

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, February 13, 2017

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Report—Student Representative
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.
6. Report—Election Information
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 January 9, 2017, Regular Board Meeting
12. Minutes of the January 18, 2017, Special Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Approve First Semester Claim for Individual Contract Bus Reimbursement
15. Approve First Semester Elementary & High School Claims for Bus Reimbursement
16. Approve Awarding Bid for the Replacement of Windows at the Junior High School to Birdwell Builders
17. Approve Trustee Resolution Calling for an Election
18. Approve Proposed Addendum to Collective Bargaining Agreement
19. Approve Additions to the Substitute List for the 2016-2017 School Year
20. 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

02/13/2017

Agenda Item No.

3

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Emily Eckhardt

SUMMARY:

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

BPA: Preparations for State, Torch Awards, State Officer Applications

FCCLA: Meeting February 8, Preparations for State, Cookie Making and Lollipop Bouquets, Serving at Gala

FFA: Spring Districts February 8

HOW Club: Installation of Water Fountains

YPR Club: Meetings every Wednesday, Fundraising

Key Club: Rock Band, Blessings in a Backpack

Book Club: Online Library, New Genre, Bookmark Competition

Art Club: Prom Decorations, Plywood Painting in Ticket Booth

Outdoors Club: Nothing for the Time Being

Spanish Club: Preparations for Language Days, Cook-Off Event, Serving at Moose

Science Olympiad: Preparations for Nationals

Robotics: Preparations for State

Graduation Matters: Boosting Morale

National Honor Society: Blood Drive February 8

F Club: Parking Tickets

Speech and Drama: Preparations for State

Student Council: Bathroom Quotes, Taping Mr. Friesen to the Wall, Winter Spirit Week, MORP, Prom

Central Montana Youth Mentoring: Continuing to Get Hours

Astronomy Club: Movie Night to be Re-scheduled

Youth Alive: Boosting Morale

Ducks Unlimited: Nothing until Banquet

Skills USA: Preparations for State Competition, Ticket Sales

Annual: Creating Yearbook, Taking Pictures

Band: Working on Music

Choir: Working on Music

BPA Regionals Fergus High School Placing

Congratulations to the following 14 BPA Members for their 59 placing's at Regionals 2017. They competed against more than 300 students from Central & Northern Montana Schools. This is the biggest Region in the State for BPA Highlighted placings show members advancing to State March 12, 13, & 14TH.

Alexia Arndt

Small Business Management Team	3 rd Place
Parliamentary Procedure Team	3 rd Place
Systems Administration Using CISCO	1 st Place
Parliamentary Procedure Concepts	20 th Place
Mgmt/Mrking & Human Resources. Con.	15 th Place

Adele Chalmers

Information Technology Concepts	15 th Place
Administrative Support Concepts	15 th Place
Parliamentary Procedure Concept	12 th Place
Financial Math & Analysis	11 th Place
Accounting Mathematics Concepts	6 th Place
Mgmt/Mrking & Human Resources. Con.	16 th Place

Kristen Durbin

Human Resource Management	6 th Place
Mgmt/Mrking & Human Resources. Con.	19 th Place
Interview Skills	6 th Place

Emily Eckhardt

Entrepreneurship	2 nd Place
Parliamentary Procedure Team	3 rd Place
Prepared Speech	8 th Place
Interview Skills	4 th Place
Parliamentary Procedure Concepts	5 th Place

Summer Elmore

Network Administration Using Microsoft	1 st Place
Information Technology Concepts	9 th Place
Computer Security	5 th Place
Systems Administration Using CISCO	4 th Place
Mgmt/Mrktng & Human Resources. Con.	13 th Place

Abby Gatz

Small Business Management Team	3 rd Place
Parliamentary Procedure Team	3 rd Place

Tessa Gatz

Graphic Design Promotion	8 th Place
Parliamentary Procedure Team	3 rd Place
Legal Office Procedures	15 th Place
Parliamentary Procedure Concepts	9 th Place

Isaiah Kolar

PC Servicing & Troubleshooting	2 nd Place
Website Design Team	5 th Place
Computer Security	4 th Place

Kaitlyn Lodahl

Small Business Management Team	3 rd Place
Parliamentary Procedure Team	3 rd Place
Information Technology Concepts	12 Place
Parliamentary Procedure Concepts	15 th Place
Mgmt/Mrkting & Human Resources. Con.	20 th Place

Shelby Long

Human Resource Management	12 th Place
Network Administration Using Microsoft	2 nd Place
Information Technology Concepts	19 th Place

Zarius Mitzel

Network Administration Using Microsoft	3 rd Place
Information Technology Concepts	18 th Place
Systems Administration Using CISCO	3 rd Place

Paige Myers

Graphic Design Promotion	9 th Place
Information Technology Concepts	8 th Place
Administrative Support Concepts	12 th Place
Financial Math & Analysis	10 th Place
Personal Financial Management	7 th Place
Mgmt/Mrkting & Human Resources. Con.	7 th Place

Scott Weeden

PC Servicing & Troubleshooting	4 th Place
Website Design Team	5 th Place
Information Technology Concepts	4 th Place
Computer Security	1 st Place
Computer Programming Concepts	3 rd Place

Taylor Woods

Small Business Management Team

3rd Place

Parliamentary Procedure Team

3rd Place

Advanced Interview Skills

10th Place

Systems Administration Using CISCO

2nd Place

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

4

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 2016-2017 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

02/13/2017

Agenda Item No.

5

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

02/13/2017

Agenda Item No.

6

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2017.

Attached are the Terms of Office Listing and the 2017 School Election Calendar.

Board members terms of office that are due to expire in 2017 include: Kris Birdwell, Shelley Poss and Troy Kelsey.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2017	Expire 2018	Expire 2019
SCHOOL DISTRICT #1	Kris Birdwell Shelley Poss Troy Kelsey	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson

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

_____ 3-year term (to expire in 2020)
_____ 3-year term (to expire in 2020)
_____ 3-year term (to expire in 2020)

Declaration of Intent Filed for Nomination of School Board Trustee:

SCHOOL ELECTION CALENDAR 2017

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 8 through Thursday, March 23	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 21	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct. Bond Elections are subject to additional requirements (see 20-9-422, MCA). Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 24	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 3	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf	13-19-205
Not less than 30 days before	Sunday, March 5 through Sunday, April 2	Window to publish notice of the close of regular registration. At least 30 days prior to the election, the election administrator shall publish notice of the close of regular registration and the availability of late registration. The notice must include when and where a voter may register and obtain a ballot. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places, AND posted on the district's website, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. Notice should be published within the 4 weeks before the close of regular registration.	13-2-301 20-20-204 20-20-311 20-20-312
Not later than 5pm the day before ballot certification	Thursday, March 30 (by 5 p.m.)	Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, March 30 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent	20-3-305(2)(b)

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No later than the 30th day before	Friday, March 31	Deadline to notify election judges of appointment.	13-4-101
Not less than 30 days before	Friday, March 31	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, March 31	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 3	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 3	Contact your county election administrator for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 4	Start of Late Registration. Late voter registrations starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 23 Through Saturday, April 22	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
At least 20 days before	Wednesday, April 12	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. • The ballot (with stubs removed) • Instructions for voting and returning the ballot • A secrecy envelope, free of any marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 12 through Monday, April 17	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207
Day before (By Noon)	Monday, May 1	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>**Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	13-13-211 13-13-214
Day before	Monday, May 1	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 1	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 2	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 8	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	Wednesday, May 17	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416
Within 5 days after the official canvass	Monday, May 8 through Monday, May 22	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 8 through Monday, May 22	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	13-16-204 20-20-420

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 15 days after receipt of certificate of election	Thursday, June 1	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance. **In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101
Within 15 days of election	Wednesday, May 17	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Thursday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417

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

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

Additional References:

Sample forms can be found at this address:

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

Election Manual: <http://opi.mt.gov/pdf/SchoolFinance/ElecHB/16ElectionManual.pdf>

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

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

<http://politicalpractices.mt.gov/default.mcp.x>.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

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 2017-2017 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

BUDGET PROJECTIONS

2017-2018

ELEMENTARY		
2017-2018 Projected Budgets	\$6,155,522.45	w/out a vote
	\$6,269,829.18	w/a vote
2017-2018 Projected Expenses	\$6,507,864.50	
Over/Under Budget	(\$352,342.05)	w/out a vote
	(\$238,035.32)	w/a vote

HIGH SCHOOL		
2017-2018 Projected Budgets	\$3,301,995.28	
	\$3,301,995.28	
2017-2018 Projected Expenses	\$3,490,540.49	
Over/Under Budget	(\$188,545.21)	w/out a vote
	(\$188,545.21)	w/a vote

Budget Unknowns

Other Resignations
 Legislature
 Federal Title Grant Funding
 Health Insurance Rates
 Number of Sections Required for Kindergarten/1st Grade

LEWISTOWN PUBLIC SCHOOLS																						
Enrollment History																						
February 6, 2017																						
Grade	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
Kindergarten	94	92	92	95	73	72	85	86	98	98	87	89	98	99	101	97	96	95	111	112	109	108
1st Grade	107	103	91	91	89	90	72	74	82	84	95	97	85	88	86	95	95	95	83	85	100	97
2nd Grade	95	94	101	101	90	88	90	99	75	75	81	79	95	97	95	82	82	83	95	97	86	86
3rd Grade	95	95	97	96	99	99	82	81	99	99	72	75	82	82	83	94	96	94	84	85	91	89
4th Grade	96	92	93	95	93	94	102	101	85	83	103	104	73	73	74	75	77	78	98	99	87	87
5th Grade	86	88	89	87	96	97	92	94	99	94	82	86	101	102	101	78	79	79	79	80	101	99
6th Grade	93	92	92	87	86	86	89	90	95	99	97	97	84	82	80	98	97	96	83	87	74	73
7th Grade	110	109	91	90	89	92	90	94	93	94	100	101	91	91	94	79	81	82	104	99	80	77
8th Grade	108	110	105	106	77	78	93	93	90	90	90	90	103	103	103	98	98	94	87	89	93	93
9th Grade	111	109	106	107	103	98	79	79	95	91	88	89	89	89	90	98	98	97	102	103	88	87
10th Grade	108	104	108	105	100	98	97	97	81	74	94	91	88	86	87	89	87	88	97	95	92	91
11th Grade	104	102	96	99	105	106	100	100	93	85	78	76	85	83	82	85	83	80	88	83	94	88
12th Grade	99	99	101	101	94	93	102	97	96	95	88	88	73	73	73	82	81	81	81	79	78	78
	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2016
K-6	666	656	655	652	626	626	612	625	633	632	617	627	618	623	620	619	622	620	633	645	648	639
7-8	218	219	196	196	166	170	183	187	183	184	190	191	194	194	197	177	179	176	191	188	173	170
9-12	422	414	411	412	402	395	378	373	365	345	348	344	335	331	332	354	349	346	368	360	352	344
Grand Total	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161	1155	1162	1147	1148	1149	1150	1150	1142	1192	1193	1173	1153

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

8

ITEM TITLE: REPORT—INVESTMENT

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

SUMMARY:

Below is the interest earned and distributed for January 2017:

Elementary \$2,287.51

High School \$1,654.05

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

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.

- ❖ January PIR-Google Fest
- ❖ Superintendent Search
- ❖ Legislative Updates
- ❖ Day of Advocacy-March 13, 2017
- ❖ March Board Meeting—Date Change—Wednesday, March 22, 2017—6:00 p.m.
- ❖ Upcoming Tournament Passes –BBB/GBB Divisionals
- ❖ LJHS WR—First Day of Practice—Monday, February 13, 2017
- ❖ Second Grade Music Program—Thursday, February 16, 2017—7:00 p.m.—FCPA
- ❖ LJHS Valentine’s Dance—Friday, February 17, 2017—7:00-9:00 p.m.
- ❖ BBB/GBB—Central A Divisional Tournament—February 22-25, 2017—Billings
- ❖ FHS Band Concert—Tuesday, February 28, 2017—7:00 p.m.—FCPA
- ❖ County Spelling Bee—Tuesday, February 28, 2017—7:00 p.m.—LJHS Auditorium
- ❖ LJHS Band and Choir Concert—Thursday, March 2, 2017—7:00 p.m.—FCPA
- ❖ GBB State Tournament—March 2-4, 2017—Butte
- ❖ FHS Choir Concert—Tuesday, March 7, 2017—7:00 p.m.—FCPA
- ❖ BBB State Tournament—March 9-11, 2017—Butte
- ❖ First Grade Music Program—Thursday, March 9, 2017—6:00 p.m.—FCPA
- ❖ Eastern A Choir Festival—March 13-14, 2017—Fergus
- ❖ Spring Sports Begin—Monday, March 13, 2017
- ❖ Fourth Grade Science Fair—March 16-17, 2017—Highland Park
- ❖ Cheerfest—March 17, 2017--Fergus
- ❖ Home Athletic Games/Meets:
 - BBB vs Billings Central—Tuesday, February 14, 2017—4:00/5:30/7:00 p.m.
 - LJHS Middle School State Wrestling Tournament—Saturday, March 4, 2017

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

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

02/13/2017

Agenda Item No.

11 - 12

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 9, 2017, Regular Board Meeting
- Minutes of the January 18, 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						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, January 9, 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,
Monte Weeden

TRUSTEES ABSENT:

Troy Kelsey

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Chris Hildebrandt—LEA President, Jeff Elliott, Danny Wirtzberger,
Jessica Miller, Bobbie Atchison, Jeff Friesen

OTHERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

3. EXECUTIVE SESSION

Board Chair Phil Koterba called for an Executive Session at 6:01 p.m. to conduct a student expulsion hearing stating that the individual's right to privacy clearly exceeds the public's right to know. The Board reconvened in open session at 6:30pm.

ACTION ITEM

4. A motion to approve the expulsion of Student No. 1 until January 23, 2017 upon the terms agreed upon in executive session was approved unanimously (Birdwell/Thompson)

BOARD OF TRUSTEES

5. Introduction of New Student Representative to the Board

Jessica Miller introduced Emily Eckhardt as the new Student Council Representative to the Board.

6. 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.

7. Report—LEA

Chris Hildebrandt, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.

8. Report—Committees of the Board

There were no committee reports.

9. Calendar Items, Concerns, Correspondence, Etc.

No items were discussed.

10. Report—Budget
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2017-2018 school year.
11. 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. The Board agreed that a polling place election be held.
12. Report—Investment
Interest earned and distributed for December 2016, was reported with \$3,256.90 in the elementary funds and \$2,357.58 in the high school funds for a total of \$5,614.48.
13. Report—Superintendent
Jordan Stilson extended an invite to the Board to come to the FFA Mechanics contest on January 28, 2017 at Fergus High School. Superintendent Butcher announced to the Board that Jim and Cindy Moodie made a generous donation to the school. Several MHSA proposals under consideration and will be voted upon at the next MHSA Meeting. Both a GoogleFest and Paraprofessional Training will be held Monday, January 17th. Superintendent Butcher shared the ACT comparison results with the Board. The Superintendent evaluation tool through EPASS was distributed to the Board for their reference. Superintendent Butcher updated the Board on other events taking place around the District. The Board informed of staffing needs throughout the District, including announcing his retirement. The Board determined that the Superintendent search will be completed by MTSBA and that a Special Board Meeting will be held on Wednesday, January 18, 2017 at 6:00pm to start the recruitment/hiring process.

PUBLIC PARTICIPATION

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

ACTION ITEMS MINUTES

15. Minutes of the December 12, 2016, Regular Board Meeting – Approved Unanimously (Birdwell/Bailey)

APPROVAL OF CLAIMS

16. Claims – The claims referenced in the 2016-2017 Bill Schedule and submitted through January 5, 2017, were approved unanimously (Bailey/Birdwell). The Finance Committee for January – March 2017 is Board Chair Phillip Koterba, CJ Bailey, Troy Kelsey, Kris Birdwell.

INDIVIDUAL ITEMS

17. Second Reading – Board Policy #7736P – Out of Town Travel Regulations – Approved Unanimously (Bailey/Thompson)
18. Approve Call for Bids for the Replacement of Windows in the Junior High School Building located at 914 West Main Street – Approved Unanimously (Weeden/Poss)
19. Approve Call for Bids for Repairs to the Roof of the Fergus High School Building located at 1001 Casino Creek Drive – Approved Unanimously (Birdwell/Bailey)
20. Approve Lewistown Public Schools 2016-2017 Archery School Equipment Grant – Approved Unanimously (Birdwell/Bailey)
21. Approve Additions to the Substitute List for the 2016-2017 School Year – Approved Unanimously (Bailey/Thompson)
22. Approve Personnel Report with addition of the resignation of Superintendent Jason Butcher – See Exhibit A – Approved Unanimously (Weeden/Poss)

ADJOURNMENT

The meeting was adjourned at 7:29 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, February 13, 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, January 18, 2017

SPECIAL BOARD MEETING

CALL TO ORDER (6:00 P.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, Jennifer Thompson,
Shelley Poss, Montee Weeden
TRUSTEES ABSENT:
Troy Kelsey
STAFF PRESENT:
Superintendent Jason Butcher, Business Manager/District Clerk
Rebekah Rhoades, Chris Hildebrant
OTHERS PRESENT:
Joe Brott – MTSBA, Emily Eckhardt
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 FULL CONTRACT USING OPTION #1 WITH MTSBA TO CONDUCT
SUPERINTENDENT SEARCH SERVICE– approved unanimously (Weeden/Bailey).
The process for the Superintendent search was then discussed.

ADJOURNMENT

The meeting was adjourned at 7:59 p.m. (Bailey – unanimous).

**PHILLIP R. KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

13

ITEM TITLE: CLAIMS

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

SUMMARY:

Approve claims paid through February 10, 2017, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2017 include: Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, and Troy Kelsey.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

14

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

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

SUMMARY:

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

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ **Additional Information Attached**

NOTES:

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



TR-5 Individual Contract Reimbursement Claim 1st Semester 2016-2017

14 Fergus
0259 Fergus H S

08/25/2016-01/20/2017

Contract #	Shared	Family Name	Daily Rate	Isolation	Days		Total Reimbursement
					Transported	Reimbursed	
34312	False	Hartman, Julie	5.60	No	77.0	77.0	431.20
Total Individual Contract Reimbursement							431.20

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

15

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

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

SUMMARY:

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

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

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

☒ **Additional Information Attached**

NOTES:

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



TR-6 Bus Route Reimbursement Claim

1st Semester 2016-2017
08/25/2016-01/20/2017

14 Fergus
0258 Lewistown Elem

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	67.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.0	90.0	7,763.02
2	67.00	82.9	1.80	James E. Pearson	4DRBWAAAR09A668040	90.0	90.0	8,997.97
3	67.00	61.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.0	90.0	5,002.49
4	67.00	78.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	90.0	90.0	8,466.12
5	67.00	45.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	90.0	90.0	4,260.20
6	67.00	59.0	1.36	Philip J. Montgomery	4DRBWAANX9A668205	90.0	90.0	4,838.47
7	67.00	78.0	0.95	Albert C. White	4DRBUAAL1FB033528	90.0	90.0	4,468.23
8	67.00	44.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	90.0	90.0	4,775.76
11	100.00	32.8	1.36	Floyd L. Carter	4DRBWAAN9AA166953	71.0	71.0	3,167.17
Total Bus Route Reimbursement								51,739.43

Board Chair

Signature



TR-6 Bus Route Reimbursement Claim

1st Semester 2016-2017
08/25/2016-01/20/2017

14 Fergus
0259 Fergus H S

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.0	90.0	3,823.58
2	33.00	82.9	1.80	James E. Pearson	4DRBWAAAR09A668040	90.0	90.0	4,431.83
3	33.00	61.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.0	90.0	2,463.91
4	33.00	78.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	90.0	90.0	4,169.88
5	33.00	45.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	90.0	90.0	2,098.31
6	33.00	59.0	1.36	Philip J. Montgomery	4DRBWAANX9A668205	90.0	90.0	2,383.13
7	33.00	78.0	0.95	Albert C. White	4DRBUAAL1FB033528	90.0	90.0	2,200.77
8	33.00	44.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	90.0	90.0	2,352.24
Total Bus Route Reimbursement								23,923.65

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

16

ITEM TITLE: APPROVE AWARDING BID FOR THE REPLACEMENT OF WINDOWS AT THE JUNIOR HIGH SCHOOL TO BIRDWELL BUILDERS

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

SUMMARY:

At 12:00 p.m. on Wednesday, February 08, 2017, Randy Barber, Maintenance Director, and Rebekah Rhoades, Business Manager/District Clerk, opened the sealed Bids for the Junior High School Window Replacement Project located at 914 W. Main Street as advertised. It is the recommendation to accept the following bid:

Contractor: Birdwell Builders

Alternate Bid #2 = \$231,606

The Bid Tabulation sheet is attached for your review.

SUGGESTED ACTION: Approve awarding the Bid to Birdwell Builders for the Replacement the Windows at the Junior High School Building located at 914 W. Main Street

☒ **Additional Information Attached**

NOTES:

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

JUNIOR HIGH SCHOOL WINDOW REPLACEMENT
BID TAB
February 8, 2017

<u>CONTRACTOR</u>	<u>LICENSE</u>	<u>BID BOND</u>	<u>BASE BID #1</u>	<u>ALT #1</u>	<u>ALT #2</u>	<u>NOTES</u>
Birdwell Builders	x	x	\$279,504.00	\$270,175.00	\$231,606.00	Alt #1 - deduct of \$9,329 Alt #2 - deduct of \$47,898
TC Glass, Inc.	x	x	\$269,700.00	\$256,400.00	\$243,000.00	Alt #1 - deduct of \$13,300 Alt #2 - deduct of \$26,700
Cucancic Construction	x	x	\$289,500.00	\$281,122.00	\$246,500.00	Alt #1 - deduct of \$8,378 Alt #2 - deduct of \$43,000
Fisher Construction	x	x	\$292,240.00	\$283,621.00	\$248,004.00	Alt #1 - deduct of \$8,619 Alt #2 - deduct of \$44,236

Base Bid - Replace all single-hang windows

Alternate #1 - Change all but 26 windows to fixed windows

Alternate #2 - Allows use of alternate window brand (all windows will be crank-open)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

17

ITEM TITLE: APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

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

SUMMARY:

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

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Tuesday, February 21, 2017.

SUGGESTED ACTION: Approve Trustee Resolution Calling for an Election

☒ **Additional Information Attached**

NOTES:

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

TRUSTEE RESOLUTION CALLING FOR AN ELECTION

BE IT RESOLVED, the Board of Trustees for School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 2nd day of May, 2017, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☐ Mail Ballot ☒ Poll Election (the polls will be open from 12:00 p.m. until 8:00 p.m.)

The purpose of the election is to elect three (3) trustees for a three-year term. Approval of additional levies to operate and maintain the Elementary District General Fund for FY2018 and approval of additional levies to operate and maintain the High School District General Fund for FY 2018 will also be requested. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Rebekah Rhoades, Election Administrator, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

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

Voting Location and Address

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

Election Judge	Address
Shirley Barrick	114 14TH AVE. SO. LEWISTOWN, MT 59457
Helen Jo Shipman	406 KATTLE KOMPANY LANE, LEWISTOWN, MT 59457
Donna Nesson	126 SUNSET, LEWISTOWN, MT 59457
Gary Nesson	126 SUNSET, LEWISTOWN, MT 59457
Rita Hofer	P.O. BOX 25, MOORE, MT 59464
Roger Woltermann	114 HAWTHORNE AVE, LEWISTOWN, MT 59457
Becky Woltermann	114 HAWTHORNE AVE, LEWISTOWN, MT 59457
Emilie Pietz	401 7TH AVE SO., APT 106, LEWISTOWN, MT 59457
Denise Nelson	108 SAPPHIRE DR, LEWISTOWN, MT 59457
Pat Carroll	916 W. SPRING, LEWISTOWN, MT 59457
Jake Rhoades	108 HAWTHORNE AVE, LEWISTOWN, MT 59457
Mary Althoff	511 E. BROADWAY, LEWISTOWN, MT 59457

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

No further proceedings were conducted relating to the election.

Phil Koterba

Print Name of Board Chair

Signature of Board Chair

Rebekah Rhoades

Print Name of District Clerk

Signature of District Clerk

DATED this 13th day of February, 2017.

20-20-201, MCA

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

18

ITEM TITLE: PROPOSED ADDENDUM TO COLLECTIVE BARGAINING AGREEMENT

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

SUMMARY:

The Board of Trustees needs to approve the following addendum to the current collective bargaining agreement.

SUGGESTED ACTION: Approve Addendum to Collective Bargaining Agreement

☒ **Additional Information Attached**

NOTES:

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

Addendum to
Lewistown School District
Collective Bargaining Agreement
Non-Athletic Activity Positions
February 13, 2017

Zero Hour Weight Training will be added as a stipend position to be paid 0.040 (the same as Jazz Band and Select Choir) to the Non-Athletic Activity Positions, High School, on Page 21 of the current CBA.

Effective July 1, 2017 for the 2017-2018 school year and subsequent years.

IN WITNESS THEREOF:

For the Lewistown Education Association

Signature

Date

For the Trustees, Lewistown School District #1

Signature

Date

ATTEST:

District Clerk

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

19

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:

Amber Rae Horntvedt
Kaylee Knoche
Zabrea Fiscus
Brittney Marie Cecrle

Substitute Custodian List:

Robert Lee Peterson

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

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2017

Agenda Item No.

20

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						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, February 13, 2017

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
ARMSTAD, Sandy	Social Studies Teacher	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
BIRDWELL, Misti	Paraprofessional	Highland Park	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for --- 86 days	1/27/2017	Matt Ventresca	Replacing Angie Jenni
DeCock, Brendon	Wrestling Coach	Junior High School	Accept Letter of Resignation.	1/23/2017		See attached letter.
DRIVDAHL, Loren	Technology/Construction Facilitator	Construction Academy	Accept Letter of Resignation.	5/31/2017		See attached letter.
DUNN, Candice	English Teacher	Junior High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
FELLER, Vic, Hudson, Troy, Olson, Steve, Lear, Derek, Johnson, Orin	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	3/2, 3/3 and 3/6/2017	Jeff Elliot	See attached memo.
JENNI, Angie	Paraprofessional	Highland Park	Accept Letter of Resignation.	1/27/2017		See attached letter.
LAROWE, Nycole	Counselour	Garfield/Highland Park	Approve request to pursue a Master's Degree in Coaching and Athletic Administration	2/13/2017		See attached letter.
MILLER, Kirsten	Assistant Softball Coach	Fergus High School	Approve appointment on schedule---(.085 x \$32,579) \$2,769.22	2/13/2017	Jim Daniels	
MURPHY, Jaime	Paraprofessional	Highland Park	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for --- 81 days	2/3/2017	Matt Ventresca	
PEARSON, James	Bus Driver	Transportation	Accept Letter of Resignation.	2/28/2017		See attached letter.
PHILLIPS, Sam	Paraprofessional	Junior High School	Accept Letter of Resignation.	2/24/2017		See attached letter.
RICKL, Jackie	Resource Teacher	Lewis & Clark	Accept Letter of Resignation.	5/31/2017		See attached letter.
RUEDA, Fransico	Wrestling Coach	Junior High School	Approve appointment on schedule---(.065 x 32,579) \$2117.64	1/24/2017	Tim Majerus	
TOMBARGE, Jodi	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	2/13/2017	Steve Klippenes	

January 9, 2017

Dear School District #1 Board of Trustees and Mr. Butcher,

It is with very mixed feelings that I write this letter to tender my resignation as a teacher at Fergus High School, effective at the end of the school year, 2017. I am retiring after 34 years as a teacher in this district, and I want to thank each of you, as well as every board member and every administrator with whom I have worked over the past decades. I could not have possibly had a more fulfilling and wonderful career, and I am grateful every day for the chance to teach in Lewistown. As many of you know, I will be moving to Missoula to be near my children and grandchild, but I will never forget the wonderful people of my hometown, my years of teaching at Fergus, and the incredible students I have had the privilege of teaching.

Thank you all!

Sincerely,

Sandy Armstad

01/23/17

To whom it may concern,

This letter is to notify Lewistown Junior High School of my resignation of Jr. High wrestling coach. My resignation is effective immediately.

Thank you, Brendon DeCock

Jan 6 2017

Dear Board of Trustees:

I will be retiring this spring.

Sincerely:

Loren E. Drivdahl

Lewistown Junior High School
Lewistown, MT 59457
January 11, 2017

Mr. Butcher and the Board of Trustees for the Lewistown Public Schools:

This letter is to inform you that I plan to retire at the end of the 2016-2017 school year. Working for the Lewistown School District has been both a privilege and an honor. I will miss the faculty, staff, and the administration and feel Lewistown Public Schools has an excellent educational institution.

Thank you for allowing me to serve at the elementary and at the junior high level. The students of Lewistown are fine young men and women, and it was a pleasure to teach them.

Sincerely,

Candice Dunn

January 5, 2017

Out of State Travel request.

Here is are agenda for the clinic:

Out of state travel to Reno Nevada for football clinic. The dates of the clinic are March 2-5.
This request is for Vic Feller, Troy Hudson, Steve Olson, Derek Lear and Orin Johnson.

We are requesting that the district give us business leave for March 2,3 and 6.
We as coaches will pick up the travel and meal cost.

Thanks
Vic Feller

January 13, 2017

Mr. Ventresca & Lewistown Public Schools:

I am submitting this letter of resignation as Paraprofessional at Highland Park Elementary School. I will continue to work in my position through January 27th, 2017. I appreciate the opportunity to have been a part of such an amazing team for the past 1 ½ years and hope that you have found my work to be successful. Thank you for being a great employer!

Sincerely,

Angie Jerini

(406) 599-2720

Nycole LaRowe
617 Eaton Street
Lewistown, MT 59457
(406) 539-5223
Nycole.devers@lewistown.k12.mt.us

February 7th, 2017

Lewistown Public Schools
Board of Education
215 7th Avenue South
Lewistown, MT 59457

Dear Lewistown School Board Members:

My name is Nycole LaRowe and I am writing this letter of request to pursue a Master's degree in Coaching and Athletic Administration through Concordia University Irvine (CUI). I have a strong desire to further my education in this particular area due to aspirations of becoming a strong, knowledgeable, prepared leader in Fergus High School athletics. I have high ambitions in remaining an integral part of the girls' basketball program. I also am exercising the thought of pursuing a career in Athletic Administration at the high school level.

My current intentions are to remain in the Lewistown School District, continue my career as the K-2 school counselor, and coach for the Fergus High School Girls Basketball Program. Upon approval from the Lewistown School Board, I plan to start this program February 20th, 2017.

Please contact me with any questions regarding this letter. Also, please find attached a list of the course titles and units I will be required to take in order to obtain a Master's of Arts in Coaching and Athletic Administration.

Sincerely,

Nycole LaRowe
School Counselor, M.A., NCC
Garfield Elementary
Highland Park Elementary

Masters of Arts in Coaching and Athletic Administration
Program of Study

MCAA		
Course	Course Title/Description	Competency Units
MCAA 510	Principles of Coaching and Leadership	4
MCAA 560	Leadership and Administration	4
MCAA 530	Ethics and Sport	4
MCAA 561	Athletic Finance	4
MCAA 550	Research Methods and Analysis	4
MCAA 562	Facility Planning and Event Management	4
MCAA 580	Legal Aspects of Sport	4
MCAA 591	Athletic Director Institute	4
MCAA 595	Cumulating Project	4
Total:		36

Jan. 18, 2017

Steve Khippenes
Transportation Director
School District #1, Lewistown

Dear Steve,

On the cover of the Transportation Policy and Procedure Handbook is printed our motto: "Dedicated to the safe transportation of students in a responsible and Professional manner."

I can no longer perform all the duties required of me as a bus driver, in a safe and professional manner, due to injuries to both shoulders.

I submit my resignation to you as my Supervisor, and the Lewistown Public Schools, District #1, my employer, effective Feb. 28, 2017.

Sincerely,





Jennifer Peterson <jennifer.peterson@lewistown.k12.mt.us>

Paraprofessional Position

1 message

cskp@midrivers.com <cskp@midrivers.com>

Mon, Feb 6, 2017 at 4:27 PM

To: jennifer.peterson@lewistown.k12.mt.us

Hello Jennifer,

I am finding I have to commit more of my time taking care of my mother and other matters. I am sorry to say that I will have to resign my position as paraprofessional at the Lewistown Jr. High. I might be able to cover an occasional day or so here and there but things have changed recently and I was hoping to work the whole year but I just cant manage both at the school and with family. I didn't know who to contact with the news and will miss my work at the Jr. High but I have to commit to my family at this time in our lives. I was thinking a two week notice but might give more time if needed to find a replacement. Thank-you,

Sam Phillips

January 25, 2017

To whom it may concern:

This letter is to inform you that my plan is to retire at the end of this school year. Lewistown is a great place to teach, but it is time for me to move on and make more time for the ranch and my grandchildren.

Jackie Rickl

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

Totals

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

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

Holidays / Vacations (Dates Inclusive)

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