Other Revenue Sources to Supplement the General Fund

Increase in Pre-Employment Transition \$ from Medicaid
Use of funds from last year's transfer to Fund 282
Increase Tuition Levy in Elementary

Budget Knowns

HB191 - Inflationary Increase (.5%)
Legislature
Retirements
ANB
Health Insurance Rates
Number of Sections Required for Kindergarten/1st Grade

Budget Unknowns

Other Resignations
Federal Title Grant Funding

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

8

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades

SUMMARY:

Below is the interest earned and distributed for April 2017:

Elementary \$2,151.63

High School \$1,660.17

Total \$3,811.80

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

9

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent

SUMMARY:

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

- ❖ Staffing Update
- ❖ Chrome Books
- ❖ New Board Members Orientation
- ❖ MTSBA Spring Workshop—Lewistown—May 15th
- ❖ Kiwanis Awards—Monday, May 15, 2017—7:00 p.m.—FCPA
- ❖ Blue Gold Awards—Tuesday, May 16, 2017—6:00 p.m.—FCPA
- ❖ FHS Academic Awards Ceremony—Tuesday, May 16, 2017—7:00 p.m.—FCPA
- ❖ Retirement Dinner—Monday, May 22, 2017—6:00 p.m.—Pine Meadows
- ❖ June Board Meeting—June 5th—6:00 p.m.
- ❖ Graduation Information—Diplomas
- ❖ Graduation Week Schedule
 - Baccalaureate—Wednesday, May 17, 2017—7:00 p.m.—FCPA
 - Graduation Rehearsal—Wednesday, May 24, 2017—10:15 a.m.
 - Graduation—Sunday, May 28, 2017—2:00 p.m.—Fergus Gym (Trustees—1:30 p.m.)
- ❖ Summer Schedule—Central Office
- ❖ Concerts/Talent Shows:

FHS Band Concert	Tuesday	May 09	7:00 p.m.
FHS Choir Concert	Thursday	May 11	7:00 p.m.
Highland Park Talent Show	Thursday	May 25	1:30 p.m.
L & C Talent Show	Friday	May 26	12:45 p.m.
LJHS Talent Show	Friday	May 31	10:50 a.m.
- ❖ Divisional Tournaments:

Softball	May 19-20, 2017	Livingston
Tennis	May 18-19, 2017	Lewistown
Track	May 19-20, 2017	Belgrade
- ❖ State Tournaments:

Softball	May 25-27, 2017	Sidney
Tennis	May 25-26, 2017	Kalispell
Track	May 26-27, 2017	Laurel
- ❖ Awards Assemblies:

Garfield	Tuesday, May 30	9:00 a.m.
Highland Park	Wednesday, May 31	10:30 a.m.
Lewis & Clark	Tuesday, May 30	1:00 p.m.
Junior High	Wednesday, May 31	8:15 a.m.

SUGGESTED ACTION: Informational

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

10

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

Requested By: Board of Trustees **Prepared By:** _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

11

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 10, 2017, Regular Board Meeting
- Minutes of the April 19, 2017, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, April 10, 2017

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Shelley Poss, Jennifer Thompson, Phil Koterba,
Troy Kelsey

TRUSTEES ABSENT:

Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Chris Hildebrant—LEA President, Bobbie Atchison

OTHERS PRESENT:

Doreen Heintz – Lewistown News Argus, Joe Zahler – KXLO Radio, and
other interested parties.

2. PLEDGE OF ALLEGIANCE

3. RECOGNITION—FERGUS HIGH SCHOOL FCCLA

The Board of Trustees recognized and congratulated Sue Nefzger, FCCLA
Advisor, and members of the Fergus High School FCCLA team for their
success at the FCCLA State Leadership Conference. Tylee Barnes, Madison
Nason, Sidney Mager, and Emily Eckhardt. Fergus High School has 10
going to Nationals in July 2017. Two will be competing and 8 will be
volunteering.

4. REPORT—STUDENT REPRESENTATIVE

Emily Eckhardt, Student Representative to the Board, reported on upcoming
activities at Fergus High School and her goals for the upcoming year.

5. REPORT—LEA

Chris Hildebrant, LEA President, updated the Board on activities of the
Lewistown Education Association.

6. REPORT—COMMITTEES OF THE BOARD

The Insurance Committee met on Thursday, April 6th to discuss both Health
and Dental Insurance Rates. It was decided by the committee to take the
advice from Boulder Dental and recommend not increasing the Dental
Insurance rates this year. Health Insurance premium increases will be
between 12.8% and 13.1%. The committee also determined to recommend
replacing the CMM1000 Plan with a CMM1500 Plan, a savings of
approximately 5.5%.

7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

8. REPORT—ELECTION

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2017 School Election Calendar and advised them of the Trustee seats that will be up for election in 2017 – Kris Birdwell, Shelley Poss, and Troy Kelsey.

9. **REPORT—BUDGET**

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2017-2018 school year. Major Legislative bills affecting the school district were also discussed.

10. **REPORT—INVESTMENT**

Interest earned and distributed for March 2017, was reported with \$271.89 in the elementary funds and \$196.53 in the high school funds for a total of \$468.42.

11. **REPORT—SUPERINTENDENT**

Superintendent Butcher updated the Board on staffing throughout the District. Parent Teacher Conferences were held at the end of March and were well attended. Kris Birdwell will be the Trustee represented for the review of Central MT Foundation Scholarships. Mr. Butcher requested to move the June Board Meeting to Monday, June 5, 2017 to coordinate the transition to Thom Peck. All Trustees were in favor of this. Mr. Butcher updated the Board on events taking place throughout the District. Mr. Butcher thanked both Shelley and Troy for serving on the Board.

PUBLIC PARTICIPATION

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

There was no public participation

ACTION ITEMS

MINUTES

13. **MINUTES OF THE MARCH 20, 2017, SPECIAL BOARD MEETING**
MINUTES OF THE MARCH 22, 2017, REGULAR BOARD MEETING
Approved Unanimously (Bailey/Thompson)

APPROVAL OF CLAIMS

14. **CLAIMS** – The claims referenced in the 2016-2017 Bill Schedule and submitted through April 7, 2017, were approved unanimously (Kelsey/Thompson). The Finance Committee for April – June 2017 is Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, and Monte Weeden.

INDIVIDUAL ITEMS

15. **APPROVE MSHWP/JPT AS THE HEALTH INSURANCE PROVIDER FOR THE 2017-2018 SCHOOL YEAR** – Approved Unanimously (Poss/Kelsey)
16. **APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2017-2018** – Approved Unanimously (Thompson/Bailey)
17. **APPROVE AWARDDING THE BID FOR THE ROOF REPAIR PROJECT AT FERGUS HIGH SCHOOL TO EMPIRE ROOFING WITH CHANGE ORDER DEDUCTIONS** – No Action Taken
18. **APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2018 WITH THE ADDITION OF A DOLLAR AMOUNT FOR THE 16 MILL BOND REDUCTION** – Approved Unanimously (Bailey/Thompson)
19. **APPROVE ISSUING CONTRACT TO THOM PECK FOR POSITION OF SUPERINTENDENT** – Approved Unanimously (Bailey/Poss)
20. **APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF** – Approved Unanimously (Bailey/Birdwell)

21. APPROVE ISSUING CONTRACTS FOR THE CERTIFIED AND CLASSIFIED ADMINISTRATORS – Approved Unanimously (Bailey/Kelsey)
22. APPROVE 2017-2018 CLASSIFIED SALARY MATRIX – Approved Unanimously (Kelsey/Thompson)
23. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2016-2017 SCHOOL YEAR – Approved Unanimously (Thompson/Birdwell)
24. APPROVE PERSONNEL REPORT – (Thompson/Poss) Thompson – For, Poss – For, Bailey – For, Koterba – For, Birdwell – For, Kelsey - Abstain

ADJOURNMENT

The meeting was adjourned at 7:16 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, May 8, 2017, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Wednesday, April 19, 2017

SPECIAL BOARD MEETING

CALL TO ORDER (7:00 A.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, Jennifer Thompson,
Shelley Poss
TRUSTEES ABSENT:
Troy Kelsey, Montee Weeden
STAFF PRESENT:
Business Manager/District Clerk Rebekah Rhoades, Randy Barber
OTHERS PRESENT:
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO
ADDRESS THE BOARD
There was no public input.

ACTION ITEMS

INDIVIDUAL ITEMS

4. APPROVE AWARDDING THE CONTRACT FOR THE ROOF REPAIR
PROJECT AT FERGUS HIGH SCHOOL TO EMPIRE ROOFING – approved
unanimously (Bailey/Birdwell).

ADJOURNMENT

The meeting was adjourned at 7:12 a.m. (Bailey – unanimous).

**PHILLIP R. KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

12

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth

SUMMARY:

Approve claims paid through May 5, 2017, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2017 include: Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

13

ITEM TITLE: CANVASS OF ELECTION RESULTS—TRUSTEES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 2, 2017, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ **Additional Information Attached**

NOTES:

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

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE LEWISTOWN SCHOOL DISTRICT NO. 1 ELECTION,
FERGUS COUNTY, ON THE 2ND DAY OF MAY, 2017.

OFFICE	NAME of CANDIDATE/ISSUE	NUMBER OF VOTES	TOTALS
BOARD TRUSTEE (3YR)	KRIS A. BIRDWELL	1467	1467
BOARD TRUSTEE (3YR)	LAVONNE JURACK	764	764
BOARD TRUSTEE (3YR)	JEFF SOUTHWORTH	1215	1215
BOARD TRUSTEE (3YR)	STEPHEN M. VANTASSEL	790	790
ELEM GENERAL FUND	FOR	966	966
ELEM GENERAL FUND	AGAINST	703	703

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Lewistown School District, No. 1, Fergus County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this 8th day of May, 20 17.

Board of Trustees:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

14

ITEM TITLE: CANVASS OF ELECTION RESULTS—ELEMENTARY GENERAL FUND LEVY

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 2, 2017, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ **Additional Information Attached**

NOTES:

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

CERTIFICATE OF ELECTION FOR PROPOSITION

Elementary General Fund Levy

(Proposition Title)

To the Fergus County Superintendent:

We, the undersigned trustees, certify that the taxpayers of School District No. 1 of Fergus County, State of Montana, on 2nd day of May, 2017, voted on the following proposition:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$68,606.20* WHICH IS APPROXIMATELY 5.54* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$7.48* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$14.96*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

Number of votes FOR: 966

Number of votes AGAINST: 703

* Phil Koterba

(Print Trustee's name)

(Trustee's signature)

* CJ Bailey

(Print Trustee's name)

(Trustee's signature)

* Kris Birdwell

(Print Trustee's name)

(Trustee's signature)

* Jennifer Thompson

(Print Trustee's name)

(Trustee's signature)

* Monte Weeden

(Print Trustee's name)

(Trustee's signature)

* Jeff Southworth

(Print Trustee's name)

(Trustee's signature)

* Stephen M. Vantassel

(Print Trustee's name)

(Trustee's signature)

The proposition was thereby ☒ approved or ☐ disapproved.

*Signatures of Trustees of _____ School District No. _____

DATED this _____ day of _____, 20____.

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

Updated April 2013

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

15

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2017-2018 Fiscal Year in accordance with 20-20-417 MCA.

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

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

ELECTION HISTORY

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

ELEMENTARY											
	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014	2015	2016	2017
AMOUNT	NONE	\$123,863.99	\$111,435.00	NONE	\$211,108.25	NONE	NONE	\$0.00	\$98,000.00	\$79,449.41	\$98,000.00
MILLS		10.88	9.48		17.49			0.00	8.33	6.58	8.17
FOR		478	958		923			991	1126	1157	845
AGAINST		521	726		1165			155	1146	1173	542
PASS/FAIL		FAIL	PASS		FAIL			PASS	FAIL	PASS	PASS
MAIL/POLL		POLL	POLL		MAIL			POLL	MAIL	POLL	POLL
TYPE		GF LEVY	GF LEVY		GF LEVY		BUS BARN LAND	POLL	BR LEVY (10 YR)	POLL	GF LEVY

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

HIGH SCHOOL											
	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014	2015	2016	2017
AMOUNT	NONE	\$34,998.00	NONE	\$10,715,000.00	\$137,765.21	NONE	\$130,492.06	NONE	\$98,000.00	\$98,000.00	NONE
MILLS		2.85		???	10.58		9.68		7.71	7.54	
FOR		531		1421	919		1486		1150	875	
AGAINST		483		2143	1201		1337		1256	593	
PASS/FAIL		PASS		FAIL	FAIL		PASS		FAIL	PASS	
MAIL/POLL		POLL		MAIL	MAIL		MAIL		MAIL	POLL	
TYPE		GF LEVY		BOND	GF LEVY		GF LEVY		BR LEVY (10 YR)	BR LEVY (10 YR)	

AS OF MAY 2017 ELECTION:

ABSENTEE VOTERS IN ELEMENTARY DISTRICT 39%
POLL VOTERS IN THE ELEMENTARY DISTRICT 61%
TOTAL # OF VOTERS IN ELEMENTARY DISTRICT

ABSENTEE VOTERS IN THE HS DISTRICT
POLL VOTERS IN THE ELEMENTARY DISTRICT 35%
OF VOTERS IN THE HS DISTRICT 65%

2016-2017 ELECTION:

29.50% TOTAL VOTER PARTICIPATION
58.96% ABSENTEE VOTER PARTICIPATION
10.61% POLL VOTER PARTICIPATION

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

16

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF

Requested By: Board of Trustees Prepared By: Jason Butcher

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Classified Staff for the 2017-2018 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Classified Staff

☒ Additional Information Attached

NOTES:

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

CLASSIFIED STAFF CONTRACTS
2017-2018 SCHOOL YEAR

NAME		JOB TITLE	HOURS/DAY	DAYS
ARMSTRONG	LEISHA	SCHOOL NURSE	7	200
ATCHISON	ROBERTA	PAYROLL SPECIALIST	8	260
BALDWIN	WILLIAM	TECH SUPPORT SPECIALIST	8	260
BIGLEN	SHELLY	FOOD SERVER	2.5	187
BIGLEN	SHELLY	SECOND BAKER	4.5	193
BIRDWELL	MISTI	PARAPROFESSIONAL	7.5	186
BLACKADAR	LESLEY	FOOD SERVER	2	187
BLACKADAR	THOMAS	HEAD CUSTODIAN	8	260
BLAZICEVICH	JENIFER	PARAPROFESSIONAL	7.5	186
BOWEN	CONNIE	PARAPROFESSIONAL	7.5	186
BRISTOL	JENNIFER	SCHOOL SECRETARY	8	215
BROOKS	JESSICA	PARAPROFESSIONAL	7.5	186
BROWN	CLAUDIA	PARAPROFESSIONAL	7.5	186
BUSSEY	JAMES	CUSTODIAN	8	260
CARTER	FLOYD	BUS DRIVER	4.5	185
CHARBONNEAU	LISA	PARAPROFESSIONAL	7.5	186
COMER	KELLY	PARAPROFESSIONAL	7.5	186
CONNER	TRACY	PARAPROFESSIONAL	7.5	186
CONRAD	GRETCHEN	PARAPROFESSIONAL	7.5	186
D'AUTREMONT	JODY	SCHOOL SECRETARY	8	215
DAVIS	BETH	FOOD SERVER/CASHIER	3.75	187
DEFFINBAUGH	GARY	CUSTODIAN	8	260
D'HOOGHE	JOAN	BUS AIDE	6	185
DISTAD	GARY	MECHANIC	8	260
DONALDSON	AIMEE	PARAPROFESSIONAL	7	186
DOWNING	HEIDI	FIRST BAKER	7	193
FISCUS	ZABREA	PARAPROFESSIONAL	7.5	186
FISK	DALE	GROUNDKEEPER/MAINT	8	260
FOSTER	GAYLE	PARAPROFESSIONAL	4.5	186
FOSTER	GAYLE	WORK EXPERIENCE DRIVER	3	186
FOWLER	LAURIE	SECOND COOK	7	193
FRANCIS	CHAD	BUS DRIVER	5	185
FRY	JUDY	PARAPROFESSIONAL	7.5	186
GOBBLE	CHRISTINE	RECEIVING/AP CLERK	4	260
HAMMOND	LAURA	PARAPROFESSIONAL	7.5	186
HENSLEY	DANIEL	MAINTENANCE	8	260
HERSEL	ROBERTA	FOOD SERVER/CASHIER	5.5	187
HUTCHINS	MANDIE	PARAPROFESSIONAL	7.75	186
INGERSOLL	GINGER	PARAPROFESSIONAL	7.5	186
JENSEN	JOHN	TECH SUPPORT SPECIALIST	8	260
JOHNSON	BRIDGETT	PARAPROFESSIONAL	5	186
JOHNSON	JENNIFER	PARAPROFESSIONAL	7.5	186
KELLY	STEVEN	HEAD CUSTODIAN	8	260
KINGSFORD	MANDI	FOOD SERVER/CASHIER	2.5	187

**CLASSIFIED STAFF CONTRACTS
2017-2018 SCHOOL YEAR**

NAME		JOB TITLE	HOURS/DAY	DAYS
KOLAR	DARLA	PARAPROFESSIONAL	7	186
KOLAR	DARLA	SUB CALL IN	0.75	186
KONERT	DANIEL	MAINTENANCE	8	260
KONERT	SHAWNA	PARAPROFESSIONAL	7.5	186
LAFEVER	JAMES	CUSTODIAN	8	260
LAFEVER	ROSEMARY	FOOD SERVER/CASHIER	3.75	187
LAMB	ALEXANDRA	PARAPROFESSIONAL	7.5	186
LANKUTIS	TERRY	RECORDS/TECH SUPPORT	7	237
LANTZER	LEE	BUS DRIVER	4	185
LELEK	WAYNE	BUS DRIVER	5	185
LELEK	JONETTE	FOOD SERVER	3.5	187
MADDUX	JOHN	CUSTODIAN	8	260
MANE	JANINE	FOOD SERVER/CASHIER	4.5	187
MANE	JANINE	KITCHEN AIDE	3	187
MARTIN	RACHEL	FOOD SERVER	3.5	187
MARTIN	RACHEL	KITCHEN AIDE	4.5	187
MATOVICH	APRIL	PARAPROFESSIONAL	7.5	186
MATTHEIS	NANCY	IMC TECHNICIAN	8	215
MAXWELL	SHANNON	PARAPROFESSIONAL	3	186
MAXWELL	SHANNON	PLAYGROUND AIDE	4	186
MCKINNEY	NORINE	PARAPROFESSIONAL	7.5	186
MCLENDON	DARCY	PARAPROFESSIONAL	7.5	186
MILLER	JEANETTE	BUS AIDE	2	185
MILLER	JEANETTE	SWEEPER	6	185
MOLINE	ROBIN	PRINCIPAL'S SECRETARY	8	260
MONTGOMERY	PHILIP	BUS DRIVER	4	185
NEWMAN	EILEEN	FOOD SERVER	2.5	187
NOEL	CINDY	BUS DRIVER	7.5	185
NORVELL	MYCHEILLE	COMM ED SECTY	7	260
O'DELL	FLEETA	BUS/PLAYGROUND AIDE	1.5	186
O'DELL	FLEETA	FOOD SERVER	3.5	186
O'DELL	FLEETA	OFFICE/SUB CALL IN	2.5	186
PAULSON	DONNA	SECOND COOK	7	193
PETERSON	JENNIFER	ADMINISTRATIVE SECRETARY	8	260
PETERSON	HOLLY	FOOD SERVER/CASHIER	4	187
PFAU	WENDY	ACTIVITIES SECRETARY	5	201
POSER-BROWN	LORA	PARAPROFESSIONAL	7.5	186
PRINDLE	LYNNE	PARAPROFESSIONAL	7.5	186
ROGERS	CHRISTINE	SCHOOL SECRETARY	8	225
RUMMANS	DAVID	PARAPROFESSIONAL	7.5	186
SANDERS	BETTY	LIBRARY AIDE	4	186
SANDERS	BETTY	PARAPROFESSIONAL	4	186
SCHAEFFER	KATHLEEN	BUS DRIVER	8	260
SCHOENFELDER	LANNA	SCHOOL SECRETARY	8	215

CLASSIFIED STAFF CONTRACTS
2017-2018 SCHOOL YEAR

NAME		JOB TITLE	HOURS/DAY	DAYS
SCHRAUTH	AMANDA	PARAPROFESSIONAL	7.5	186
SCHRAUTH	LUANN	PURCHASING/ACCOUNTS PAYABLE	7	260
SCHUCHARD	SHAWN	CUSTODIAN	8	260
SEBEK	SHERRI	FOOD SERVER	3.5	187
SMITH	LOGAN	TECH SUPPORT SPECIALIST	8	260
THAYNE	MELINDA	FOOD SERVER/CASHIER	3.5	187
THAYNE	MELINDA	KITCHEN AIDE	4	187
TOLZIEN	JENNIFER	PARAPROFESSIONAL	7.5	186
TOMBARGE	JODI	BUS DRIVER	4	185
UHLER	CALEB	PARAPROFESSIONAL	7.5	186
WALKER	DEBORAH	SWEEPER	8	260
WATSON	JADE	MECHANIC	8	260
WHITE	ALBERT	BUS DRIVER	5	185
WIEGERT	KIM	PARAPROFESSIONAL	7.5	186
WILLIAMS	DEBRA	FIRST COOK	7	193
WISE	JENNA	CUSTODIAN	8	260
WOJTOWICK	JOHN	ACCOMPANIST	3	186
WOOD JR	FRED	DELIVERY VAN DRIVER	6	186
WOOLETT	ANGELA	ATTENDANCE SECRETARY	8	190
WOOLETT	ANGELA	RECORDS/TECH SUPPORT	8	20

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

17

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the attached resolution for the 2017-2018 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution

☒ **Additional Information Attached**

NOTES:

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

FERGUS COUNTY INVESTMENT RESOLUTION

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that Lewistown School District Number 1, Fergus County, will participate in the Fergus County Investment Program from July 1, 2017, through June 30, 2018, and pay the 2 % investment program administrative fee from the resultant interest revenue;

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

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

DATED this 8th day of May 2017.

CHAIR, BOARD OF TRUSTEES
SCHOOL DISTRICT NO. 1

ATTEST:

SCHOOL DISTRICT CLERK
SCHOOL DISTRICT NO. 1

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

18

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

ITEM TITLE: FIRST READING---BOARD POLICY #3606 – Transfer of Student Records

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3606 – Transfer of Student Records and consider adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Adoption of Board Policy #3606 Transfer of Student Records

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

STUDENTS

3606

Transfer of Student Records

A certified copy of the permanent and/or cumulative file of any student and the file containing special education records of any student shall be forwarded by mail or electronically to a local educational agency or accredited school in which the student seeks to or intends to enroll, within five (5) working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file [i.e., name and address of the student, name of parent/legal guardian, date of birth, academic work completed, level of achievement (grades, standardized tests) and immunization records*], special education records**, and any disciplinary actions taken against the student that are educationally related.

If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing or electronically, providing the reasons why the District is unable to comply with the five-(5)-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

NOTES: ** The original immunization record must be forwarded to the requesting district within thirty (30) days after a transferring pupil ceases attending the District.*

*~~** Based upon the position and advice of the Office of Public Instruction, Districts are to send the original special education file and not maintain a copy, in order to preserve confidentiality of the records.~~*

Cross Reference: 3413 Student Immunization
 3600 - 3600P Student Records
 ~~3606F~~ ————— ~~Records Certification~~

Legal Reference: 20-1-213, MCA Transfer of school records

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

19

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

ITEM TITLE: FIRST READING---BOARD POLICY #5120 – Hiring Process and Criteria

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

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

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

PERSONNEL

5120

Hiring Process and Criteria

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

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

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

Certification

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

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

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: 20-4-202, MCA Teacher and specialist certification registration
39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure
~~37.114.1010, ARM — Employee of School: Day Care Facility Care Provider~~

No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on: November 11, 2013

Revised on: May 8, 2017

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

20

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

ITEM TITLE: APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of Surplus Property as stated on the attached notice.

SUGGESTED ACTION: Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

WHEREAS, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

***** SEE ATTACHED LIST OF SURPLUS PROPERTY *****

WHEREAS, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

THEREFORE BE IT RESOLVED that the Trustees of said School Districts authorize the sale and disposal of the attached listed property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

DONE at Lewistown, Montana, this 8th day of May 2017.

ATTEST:

**CHAIR
BOARD OF TRUSTEES
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE**

To be published in the News Argus on May 13, 2017

P.O. #

BIDDING INFORMATION

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Tuesday, May 30, at 12:00 p.m. Bidders will be notified of the results. For general questions, please contact Rebekah Rhoades at 535-8777 x 116.

SURPLUS LIST

Spring 2017

Garfield:

HP Laser Jet 4100N Printer – No longer works

Fergus High School:

Black Executive Chair - Broken
South Bend Lathe 10" Swing - Poor condition
South Bend Lathe 5" swing – No longer works
8" Jet Lathe 36" Table - Poor condition
6" Logan Lathe 32" – Missing Parts
Large Oliver Band Saw 36" – Missing Parts
16" Craftsman Band Saw – No longer works
Miny May Shaper - No longer works
Vertical Bridge Port Mill – No longer works
Milwaukee Horizontal Mill – No longer works
Milwaukee Horizontal Mill (6000lbs) – Works
Wooden Computer Work Station
Brown Metal Computer Work Station
2 Black Office Chairs – Poor condition
2 Metal 4 Drawer Filing Cabinets – Poor condition
Blue Office Chair – Poor Condition
Bell & Howell Slide Projector with screen
Kodak 4400 Slide Projector - Missing Parts
Kodak 850H Slide Projector – Missing Parts
Magnavox VCR
Dell printer
12 VHS foreign Language Tapes
8 Foreign Language Cassette Tapes

Lincoln Building:

Promax CV10 Digital processing visualizer
CANON AE-1 CAMERA
VIVITAR 28-70 mm LENS
Neopost Postage Machine – (meter not included)
1996 GMC Van – Runs, but not well

Technology

Battery Backup System
6 Computer Monitors
13 Computer Towers
DVD Player
KVM Switch
103 Laptop Computers
Modem
Network Switch
5 Printers
4 Projectors
Server Tower
2 Switch Hubs
4 Wireless Access Points

Please note – Nearly all of the technology equipment is being surplusd because it no longer works. For a detailed listing, please contact Rebekah Rhoades at rrhoades@lewistown.12.mt.us

Maintenance:

Floor Machine Scrub Pads and Screens - Assorted sizes
Sponges
Push Broom Heads
Window Cleaning Concentrate w/spray bottles
Stain Remover
Automatic Air Freshener Dispensers (wall mount)
Microwave – Unknown Condition
Pedestal & table top grinders - need repairs

School Food:

Metro 18 Rack Proofer

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

21

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2016-2017 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Jennifer Peterson

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2016-2017 School Year as listed below:

Substitute Teacher/Aide List:

Linda Majerus

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2016-2017 School Year

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/08/2017

Agenda Item No.

22

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 8, 2017

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
DONALD, Christina	Technology Support Specialist	Lincoln Building	Accept Letter of Resignation.	5/4/2017		
RUTLEDGE, Susan	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
ROBINSON, Carissa	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
ADAMS, Steve	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
GUYER, Emma	Kindergarten Teacher	Garfield	Accept Letter of Resignation.	5/31/2017		See attached letter.
RICKL, Lindsey	Prep Cook	Central Kitchen	Accept Letter of Resignation.	6/1/2017		See attached letter.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 72 hours at \$20.00 per hour for a total of \$1440.00 for behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
SHELAGOWSKI, Brett	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 124 hours at \$20.00 per hour for a total of \$2,480.00 for classroom and behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
ELNESS, Mauri	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 36 hours at \$20.00 per hour for a total of \$720.00 for behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation.	August 7-18, 2017	Chris Rice	See attached memo.



LEWISTOWN PUBLIC SCHOOLS

SCHOOL DISTRICT NUMBER ONE

215 7TH AVENUE SOUTH • LEWISTOWN, MONTANA 59457

PHONE: (406) 535-8777 • FAX: (406) 535-7292

April 2017

Mr. Butcher and School District # 1 Board Members:

First, I want to thank each of you for all that you do for the students, staff, and the community of Lewistown. Your time and dedication is very much appreciated.

My husband and I had planned to retire at the end of this school year, but, as you know, he took the permanent retirement plan a little early.

I feel that it is now time for me to begin a new chapter in my life entitled "Retirement," which will begin at the end of this current school year.

I have worked for the school district for 25 years – 9 years at Lewis and Clark and 16 at Fergus High School. I thank you for the opportunity that I have had to serve the students and staff during this time.

Thank you for all of the support that you have shown me over the years.

Blessings to each of you,

Susan Rutledge

April 18, 2017

Dear School Board Members,

I will not be returning to Fergus High School next year. I am relocating due to a change in my husband's employment. I appreciate the opportunity to grow and develop professionally while serving students at Fergus High school.

I request that this announcement is *not* made public until May. I have a sensitive student who may be devastated by the news; I am currently endeavoring to maintain a positive relationship and encourage a good attitude toward learning (and school) so that she can finish this school year. This news would affect her attitude and thereby her attendance and learning. Mr. Elliot, Mrs. Rinaldi, Mrs. Durbin and Mrs. Sherman agree strongly that my exit from Fergus High needs to be kept quiet until the end of the year.

Thank you for the opportunity at Fergus High and for understanding my concern about my student.

Sincerely,

Carissa D. Robinson

Steven Ray Adams
186 Single Pine Rd.
Lewistown, Montana 59457
abaadams6@gmail.com
406-954-9434

May 1st, 2017

Jeff Elliott
Principal, Fergus High School
Lewistown Public Schools
1001 Casino Creek Drive
Lewistown, Montana 59457
406-535-2321

Dear Mr. Elliott,

I would like first to express my sincere gratitude for the opportunities that I have been given at Fergus High School. I consider you a mentor, friend, as well, the most compassionate Principal I have ever met. Jeff, you are the example I emulate with the kids you entrusted to me. I hope to continue to stay in touch as I move onto my next professional opportunity. Please accept my respectful resignation. My last day will be May 31, 2017.

Again, thank you for the guidance you have shown me during the past 6 years. I really appreciate how much I have learned here, and I look forward to hearing about your future successes.

Sincerely,



Steven Adams

April 19, 2017

Dear Mr. Lewis,

Please accept this letter as my official resignation from my position as Kindergarten teacher with the Garfield Elementary School. After much contemplation, I have decided that moving will be the next step in my life.

I have thoroughly enjoyed my time here and am honored to have had the chance to touch the lives of so many children. It has been as much a pleasure to learn from them as it has been to teach them. Thank you so very much for the opportunity.

Thank you again for letting me start my teaching career in Lewistown. I would not have changed my experience here for anything.

Sincerely

Emma Guyer

April 24, 2017

Dear Amie Friesen:

I'm writing to inform you that I am resigning from my position as prep cook for the Lewistown School District, effective June 1, 2017. I will be relocating to Manila, UT to be closer to my family.

Thank you very much for the opportunities you have provided me during the past nine years. I have enjoyed working for the school district, and wish you all the best.

Sincerely,


Lindsey Rickl
406-671-9948
Linz422235@yahoo.com

Memorandum

To: Jason Butcher, Superintendent
From: Diane Oldenburg, Driver Education Director
Date: April 26, 2017
Re: Summer Driver Education

I am requesting the Board of Trustees approval to hire Brett Shelagowski, Chad Armstrong and Mauri Elness to instruct the Driver Education summer session for 2017. They have each received the appropriate Traffic Education Endorsement from the Office of Public Instruction to teach Driver Education.

Approximate dates of employment and approximate contract amounts:

Chad Armstrong	June 1-June 30, 2017	\$1,440.00 (BTW only-72 hours)
Brett Shelagowski	June 1-June 30, 2017	\$2,480.00 (Classroom & BTW-124 hours)
Mauri Elness	June 1-June 30, 2017	\$ 720.00 (BTW only-36 hours)

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

TO: Lewistown Board of Trustees

DATE: May 4, 2017

FROM: Chris Rice

RE: Extended School Year

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

The basic ESY program will be held August 8th through 19th, with most students attending at Fergus High School and some served at Garfield and Highland Park. There will also be a supplemental program. Children requiring speech therapy will be served in June, with staffing provided by the Central Montana Learning Resource Center Cooperative.

Additional recommendations for staffing will be made at the June Board meeting, contingent on confirmed student enrollment.

Staffing Recommendations for ESY

Leslie Long, special education teacher, \$17.50/hour, up to 105 hours
Chelsey Lund, special education teacher, \$17.50/hour, up to 105 hours
Deanna Bowen, special education teacher, \$17.50/hour, up to 90 hours

Thank you.

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.

**LEWISTOWN PUBLIC SCHOOLS
2016-2017 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester **90 Days** **Second Semester** **89 Days**

FIRST QUARTER				DAYS
First Week	Aug	25 -- Aug	26	2
Second Week	Aug	29 -- Sept	2	5
Third Week	Sept	6 -- Sept	9	4
Fourth Week	Sept	12 -- Sept	16	5
Fifth Week	Sept	19 -- Sept	23	5
Sixth Week	Sept	26 -- Sept	30	5
Seventh Week	Oct	3 -- Oct	7	5
Eighth Week	Oct	10 -- Oct	14	5
Ninth Week	Oct	17 -- Oct	19	3
Tenth Week	Oct	24 -- Oct	28	5
				44

THIRD QUARTER				DAYS
First Week	Jan	23 -- Jan	27	5
Second Week	Jan	30 -- Feb	3	5
Third Week	Feb	6 -- Feb	10	5
Fourth Week	Feb	13 -- Feb	17	5
Fifth Week	Feb	20 -- Feb	23	4
Sixth Week	Feb	27 -- Mar	3	5
Seventh Week	Mar	6 -- Mar	10	5
Eighth Week	Mar	13 -- Mar	17	5
Ninth Week	Mar	20 -- Mar	24	5
				44

SECOND QUARTER				DAYS
First Week	Oct	31 -- Nov	2	3
Second Week	Nov	7 -- Nov	11	5
Third Week	Nov	14 -- Nov	18	5
Fourth Week	Nov	21 -- Nov	22	2
Fifth Week	Nov	28 -- Dec	2	5
Sixth Week	Dec	5 -- Dec	9	5
Seventh Week	Dec	12 -- Dec	16	5
Eighth Week	Dec	19 -- Dec	21	3
Ninth Week	Jan	3 -- Jan	6	4
Tenth Week	Jan	9 -- Jan	13	5
Eleventh Week	Jan	17 -- Jan	20	4
				46

FOURTH QUARTER				DAYS
First Week	Mar	27 -- Mar	31	5
Second Week	Apr	3 -- Apr	7	5
Third Week	Apr	10 -- Apr	13	4
Fourth Week	Apr	18 -- Apr	21	4
Fifth Week	Apr	24 -- Apr	28	5
Sixth Week	May	1 -- May	5	5
Seventh Week	May	8 -- May	12	5
Eighth Week	May	15 -- May	19	5
Ninth Week	May	22 -- May	26	5
Tenth Week	May	30 -- May	31	2
				45

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