

**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
2. Pledge of Allegiance

EXECUTIVE SESSION

3. Recommendation for Expulsion

ACTION ITEM

4. Action on recommendation of Expulsion

BOARD OF TRUSTEES

5. Introduction of New Student Representative to the Board
6. Report—Student Representative
7. Report—LEA
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.
10. Report—Budget Information
11. Report—Election Information
12. Report—Investment
13. Report—Superintendent

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

APPROVAL OF CLAIMS

16. Claims

INDIVIDUAL ITEMS

17. Approve Second Reading---Board Policy #7736P – Out of Town Travel Regulations
18. Approve Call for Bids for the Replacement of Windows in the Junior High School Building located at 914 West Main Street
19. Approve Call for Bids for Repairs to the Roof of the Fergus High School Building located at 1001 Casino Creek Drive
20. Approve Lewistown Public Schools 2016-2017 Archery School Equipment Grant
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

01/09/2017

Agenda Item No.

3

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

ITEM TITLE: EXECUTIVE SESSION—RECOMMENDATION FOR EXPULSION

Requested By: Board of Trustees Prepared By: Jason Butcher

SUMMARY:

Superintendent Jason Butcher and Fergus High School Principal Jeff Elliott will present to the Board of Trustees information on the recommendation for expulsion.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

4

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

ITEM TITLE: ACTION ON RECOMMENDATION FOR EXPULSION

Requested By: Board of Trustees Prepared By: Jason Butcher

SUMMARY:

The Board of Trustees needs to vote on whether to accept, reject, or modify the recommendation.

SUGGESTED ACTION: Action on recommendation for expulsion

☐ 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 PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

5

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

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees **Prepared By:** Meggan Cirrincione and/or Jessica Miller

SUMMARY:

Meggan Cirrincione and/or Jessica Miller, Fergus High School Student Council Advisors, would like to introduce to the Board of Trustees, Emily Eckhardt, who will represent the Fergus High School students on the School Board for the next term.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

6

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

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 Estimated cost/fund source _____

NOTES:

1. BPA: Regionals January 16th
2. FCCLA: State Projects, Chapter Meeting January 10th
3. FFA: Classes, Preparing qualifiers for State
4. HOW Club: Water fountains
5. YPR Club: Introductory as a new Club
6. Key Club: Pop shoots, Rock Band, Blessings in a Backpack
7. Book Club: Meeting January 31st at lunch, book genre mystery and suspense
8. Art Club: Painting plywood for janitorial staff, chocolate sales for field trips
9. Outdoors Club: Officer meeting January 4th
10. Ski Club: Last Thursday went to Showdown, planning other ski days
11. Spanish Club: T-shirt orders, signing up for language days, january event, ending chocolate sales, officer meeting January 4th, club meeting January 5th
12. Science Olympiad: Waiting for nationals
13. Robotics: qualifiers January 14th, determines future interaction. Working on robots
14. Graduation Matters: Planning to start 2nd semester, college trip
15. National Honor Society: Nothing to report at this time
16. F Club: Nothing unless weather gets nice
17. Speech and Drama: Competitions every Saturday, working towards State
18. Student Council: Meeting Thursday during lunch, bathroom quotes committee, dress code committee, prom (Juniors only)
19. Central Montana Youth Mentoring: Large group meeting January 9th, newspaper picture January 4th
20. Astronomy Club: Astronomy movie
21. Youth Alive: Trying to get started, no traction with other members yet
22. Ducks Unlimited: Nothing scheduled until April banquet
23. Skills USA: Selling raffle tickets for a picnic table during basketball games
24. Annual: Continuing sales, class favorites, etc. have been picked and integrated
25. Band: Recent concert, working on new music for next concert and pep band
26. Choir: Recent concert, working on new music

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

7

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

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 Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

8

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

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 Estimated cost/fund source _____

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

01/09/2017

Agenda Item No.

9

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

10

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

ITEM TITLE: REPORT—BUDGET INFORMATION

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will update the Board on current projections for the 2017-2018 budget.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

BUDGET PROJECTIONS

2017-2018

ELEMENTARY		
2016-2017 Projected Budgets	\$6,173,839.36	w/out a vote
	\$6,275,011.83	w/a vote
2016-2017 Projected Expenses	\$6,481,524.50	
Over/Under Budget	(\$307,685.14)	w/out a vote
	(\$206,512.67)	w/a vote

HIGH SCHOOL		
2016-2017 Projected Budgets	\$3,304,251.81	
	\$3,304,251.81	
2016-2017 Projected Expenses	\$3,489,880.49	
Over/Under Budget	(\$185,628.68)	w/out a vote
	(\$185,628.68)	w/a vote

Budget Unknowns

Retirement Incentive
 Other Resignations
 Legislature
 ANB - February Count
 Federal Title Grant Funding
 Health Insurance Rates

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

11

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

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: Troy Kelsey, Kris Birdwell and Shelley Poss.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

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. This resolution must include the durational limit, if any, on the levy.</i>	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.mcpv>.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

12

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for December 2016 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

13

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

ITEM TITLE: OTHER ITEMS

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.

- ❖ Donation-Jim and Cindy Moodie
- ❖ 2016 MHSA Annual Meeting—Monday, January 16, 2017
- ❖ No School—Monday, January 16, 2017—PIR Day—Google Fest
- ❖ Staffing
- ❖ Eagle Booster Crab Feed—Monday, January 16, 2017
- ❖ Adult Ed Registration—Tuesday, January 17, 2017—12:00 p.m.—CMEC
- ❖ Semester Tests—Fergus—Wednesday, January 18—Friday, January 20, 2017
- ❖ Speech and Drama— Divisional Meet—Friday, January 20-Saturday, January 21, 2017
- ❖ Speech and Drama—State Meet—Friday, January 27—Saturday, January 28, 2017—Laurel
- ❖ FFA-Ag Mechanics Contest in Lewistown—Saturday, January 28, 2017
- ❖ Eagle Booster Meeting—Monday, February 6, 2017—7:00 p.m.
- ❖ WR—Central A Divisional Tournament—Saturday, February 4, 2017—Glendive
- ❖ WR—State Tournament—Friday, February 10-Saturday, February 11, 2017—Billings
- ❖ Home Athletic Games/Meets:
 - BBB-GBB vs Park—Friday, January 13, 2017—3:00/4:30/6:00/7:30p.m.
 - BBB vs. Browning—Saturday, January 14, 2017—3:00/4:30/6:00 p.m.
 - GBB vs. Billings Ctrl—Friday, January 20, 2017—4:00/5:30/7:00 p.m.
 - BBB vs. Huntley—Saturday, January 21, 2017—3:00/4:30/6:00p.m.
 - GBB vs Huntley—Tuesday, January 24, 2017—3:00/4:30/6:00p.m.
 - WR vs. Park/Belgrade—Thursday, January 26, 2017—4:00 p.m.
 - BBB vs. Belgrade—Friday, January 27, 2017—4:00/5:30/7:00 p.m.
 - GBB vs. Miles City—Saturday, January 28, 2017—3:00/4:30/6:00 p.m.
 - GBB vs Conrad—Friday, February 3, 2017—4:00/5:30/7:00 p.m.
 - BBB vs. Havre—Saturday, February 4, 2017—3:00/4:30/6:00 p.m.
 - FHS Jazz Night—Tuesday, February 7, 2017—7:00 p.m.—FCPA
 - GBB vs. Browning—Saturday, February 11, 2017—3:00/4:30/6:00 p.m.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**



**MONTANA HIGH SCHOOL ASSOCIATION
2017 ANNUAL MEETING**

**Monday, January 16, 2017
Best Western Heritage Inn
Great Falls, Montana**

PROPOSALS

1. Proposal to Amend Executive Board Term for MTSBA Representative -----1
Presented by: Plevna High School
2. Proposal to Amend Eighth Grade Participation/Academic/Transfer By-Laws ----- 2-3
Presented by: Fromberg, Ennis and Manhattan Christian High Schools
3. Proposal to Amend Transfer By-Law -----3
Presented by: MHSA Executive Board
4. Proposal to Amend Jewelry Rule -----4
Presented by: Hot Springs High School
5. Proposal to Amend Allowable Post Season Tournament Expenses ----- 4-5
Presented by: MHSA Executive Board

1. PROPOSAL TO AMEND EXECUTIVE BOARD TERM FOR MTSBA REPRESENTATIVE

Plevna High School proposes the following amendment to By-Laws, Article I, Section (4) Administration, 4.2 on page 8 of the current MHSA Handbook:

- 4.2 One (1) member of the Executive Board shall be elected at each annual meeting of the Association for a term of four (4) years, except as is hereinafter provided. Except for appointees of the Governor and the State Superintendent, only a superintendent, high school principal, activities director, or a member of the Executive Board of the Montana School Boards Association who is a school board member from a school district with a member school is eligible to be a member of the Executive Board. The appointees of the Governor and State Superintendent shall be lay persons and to the extent possible shall be appointed from diverse geographical areas within the state. The first gubernatorial appointee shall serve for a period of three (3) years. In addition to the elected members of the Executive Board, the Governor of the State of Montana shall appoint one (1) lay person to serve on the Executive Board and the Superintendent of Public Instruction of the State of Montana shall appoint one (1) lay person to serve on the Executive Board. The terms of the appointed members of the Executive Board, except as provided for above, shall be four (4) years. No member of the Executive Board shall be elected to successive terms, except an appointed school board member who is a Montana School Boards Association Director may be elected by the Montana School Boards Association at its annual meeting for an unexpired or a new **subsequent** four (4) year term(s). The Montana High School Association permits those persons who are appointed to fill the unexpired term of a board member who dies or resigns to be eligible to succeed themselves at the next Annual Meeting of the Association provided that the appointee is not filling more than half of the unexpired term of the board member who dies or resigns. Four (4) members of the Executive Board shall be superintendents, high school principals or activities directors; one (1) of which shall be elected from a school playing Class AA basketball; one (1) of which must be elected from a school playing Class A basketball; one (1) of which must be elected from a school playing Class B basketball, and one (1) of which must be elected from a school playing Class C basketball. The fifth member of the Board must be a school board member elected by the membership of the Montana School Boards Association. The sixth member shall be a lay member appointed by the Governor of the State of Montana. The seventh board member shall be a lay member appointed by the Superintendent of Public Instruction of the State of Montana. The initial appointments made by the governor and the state superintendent shall be made immediately following the 1990 Annual Meeting wherein the bylaw change is made expanding the size of the Executive Board from a five (5) to seven (7) member board.

Rationale:

Currently, the MTSBA Representative on the MHSA Executive Board is the only member who is eligible for multiple terms, but that representation is capped at two full terms. The proposed amendment ensures that the MTSBA term is filled by an individual who is committed to high school activities and also has the flexibility to fill the MHSA term while serving on the MTSBA board. When a dedicated member of the MTSBA Board is willing to commit to multiple terms for MHSA without interruption, the interests of both organizations are best served by allowing multiple, subsequent appointments of the same individual that could exceed two full terms.

2. PROPOSAL TO AMEND EIGHTH GRADE PARTICIPATION/ACADEMIC/TRANSFER BY-LAWS

Ennis, Fromberg and Manhattan Christian High Schools propose the following amendments to By-Laws, Article II, Section (5) Students Below Ninth Grade on page 11 and to Section (10) Transfer Rule on page 12 of the current MHSA Handbook:

Page 11

Section (5) STUDENTS BELOW NINTH GRADE

5.1 No student who is enrolled in a grade below the ninth shall be eligible to participate in an Association Contest, except as noted in 5.3 or eighth grade students meeting the following requirements:

- a. Eighth grade students may play on high school volleyball, ~~track relay and/or basketball teams.~~
Any eighth grade student may participate if approved by a school district's local school board.
- b. ~~Permission for eighth grade participation must be requested by the school and authorization granted by the Executive Director of the MHSA. Once granted approval, those eighth grade participants are eligible to participate in varsity and JV competition.~~ ***Schools must notify the MHSA Executive Director with the exact motion made by the Board of Trustees that they will be utilizing eighth grade participants and for what sports they will be competing. After notification those eighth grade participants are eligible to participate in any school stipulated MHSA sport.***
- c. Any eighth grade student allowed to participate will have eight semesters of high school eligibility remaining.
- d. All eighth grade students participating must meet the academic requirements.

The official MHSA waiver form must be used.

5.2 A ninth grade student may not play on a 7th and/or an 8th grade team.

5.3 Any student who is at least fifteen (15) years old on or before midnight August 31 may be declared eligible for participation in Montana High School Association contests by the Executive Director. The Montana high school for which the student will participate must file a request with the Executive Director for consideration. Any student who is declared eligible under this section must participate in athletics at the high school level (grades 9-12) only.

Section (10) TRANSFER RULE

10.1 Any student ***(including eighth grade students allowed high school participation)*** who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

Rationale:

As enrollment numbers and sport participation numbers continue to decline, it has become common for many Class C schools to use eighth graders to form teams (both JV and Varsity). Currently, the Executive Director of the MHSA must grant authorization. Allowing local school districts to determine eighth grade participation would provide local control and greater equity for 8th grade students in Montana.

B schools or larger C schools may benefit by getting additional lower level games with C schools who can add 8th graders.

3. PROPOSAL TO AMEND TRANSFER RULE

The MHSA Executive Board proposes the following amendment to By-Laws, Article II, Section (10) Transfer Rule on page 12 of the current MHSA Handbook:

Section (10) TRANSFER RULE

- 10.1 Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks ***the number of P.I. days in the current semester of the school to which he/she transfers*** from the date of enrollment in the school to which he/she transfers.

Interpretations

- ***For schools on trimesters, the equivalent will be the number of P.I. days in the first trimester and the number of P.I. days equal to half of the second trimester combined.***
- ***If a student transfers at the beginning of the semester to School Z, and School Z has 89 P.I. days in that semester (not P.I.R. days or equivalent hours) the student is ineligible for varsity competition until the end of the 89th P.I. day of the semester.***
- ***If a student transfers on October 1 to School W and School W is on a four-day week and has 77 P.I. days in the current the semester, the student will be ineligible for varsity competition for 77 P.I. days beginning on October 1st.***
- ***Date of enrollment means the first day he/she attends classes.***

A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

Rationale:

For many years the standard length of a semester for most schools was 90 pupil instruction days. Because of the ability for schools to extend days and utilize four day weeks, length of semester can vary significantly from school to school. Using the current 90 P.I. days or its equivalent in hours to determine when a transfer student would be varsity eligible had some students eligible after the actual semester ended, while other schools' students became eligible for varsity competition because of equivalent hours long before the semester even concluded. These inconsistencies were concerning as students were treated disparately depending on their school's calendar and schedule. Eliminating the 90 P.I. days and using the number of days in the current semester for a transfer student provides consistency once again. All transfer students will be ineligible for the semester (or the number of days in the semester) of the school to which they transfer. There may be some difference in days; however, they will always be ineligible for the semester or the days in that semester at the school in which they participate.

4. PROPOSAL TO AMEND JEWELRY RULE

Hot Springs High School proposes the deletion of Rules and Regulations, Section (6) MHSA Jewelry Policy, on page 20 of the current MHSA Handbook and the implementation of NFHS sport specific rules regarding the wearing of jewelry during MHSA sponsored activities:

Section (6) — MHSA JEWELRY POLICY

~~No jewelry, which includes visible body piercing objects, shall be worn in any sport. Any piece of jewelry that is visible at the start of or during a contest is in violation of the MHSA Jewelry Policy. Religious medals must be taped to the body and under the uniform. Medical alerts must be taped to the body so they are visible.~~

Rationale:

There are a number of individual sports where the wearing of jewelry has no bearing on the contest or the safety of the individual/s involved. The NFHS studies the safety of athletes nationwide and addresses those issues in their rule books. The jewelry rule can be left up to the individual NFHS sport specific rules book.

5. PROPOSAL TO AMEND ALLOWABLE POST SEASON TOURNAMENT EXPENSES

The MHSA Executive Board proposes the following amendments to the allowable applicable post season tournament expenses in the team sports of basketball, football, soccer, softball and volleyball and related references in the current MHSA Handbook:

(5) Team expenses are to be computed as follows:

- a. In addition to the certified players on the tournament roster per diem will be allowed at ~~\$30.00~~ **\$45.00** per day plus travel expense allowance of \$2.50 per mile for one round trip for each school participating.
- b. The decision to stay at the tournament site or to commute rests with each school. If a school elects to commute to the tournament site, any or all days the tournament is in session, they will be paid expenses as follows:
 1. \$2.50 per mile for each round trip, maximum of one round trip per day, plus ~~\$15.00~~ **\$20.00** a day per person for meal allowance for each day they commute while the tournament is in session if the team is competing those days or has a bye and has a scheduled practice session approved by the tournament manager on the tournament floor. If a team commutes to the tournament site and does not have a game, they do not receive mileage or per diem for that day. If both genders commute on one bus the team competing receives mileage and per diem accordingly.
 2. For the days when the team stays overnight at the tournament site, the regular schedule of ~~\$30.00~~ **\$45.00** applies. If both genders traveled on one bus and are staying overnight at the tournament site they will receive ~~\$30.00~~ **\$45.00** per day for the days they stay overnight even if they don't play on a particular day when the tournament is in session.

Corresponding changes to be made in each of the sports sections listed.

Rationale:

These amendments are being proposed by the Executive Board in response to concerns expressed by member schools that costs for team travel continue to rise, particularly the cost of housing student-athletes in motels. The current team expense allowances are not adequately covering the actual costs in most cases. In those sports where a profit is realized after current team expense calculations are met, the profit is equally distributed to the schools within the classification. However, some schools believe it is more appropriate to fully reimburse participating teams before any profit distribution occurs.

The last increase in the per diem amounts occurred in the 1997-1998 school year.

Fiscal Note to Schools:

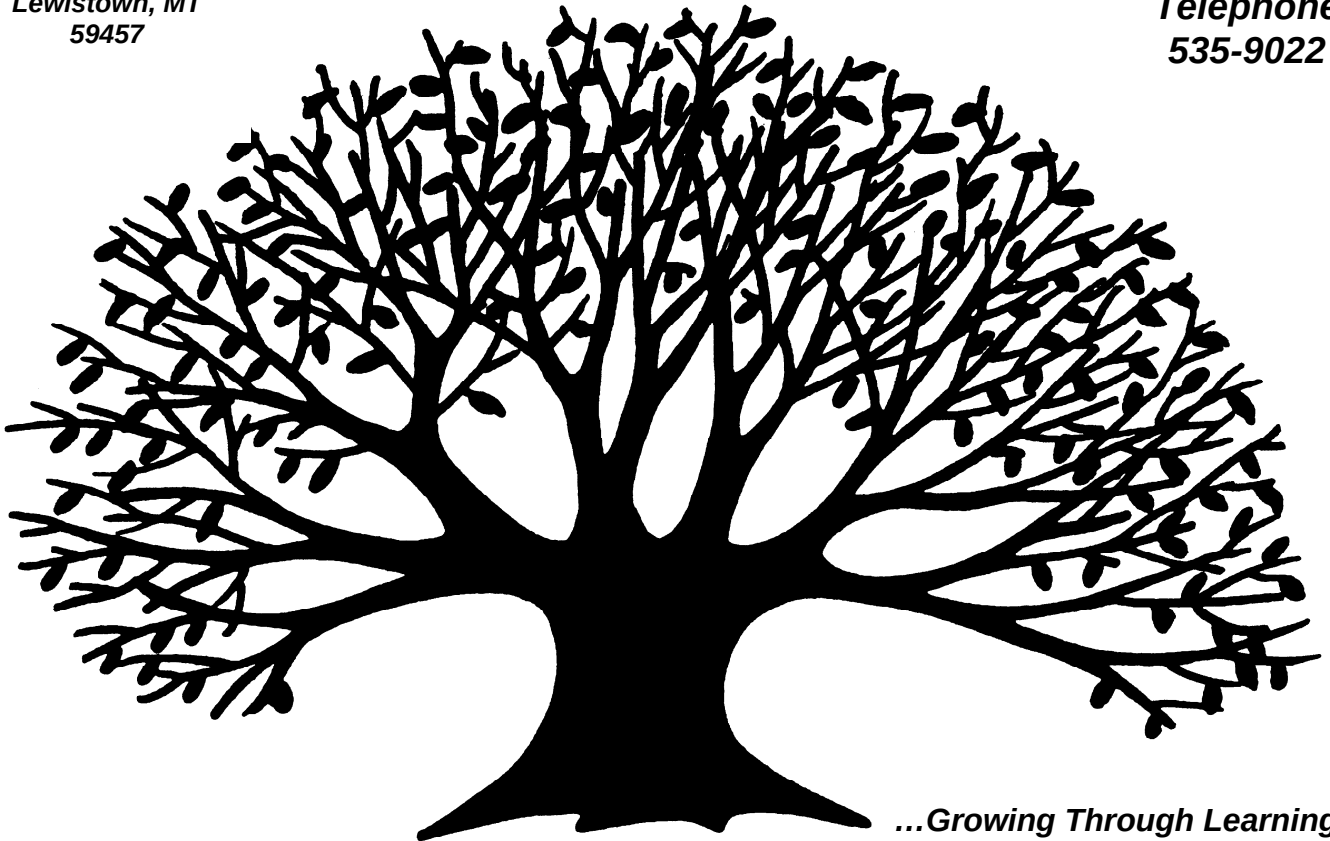
Increased reimbursement payments will be made to traveling teams for affected post season tournaments.

ADULT EDUCATION 2017 WINTER SCHEDULE

**Central Montana
Education Center
773 Airport Road
PO Box 1144
Lewistown, MT
59457**

**ADULT EDUCATION REGISTRATION:
BEGINS TUESDAY, JANUARY 17, AT NOON**

**Telephone
535-9022**



...Growing Through Learning

BUS TRIPS--ALBERTA BAIR THEATER * SIGN UP NOW!

Fee includes coach bus ride to Billings and theater ticket. Prime seats on main floor. You pay for your meal of choice at a pre-arranged restaurant. **No discounts on theater trips.**

“SATURDAY NIGHT FEVER” The iconic story of Tony—the kid from Brooklyn USA—who wants to dance his way to a better life. It’s back in an all-new production that shares Tony’s love for dancing in spectacular new ways. Fueled by the vintage Bee Gee hits, the contemporary retelling of the classic story captures the energy, passion, and life-changing moments that have thrilled movie audiences since 1977. Now, a new generation of dancers meets a new generation of playgoers to explore the soaring sounds and pulsating rhythms of this coming-of-age Disco fantasy. Board the bus at Fergus High School at 2:30 pm, show time at 7:30 pm, Saturday, **Jan 28.** Fee: \$75. **Must register and pay by Friday, Jan 20 at noon.**

AMY GRANT has built a long, successful career on music that matters. Ever since she burst on the scene bringing the contemporary Christian music to the forefront of American culture, the Nashville native gained a reputation for creating potent songs that examined life’s complexities with an open heart and keen eye. She became the first artist in Christian music to have a platinum record and went on to become a crossover sensation, her musical gifts transcending genre boundaries. Board the bus at Fergus High School at 2:30 pm, show time at 7:30 pm, Wednesday, **Feb 1.** Fee: \$80. **Must register and pay by Friday, Jan 20 at noon.**

“MENOPAUSE THE MUSICAL” Four women at a lingerie sale have nothing in common but a black lace bra AND memory loss, hot flashes, night sweats, not enough sex, too much sex and more! This hilarious musical parody set to classic tunes from the ‘60s, ‘70s, and ‘80s will have you cheering and dancing in the aisles! See what millions of women world-wide have been laughing about for 14 years! Board the bus at Fergus High School at 2:30pm, show time at 7:30pm, Tuesday, Mar 14. Fee: \$80.. **Must register & pay by Friday, Feb 12th at noon.**

ARTRAGEOUS Imagine an artist creating a masterpiece before your eyes in mere moments. With a paint palette that also mixes captivating vocals, intricate choreography and exciting audience interaction, Artrageous takes you on a unique visual journey packed with wild inspiration, creativity, and fun! The *Artrageous* troupe of artists, musicians, singers, and dancers pay tribute to a variety of art forms, pop icons, and musical genres culminating in a gallery of fabulous finished paintings. The result? A one of a kind crossover experience! Board the bus at Fergus High school at 2:30 pm, show time at 7:30pm, Thursday, May 18. Fee: \$60. **Must register and pay by Tues, April 18 at noon.**

KITCHEN AND BATH DESIGN WORKSHOP

As Montana’s only luxury custom kitchen and bath design specialist with nearly 40 years’ experience, Jeana will walk you through the steps of remodeling or designing your new kitchen and bathroom. Save time and money and avoid costly mistakes by attending this top-rated seminar. Instructor: Jeana Morrison-Noel. www.BellaCucinaWest.com/about. Sat, March 25. CMEC rm 2. Fee: \$30 for each class or \$50 for both. **Kitchen Design:** 9-12 pm **Bath Design:** 1:30-4:30 pm

WRITING SHORT STORIES AND BEGINNING NOVELS: PART 1

Discover how to write a compelling story with equally compelling characters. Explore basic elements of fiction writing, developing your voice as a writer, and advancing your knowledge on story structure. Instructor: Mycheille Norvell. Thurs, 4 wks, Feb 16-Mar 9, 6:30-8:30 pm. CMEC Rm 2. Fee: \$45. **Part 2 in Spring.**

INTRODUCTION TO GRANT WRITING

Grant writers use clear, specific language to focus the reader’s attention & to persuade the reader to fund their proposal. The writing process can become easier with practice & awareness of a few common missteps. Start by identifying need, & focus through the basic process for success. Instructor: LaVonne Limpus. Mon & Wed, Mar 20-22, 6-8 pm. CMEC rm 2. Fee: \$30

DRAWING WITH GRAPHITE & SUMI INK *

Explore two of the world’s most popular drawing materials: graphite (dating back to the Roman scribes, becoming pencils in the 16th Century) and Sumi ink (traditionally made from pine soot and animal glue used by Zen artists in the early 1st Century). Instructor: Clint Loomis. Suns, Feb 12-26, 2-4 pm. Clint Loomis Studio. Fee: \$60, includes supplies.

GUITAR BASICS *

Guitar hiding in your closet & not sure how to get started? Dust it off & learn the terms, basic care, a few chords, & simple techniques to get going on your six-string adventure. Instructor: Dave Rummans. Mons, 5 wks, Feb 6-Mar 6, 6-7:30 pm. FHS Music Room. Fee: \$45

CONVERSATIONAL SPANISH – LEVEL 2 *

Together we will learn the next stage of dialogue, helping to make conversation smooth and understandable. Learn additional words, phrases & expressions from native Spanish-speaking instructor. Great for travel or just for fun! Instructor: Chiara Vanderbeek. Tues, 6 wks, Feb 21-March 28, 6-8 pm. FHS RM 213. Fee: \$60

GEOCACHE FOR BEGINNERS & FAMILIES *

Geocaching is a fun outdoor recreational activity in which you use a GPS (Global Positioning System) receiver to hide and seek containers called geocaches at specific locations around the world. Make family trips more exciting by searching for these together! We will have a variety of GPS units to borrow or you can bring your own. Instructor: Suzie Flentie & LJHS students. Sat, Mar 4, 9:30 am-12 pm. LJHS Room 6. Fee: \$15/ family \$25.

SUICIDE PREVENTION

Montana currently has the highest suicide rate in the United States. During the first night, information will be provided on signs and symptoms of individuals who may be at risk and how to help. Depression looks different for children, adolescents, and adults. Knowing those differences & being able to recognize them may help save a life. The second night, a panel of professionals in the medical and mental health fields will speak to & take questions from the participants. Instructor: Rick Wright & professional panel. Tues & Thurs, Mar 14-16, 6:30-8:30 pm. CMEC rm 2. Fee: \$20.

MEDITATION & STRESS REDUCTION TECHNIQUES

Learn how adrenaline affects the brain & the body. Learn to relax using stress reduction & meditation techniques. Revive and renew in this workshop with Chris Tremain. Sat, Feb 4, 9 am-12 pm. CMEC. Fee: \$35.

SWING & RHUMBA: LEVEL 1

This class is for newcomers or anyone wanting a refresh or to learn something new. We will work on a variety of patterns, basic leading and following skills, and musicology. Instructor: Sherry Bishop. Sun, 5 wks, Feb 12-Mar 12, 1-2:30 pm. Garfield gym. Fee: \$40. No discounts.

SWING & RHUMBA: LEVEL 2

This class requires that students have taken Swing classes before. No prior Rumba classes needed. In this class we will work on more advanced patterns, as well as more advanced leading and following and musicology. Instructor: Sherry Bishop. Sun, 5 wks, Feb 12-Mar 12, 2:45-4:15 pm. Garfield Gym. Fee: \$40. No discounts.

GET FIT! *

Learn basics of weight training and physical conditioning using methods of Tabata and basic Cross Training techniques. Instructor: Sherry Breidenbach. Tues & Thurs, 6 wks, Feb 7–Mar 21, 5:30–6:30 pm. FHS Weight Room. Fee \$60. No discounts.

PRENATAL YOGA WORKSHOP *

Yoga is ideal exercise for mothers-to-be. Explore warm ups, safe postures, and meditations for any trimester of pregnancy. Benefits: fitness and flexibility, increases circulation, works your cardiovascular system, helps breath control, and balances mind, reducing stress and anxiety. All fitness levels welcome. Instructor: Loraine Day. Sat, 2 wks, Mar 4–Mar 11, 8:30–9:50am. L-Fit 111 West Main. Fee: \$25.

ENERGY AND FLEXIBILITY THROUGH YOGA *

Release physical tension and feel energized through a combination of yoga postures geared towards increasing flexibility and restoring energy. For a new or returning student of yoga that needs an opportunity to stretch, restore, and increase flexibility. This is an excellent addition to any workout schedule. Instructor: Loraine Day. Sat, 2 wks, Mar 18–Mar 25, 8:30–9:40 am. L-Fit, 111 West Main. Fee: \$25.

PIE-MAKING * Recipes & Taste-Testing!

Join us for a fun evening learning more about the many delicious forms of pie making. We will learn 3 different crusts and some basic and more elaborate fillings. Celebrate “Pi Day” early! Instructor: Pam Brurud. Thur, Feb 23, 6-8 pm. FHS rm 117. Fee: \$20

COOKING WITH PULSE CROPS * Recipes & Taste-Testing!

Pulses, which include chickpeas/garbanzo beans, dry peas, and lentils, are increasingly being recognized for their role in promoting good health. Researchers report that regular consumption of pulses may reduce the risk of heart disease, diabetes, and certain types of cancer. Learn how pulses are versatile, easy-to-prepare ingredients that can be used in entrees, salads, breads, and desserts. Instructor: Denise Seilstad. Thur, Mar 2, 6-8 pm. FHS rm 117. Fee: \$25

BACON BACON BACON * Recipes & Taste-Testing!

Everyone loves bacon, so come join us for this bacon extravaganza! We will create an assortment of bacon dishes such as bacon bread, bacon pops, bacon jam, and other tasty concoctions. Delicious and decadent! Instructor: Joan Carter-Gill. Tues, Mar 21, 6-8 pm. FHS rm 117. Fee: \$25

FOOD “SERVSAFE” TRAINING

Safe food handling training for people who work in temporary food service such as fair booths, school concessions, church suppers, banquets, etc...or people who are employed in the food service areas such as restaurants, hospitals, daycares, bartending, etc. Must attend all 4 hrs to receive certification. Instructor: Denise Seilstad. Mon & Tue, Jan 30 & 31, 6–8 pm. FHS rm 117. Fee: \$20, includes book. No discounts.

FIRST AID / ADULT, INFANT & CHILD CPR *

A certified American Heart Association course with hands-on learning of life-saving techniques, choking & rescue breathing & practical first aid. Instructor: CMMC Occupational Health Services. No discounts. **First Aid/ Heartsaver CPR Combo classes—8:30am-4:00pm**
All Combo classes are \$60 plus the \$15 book. Choose one date:
Saturday, February 4 Saturday, February 18
Saturday, March 4 Saturday, March 18
(Inquire about taking CPR or First Aid only)

TESTING & TUTORING CENTER

*High School Equivalency Diploma – HiSET
*College Placement Exams: AccuPlacer & MUSWA
*Proctoring exams for online college courses
Fees vary. Please inquire by calling the CMEC at 535-9022.

*** Limited Enrollment**

ROOM LOCATION KEY: FHS = Fergus High School
CMEC = Cent MT Ed Center, Airport Road
LJHS = Lewistown Junior High School



ADULT EDUCATION

2017 WINTER SCHEDULE

REGISTRATION:

Registration begins Tuesday, January 17, 12:00 noon - 5:00 p.m. and continues throughout winter quarter. Registration will remain open until each class is filled. Registrations may be phoned in after that time and fees mailed in, if necessary. No registration will be accepted prior to 12:00 noon, January 17. These classes are for adults, 16 years of age and older; please inquire as some exceptions may apply.

FEES:

Tuition is due at registration. Make checks payable to CMEC (Central Montana Education Center). Fees may be mailed to Central Montana Education Center, PO Box 1144, Lewistown, MT 59457. In some cases there are additional fees for supplies.

SENIOR CITIZENS:

Half-price discounts are available to those persons 65 years and over, unless otherwise noted. This discount does not include supply costs.

REFUNDS:

Anyone wishing to withdraw from a course must notify the Central Montana Education Center, 535-9022, (not your instructor) **no later than 24 hours** prior to the first class meeting. Leave a message on the answering machine after office hours. Refund of fees are as follows: 100% of fee 24 hours prior to first class meeting
50% of fee if canceled the day class begins or prior
to second class meeting
No refund of fee after second class meeting

ANY COURSES THAT ARE CANCELED BY THIS OFFICE WILL BE REFUNDED IN FULL.
Minimum enrollment is required for a course to be held, and the Central Montana Education Center may find it necessary to cancel a course. Those registered will be notified.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

14

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

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD 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 Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

15

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the December 12, 2016, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ 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 PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, December 12, 2016

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Chris Hildebrandt—LEA President

OTHERS PRESENT:

Doreen Heintz – Lewistown News Argus and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. Report—Student Representative

Mikayla Comes, Student Representative to the Board, reported on upcoming activities at Fergus High School. Mikayla noted that she does not yet know who will be the new student representative starting in January 2017.

4. Report—LEA

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

5. Report—Committees of the Board

The Insurance Committee met on November 30, 2016 for an educational session on the Affordable Care Act and regulations that may come into effect in the future.

6. Calendar Items, Concerns, Correspondence, Etc.

Kris Birdwell commented that he would like to see the Student Representative attend the full Board Meeting.

7. 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.

8. Report—Investment

Interest earned and distributed for November 2016, was reported with \$1,131.91 in the elementary funds and \$1,307.38 in the high school funds for a total of \$2,439.29.

9. Report—Superintendent

Superintendent Jason Butcher shared that there will be a Google Fest PIR Training on 1/16/17. There will also be a training offered for para educators that day. Jason asked the Board if they would like to join MQEC and the Board agreed that our currently memberships will provide the lobbying needed. The Winter Wellness challenge will begin in January as an encouragement to staff to get healthy. Superintendent Butcher updated the Board on events taking place around the District.

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 November 14, 2016, Regular Board Meeting – Approved Unanimously (Birdwell/Poss)

APPROVAL OF CLAIMS

12. Claims – The claims referenced in the 2016-2017 Bill Schedule and submitted through December 9, 2016, were approved unanimously (Weeden/Thompson). The Finance Committee for October-December 2016 is Board Chair Phillip Koterba, Monte Weeden, Shelley Poss, and Jennifer Thompson. The new Finance Committee for January-March 2017 are Board Chair Phil Koterba, CJ Bailey, Troy Kelsey, Kris Birdwell.

INDIVIDUAL ITEMS

13. Second Reading—Board Policy #8205 – Meal Charge Policy – Approved Unanimously (Bailey/Kelsey)
14. Second Reading—Board Policy #8210 – Procurement Policy for School Food Purchases – Approved Unanimously (Bailey/Weeden)
15. Second Reading—Board Policy #2510 – School Wellness – Approved Unanimously (Thompson/Poss)
16. First Reading – Board Policy #7736P – Out of Town Travel Regulations – Approved Unanimously (Birdwell/Bailey)
17. Approve Additions to the Substitute List for the 2016-2017 School Year – Approved Unanimously (Thompson/Kelsey)
18. Approve Personnel Report – See Exhibit A – Approved Unanimously (Birdwell/Bailey)

EXECUTIVE SESSION

19. Board Chair Phil Koterba called for an Executive Session at 6:40 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, January 9, 2017, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

""EXHIBIT A"

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
PERSONNEL REPORT FOR BOARD ACTION**

DATE: December 12, 2016

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
SHIFLEY, Gabrielle	Head Cheerleading Coach	Fergus High School	Accept letter of Resignation	11/12/2016		See attached letter.
SWEENEY, Taylre	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule---\$2036.19 (Index 0.0625 x \$32,579.00)	11/14/2016	Jim Daniels	Revised contract Second half of season
LAMB, Alexandra	Assistant Cheerleading Coach	Fergus High School	Approve appointment on schedule---\$1205.42 (Index 0.037 x 32,579.00)	11/28/2016	Jim Daniels	Second half of season
DONALD, Christina	Technology Support Specialist	All Areas	Approve appointment on schedule--TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for 124 days	12/5/2016	Bill Klawyk	
WATSON, Jade	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
EMERSON, Fraser	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
FRANCIS, Chad	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
MAXWELL, Shannon	Paraprofessional	Highland Park	Approve appointment on schedule---PARA +30 Step 6 for up to 3 hours per day for 110 days or until student no longer needs services	12/12/2016	Matt Ventresca	
WILLIAMS, Denise	School Food Worker	LJHS	Accept letter of Resignation	12/14/2016		See attached letter.
Stahl, Lee	Ski Club Advisor	Fergus High School	Approve appointment on schedule---\$488.69 (Index 0.015 x 32,579.00)	12/14/2016	Jeff Friesen	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

16

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through January 7, 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 Estimated cost/fund source _____

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

01/09/2017

Agenda Item No.

17

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

ITEM TITLE: Approve Second Reading---Board Policy #7736P – Out of Town Travel Regulations

Requested By: Board of Trustees Prepared By: Rebekah Rhodes

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy #7736P – Out of Town Travel Regulations

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

SUGGESTED ACTION: Approve Adoption of Board Policy #7736P – Out of Town Travel Regulations

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

FINANCIAL MANAGEMENT

7336P

Page 1 of 4

Out-of-Town Travel Regulations

Standard Travel Allowance Schedule

Reimbursable travel expenses include only those incurred while traveling in connection with official District business. Departure and return times are normally considered to be when an employee leaves and returns to his/her headquarters.

Travel expense allowances payable to District employees on official travel status are governed by the Internal Revenue Service mileage rate and the state-approved per diem.

Travel Allowances Transportation – Employees must first check for availability of a District vehicle for any out-of-town travel. (See Board Policy #8121)

A. Standard Personal Vehicle Rates

1. An employee traveling in- or out-of-state, as approved by the administration and/or the Board, may claim reimbursement at the Internal Revenue Service rate per mile.

B. Public Conveyance Rates

1. An employee traveling in or out of state, as approved by the administration and/or the Board, may claim reimbursement at actual cost of public conveyance rate, as approved.
2. Out-of-state travel must be approved at least one (1) month prior to travel.

C. Direct Route Mileage

1. All employees requesting reimbursement for mileage under any mode of transportation will be reimbursed according to the State mileage chart. (See the Montana Mileage Chart on page 5.)

Travel Allowances Meals

- A. Meal allowances are not dependent on actual out-of-pocket expenses, nor is a receipt required to obtain reimbursement. Meal allowances will be paid at State rates.
- B. Criteria for Meal Allowance

1. In order for travel meal reimbursements to be excludable from wages, employees must be traveling away from their tax home on their employer's business. In general, 'traveling away from tax home' means:
 - a. The employee must remain outside Fergus County substantially longer than an ordinary day's work, and
 - b. The employee needs to obtain substantial sleep or rest to meet the demands of the work while away from home.

Meal allowance payments that do not meet these criteria will be processed and taxed through payroll.

2. An employee who has been approved to travel outside the District may claim meal allowances as stated in the allowance schedule, under the following conditions:
 - a. Morning Meal if the employee's departure time to leave for a business site is **prior** to 6:00 a.m.
 - b. Midday Meal if the employee has conducted approved District business during morning hours and is scheduled to continue such business after the midday lunch period, or if the employee is in authorized transit during the entire normal lunch period.
 - c. Evening Meal if the employee is scheduled to continue District business after 6:00 p.m. (i.e., after the evening meal or the next day), OR if the employee is in authorized transit after 6:00 p.m.
3. Any meal provided by the conference in a registration fee (i.e., continental breakfast, lunch, banquet) is not reimbursable under meal expense unless specifically approved.

- C. ~~Regularly Scheduled Travel: District personnel, who travel outside the District, as authorized on a regular basis, will be reimbursed for morning and evening meals at actual costs as substantiated by receipts, not to exceed the maximum allowed on the regular travel allowance schedule.~~

Travel Allowance Lodging

- A. Employees will be reimbursed for actual out-of-town out-of-pocket lodging expenses up to the maximum as allowed by State rates.
 - 1. In order to claim lodging reimbursement, a bona fide original copy of a receipt from the lodging facility must be attached to the Travel Reimbursement Claim Form sent to the Business Office.
 - 2. Whenever possible, two (2) or more employees of the same sex, traveling to the same District business site, should share lodging to decrease District costs, unless prior approval has been obtained from the Superintendent.
 - 3. Lodging Provided. In some instances lodging may be provided to the employee but no charge directly assessed. In these instances lodging expense cannot be claimed by the employee. Examples are:
 - a. District seminars where lodging is provided Aon campus@;
 - b. Lodging is included in the registration fee.

Travel Allowances Miscellaneous

- A. Miscellaneous business expenses associated with travel are reimbursable, with appropriate documentation. Examples are:
 - 1. Registration fees;
 - 2. Banquet fees which replace an approved meal;
 - 3. Taxi fare or in-town transit vehicle to and from District business sites or lodging sites.
- B. Miscellaneous expense items of Five Dollars (\$5) or more must be supported by paid receipts.
- C. Miscellaneous expenses must be explained in detail on the Travel Reimbursement Claim Form.

Travel Allowances Special In-Lieu

- A. An employee may wish to use other than the most economical and expeditious mode of transportation to complete a travel-oriented work assignment. For example, an employee is required to attend a conference in Seattle. Rather than fly, the employee prefers to drive his/her private vehicle. It is permissible in this case to allow AAir Travel Equivalent@; that is, the cost of air travel and time. The travel time required above air travel hours would have to be completed on the employee=s time (non-working hours or charged against accumulated vacation time).
- B. Applicable claims for expenses are to be clearly marked AIn-Lieu Allowance@ and the details fully explained. Reimbursements will be made for the least expensive mode of travel.

General Rules

- A. Travel Time Allowed. It is usually necessary to begin traveling prior to the time established for a meeting appointment, conference, etc., which necessitated the travel. Also, business activities may terminate late in the day, and because of inclement weather, fatigue, unavailability of transportation, etc., it may not be feasible for the employee to promptly return to headquarters. In such cases travel expenses are allowed for a reasonable amount of time preceding and following the actual business activities which necessitated travel. Because circumstances vary, the Areasonable@ criterion will have to be applied on an individual basis by the Superintendent or the Board.
- B. Frequency of Filing. Every Travel Reimbursement Claim Form must be approved by your administrator and signed by the Superintendent, except for claim forms for the Superintendent, which will be signed by the Business Manager.
- C. Mode of Transportation
 - 1. Employees should travel by the least expensive class of service available within the mode of transportation being utilized. When other than the least expensive class of service is used, a full explanation of the circumstances justifying the necessity of using a more expensive class of service must be included with the travel request.
 - 2. When more than one (1) employee is approved to travel to the same District business site by personal vehicle, mileage reimbursement will be allowed for only as many vehicles as judged Areasonable@ to safely carry the number of employees.

Policy History:

Adopted on: June 28, 2004
Revised on: January 14, 2013
Revised on: December 12, 2016

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

18

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

ITEM TITLE: APPROVE THE CALL FOR BIDS TO REPLACE THE WINDOWS IN THE JUNIOR HIGH SCHOOL BUILDING LOCATED AT 914 WEST MAIN STREET.

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

SUMMARY:

The Board of Trustees needs to approve the Call for Bids to replace the windows in the Junior High School Building located at 914 West Main Street. The *Call for Bids* is attached for your review.

SUGGESTED ACTION: Approve Call for Bids for the Replacement of Windows in the Junior High School Building located at 914 West Main Street.

☒ **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						

DOCUMENT 00 11 13 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
 - 1. Regulatory Requirements: Montana Law applicable to City, County and Special District Construction Projects shall govern submittal, opening, and award of bids.
- B. Project Identification: Lewistown Public Schools – Junior High Window Replacement.
 - 1. Project Location: 914 West Main Street, Lewistown, MT 59457.
- C. Owner: Lewistown School District 1, 215 7th Avenue South, Lewistown, MT 59457.
 - 1. Owner's Representative: Mr. Randy Barber, Facilities Manager.
- D. Architect: A&E Architects, PC, 608 North 29th
 - 1. Architect's Representative: Mr. Ben Lombardozzi, AIT, Project Manager & Mr. Ric Heldt, AIA, ACHA, Principal-in-charge
- E. Project Description: Project consists of replacement or infill of existing exterior windows, and minor lead paint abatement and interior patching to facilitate the installation of the new windows.
 - 1. Project cost range is anticipated to be under \$260,000.
- F. Construction Contract: Bids will be received for the following Work:

1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

1. Bid Date: **January 27, 2017**
2. Bid Time: **12:00 p.m. (noon).**
3. Location: **LPS Lincoln Building Board Room, 215 7th Ave. South, Lewistown, MT 59457.**

- B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

- A. Prebid Meeting: See Document 002513 "Prebid Meetings."
- B. Prebid Meeting: A Prebid meeting for all bidders will be held at **the project site (meet at the front door lobby)** on **January 19 at 1:00 p.m.**, local time. Prospective prime bidders are **encouraged** to attend.
 1. Bidders' Questions: Architect will provide responses at Prebid conference to bidders' questions received up to two business days prior to conference.

1.5 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Obtain after January 10, 2017, by contacting Builder's Exchange of Billings, 2050 Broadwater Avenue, Billings, MT 59102 (406) 652-1311. Only complete sets of documents will be issued. Documents will be made available to all registered bidders and suppliers
 1. **Deposit: \$50 made payable to A&E Architects, PC.**
 2. Shipping: Additional shipping charges will apply.

- B. Online Procurement and Contracting Documents: Obtain access after January 10, 2017, by contacting Builder's Exchange of Billings, 2050 Broadwater Avenue, Billings, MT 59102 (406) 652-1311.
- C. Viewing Procurement and Contracting Documents: Examine after January 10, 2017, at the locations below:
1. Plan Room: Builder's Exchange of Billings, 2050 Broadwater Avenue, Billings, MT 59102 (406) 652-1311
 2. Owner's office: 215 7th Avenue South, Lewistown, MT 59457
 3. Architect's office: A&E Architects, PC, 608 North 29th Street, Billings, MT 59101, 406-248-2633

1.6 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed, around mid-February 2017, and shall complete the Work within the Contract Time. Manufacture of window units is expected to occur from March to June 2017, with installation taking place from June to August of 2017.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

1.8 NOTIFICATION

- A. This Advertisement for Bids document is issued by Lewistown School District 1, 215 7th Avenue South, Lewistown, MT 59457.

END OF DOCUMENT 00 11 13

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

19

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

ITEM TITLE: APPROVE THE CALL FOR BIDS FOR REPAIRS TO THE ROOF OF THE FERGUS HIGH SCHOOL BUILDING LOCATED AT 1001 CASINO CREEK DRIVE.

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the Call for Bids for repairs to the roof of the Fergus High School Building located at 1001 Casino Creek Drive. The *Call for Bids* is attached for your review.

SUGGESTED ACTION: Approve the Call for Bids for Repairs to the Roof of the Fergus High School Building Located at 1001 Casino Creek Drive.

☒ 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 PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

**CALL FOR BIDS FOR REPAIRS TO THE ROOF AT THE FERGUS HIGH SCHOOL BUILDING
LOCATED AT 1001 CASINO CREEK IN LEWISTOWN, MT**

Notice is hereby given that the Board of Trustees of Lewistown Public Schools, Fergus County, Lewistown, Montana, will receive sealed bids at the office of the Business Manager/Clerk in the Lincoln Administrative Building, 215 7th Avenue South, for the Repairs to the Roof of the Fergus High School Building located at 1001 Casino Creek in Lewistown, MT, according to the specifications that will be on file in the office of the Business Manager/Clerk. Bids will be opened for consideration on the date and time specified when advertised. Bids are to be made only on the bidding form which contains the required specifications, and which can be obtained upon request at the office of the Business Manager/Clerk once available.

The Board of Trustees reserves the right to reject any or all bids or any portion thereof.

**Rebekah Rhoades, Business Manager/Clerk,
Lewistown Public Schools,
Fergus County**

To Be Published: ASAP

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

20

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

ITEM TITLE: APPROVE LEWISTOWN PUBLIC SCHOOLS 2016-2017 ARCHERY SCHOOL EQUIPMENT GRANT

Requested By: Board of Trustees **Prepared By:** Danny Wirtzberger

SUMMARY:

Lewis and Clark School located at 212 Crystal Drive is requesting a \$1,000.00 matched donation for the implementation of an after school archery program with the National Archery in the Schools Program (NASP).

SUGGESTED ACTION: Approve Lewis & Clark 2016-2017 Archery School Equipment Grant

☒ 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						

MT NASP Coordinator- MT WILD
PO Box 200701
Helena, MT 59620
444-9939



MONTANA ARCHERY IN THE SCHOOLS PROGRAM (NASP) EQUIPMENT ASSISTANCE APPLICATION

FWP Announces 2016-2017 School Year National Archery In the Schools Equipment grants.

The National Archery in the Schools Program (NASP) is designed to promote international archery-style target shooting during physical education classes in grades 4-12. Montana Fish Wildlife & Parks (FWP) believes that students involved in a target archery program will learn a life long skill, increase their self-esteem, and increase physical activity. In Montana, FWP is the sponsoring organization for NASP.

Thanks to the Easton Foundation, Schools who are first time NASP equipment purchasers can be eligible to receive a \$1,000 discount off the total cost of a classroom archery kit. Also current NASP schools that need to replace equipment –are eligible to receive up to a 25% discount for orders up to \$800. **To receive financial assistance from NASP you must first contact FWP and receive approval prior to ordering the equipment from the national office.** Failing to do so will make your request ineligible. The deadline is December 31, 2016.

A standard NASP start up archery kit includes: 12 Genesis bows, 5 targets, 5 dozen arrows, and an arrow curtain. The approximate cost is \$3,500. To obtain an equipment order form please go to the national website at <http://naspschools.org/ordering/>

For a school to be eligible to obtain a kit there must be at least one instructor who has successfully completed a NASP Basic Archery Instructor (BAI) certification workshop and match the donation by \$1,000 if first time school. For the next available training go to <http://naspbai.org/classsearch.aspx>

Awards will be presented on a first come first served basis as long as the school meets the criteria for having an NASP in-school archery program.

Sincerely,

Kurt Cunningham

MT NASP Coordinator- MT WILD
PO Box 200701
Helena, MT 59620
444-9939



Montana National Archery in the Schools APPLICATION FORM:

School Name: Lewis and Clark Elementary

School Address: 212 Crystal Drive Lewistown, MT 59457

Teacher Contact Name and Title: Charles Cloud 6th Grade Teacher

Telephone: 406-535-2811 Email: charles.cloud@lewistown.k12.mt.us

Please list each school the equipment will be used with:

Lewis and Clark Elementary

212 Crystal Drive Lewistown, MT 59457

Grade levels and number of students the program will be offered to:

Grade(s) 5th-6th ; Number of students: 150-200

Will NASP be implemented into an in-school Physical Education program: Yes

Does your school currently have an after school archery program: No

MT NASP Coordinator- MT WILD
PO Box 200701
Helena, MT 59620
444-9939

To be eligible you must have instructor(s) certified through Archery in the Schools training program. Name of the certified person(s):

Charles Cloud

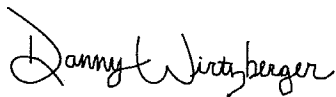
What resources will your school /community donate towards this program?

School - \$500

Please attach a completed NASP order form.

See Attached forms

School administrator:



Signature

Date: 12/27/2016

Please return form to:

Kurt Cunningham *MT NASP Coordinator- MT WILD*
PO Box 200701
Helena, MT 59620
444-9939

*****Only for public school and government agencies*****

In order to sell the arrows for \$156, we **must have this form** filled out. Federal Excise Tax is a tax the arrow manufacturer pays unless they sell to a public school/government.

THIS IS NOT THE SAME AS SALES AND USE TAX!

Federal Excise Tax on Archery Equipment

EXEMPTION CERTIFICATE

For use by states, local governments and public schools in the US
Section 4221(5)(c) of the Internal Revenue Code

_____ 12/27 _____, 20_16____
Date

I hereby certify that I am _____ Principal _____
(Title of Individual)

of _____ Lewis and Clark Elementary School _____,
(State, local government or school) (Employer Identification Number)

that I am authorized to execute this certificate;
and that all orders placed by our school or government agency

for the period commencing ___2016___ and ending ___2017___
(period not to exceed 3 years),

are purchased from NASP, Inc. for the exclusive use of

____ Lewis and Clark _____ of _____ Lewistown, MT _____.
(Government agency or public school) (State or local government)

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a government agency or public school is limited to the sale of articles purchased for exclusive use by the government agency or school.

I understand that the fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to a fine of not more than \$10,000, or to imprisonment for not more than five years, or both, together with costs of prosecution.



Signature of Authorized Individual

Principal

Title

____ 212 Crystal Drive _____

____ Lewistown, MT 59457 _____

Address

Please return by email, fax, or mail to:

NASP, Inc.
W4285 Lake Drive
Waldo, WI 53093

Phone (920) 523-6040
Fax (920) 523-6042
michelleh@nasparchery.com

NASP® Equipment Order Form - Public School & Government

NASP, Inc. Phone: (920) 523-6040
 W4285 Lake Drive Jan 1 - Dec 31, 2017 Fax: (920) 523-6042
 Waldo, WI 53093 Email: michelle@naspschools.org
www.naspschools.org

Organization: Lewis and Clark Elementary Bill-To Address:
 Contact Name: Charles Cloud (If different)
 Ship-To Address: 212 Crystal Dr. City State Zip:
 (NO PO Box) Phone: 406-535-2811
 City State Zip: Lewistown, MT 59457 Fax: charles.cloud@lewisstown.k12.mt.us
 E-mail:

Sales Tax Exempt Document: Copy of Sales Tax Exemption
 **Sales tax will be added in KY, WI, OH, and MD if sales tax exemption certificate is not rec'd. **

Payment accepted by Check, MasterCard, Visa, or Purchase Order: VISA / MasterCard:

PO Number: Name: Card #: Expires: Retain CC# for future orders? Yes No

PLEASE NOTE: You are free to choose components in any quantity or combination that suits your needs. A suggested "standard" school kit includes: 10 Right Hand bows, 2 Left Hand bows, 2 boxes arrows, 5 targets, 1 arrow curtain, 1 repair kit, and 1 bowrack.

*** All Public Schools/Gov't agencies purchasing arrows MUST complete an FET Exemption Form ***

*** Order will NOT BE PROCESSED without current FET Exemption Form on file ***

FET Exemption Form can be found under the ordering link on the NASP Website. FET is not the same as Sales &

Part Number	Item	Order Qty	Price ** (Includes Shipping)	Extended Price
Genesis 10478	Right Hand Wildberry	Ea	\$113/bow	
Compound 10476	Right Hand Red Cherry	2	\$113/bow	226.00
Bows: 10480	Right Hand Lime	Ea	\$113/bow	
10474	Right Hand Lemon	2	\$113/bow	226.00
10472	Right Hand Blue Raspberry	2	\$113/bow	226.00
11409	Right Hand Orange	2	\$113/bow	226.00
12232	Right Hand Black	2	\$113/bow	226.00

10477	Left Hand Wildberry		Ea	\$113/bow	
10475	Left Hand Red Cherry		Ea	\$113/bow	
10479	Left Hand Lime	2	Ea	\$113/bow	226.00
10473	Left Hand Lemon		Ea	\$113/bow	
10471	Left Hand Blue Raspberry		Ea	\$113/bow	
11410	Left Hand Orange		Ea	\$113/bow	
12231	Left Hand Black		Ea	\$113/bow	
10940	Easton-Truflite 1820 Aluminum 5 dzn	1	Box	\$156 / box	156.00
*** See note above					
Arrows:					
11375	Morrell 33" Eternity Target	8	Ea	\$159 / target	1,272.00
10921	Rinehart 32" Round Foam		Ea	\$203 / target	
10994	Field Logic 34" Block Target		Ea	\$161 / target	
10922	BCY 30' x 10' w/ carrying bag	1	Ea	\$316 / net	316.00
10997	Lancaster Maintenance Kit	1	Kit	\$101 / kit	101.00
Repair Kit:					
11376	Bowtree Bowrack (24 bows)		Ea	\$299 / each	
11377	Bowtree Bowrack (12 bows)	1	Ea	\$213 / each	213.00
11576	Archery Shooter Bowhanger (12 bows)		Set	\$193 / set	
12026	Hold Up Display Bowrack (16 bows)		Ea	\$183 / each	
11378	Floor quiver (qty of 10)	1	Pack	\$95 / pack	95.00
Floor Quiver:					
				Total	3,509.00
**Strings, Cables, Arrow Rests, and Cable Rod Slides can be found on the Supplemental Order Form.					
** Prices on this order form include shipping to a commercial address in the lower 48 states. **					
** Estimated delivery time is 3-4 weeks.					
Y SUBMITTING AN ORDER TO NASP YOU AGREE THESE ITEMS WILL STAY PROPERTY OF THE ORGANIZATION					
*** AND WILL NOT BE RESOLD ***					

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

21

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

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:

Randy Stephens
Bridget Tighe
Sydney Stivers

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

☐ 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 PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09/2017

Agenda Item No.

22

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
CRISTALDI, Kate	Assistant Volleyball Coach	Junior High School	Approve appointment on schedule--\$1,628.95 (Index 0.050 x \$32,579.00)	1/9/2017	Jim Daniels	Replacing Kris Gapay
DAVIS, Beth	Kitchen Server/Cashier	Junior High School	Approve appointment on schedule---FA/KA Step 0 for up to 3.75 hours per day for 113 days	12/13/2016	Aimee Friesen	Replacing Denise Williams
SMITH, Logan	Technology Support Specialist	All Areas	Approve appointment on schedule--TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for 125 days	1/9/2017	Bill Klapwyk	
SEBEK, Sherri	Kitchen Server/Cashier	Junior High School	Approve appointment on schedule---FA/KA Step 0 for up to 3.50 hours per day for 113 days	12/13/2016	Aimee Friesen	Revised contract.
PEEVY, Ronald	Construction Academy Supervisor	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
WATSON, Jade	Mechanic	Bus Barn	Approve appointment on schedule---MECHANIC Step 0 for up to 8 hours per day for 120 days	1/14/2017	Steve Klippenes	Previously on 90 day contact. Implementing approved changes to salary matrix.
DISTAD, Gary	Mechanic	Bus Barn	Approve appointment on schedule---MECHANIC+45 Step 11+ for up to 8 hours per day for 120 days	1/14/2017	Steve Klippenes	Implementing approved changes to salary matrix.



Lic. # 14563

Peevey Enterprises

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Ron Peevey

Lewistown School District

December 15, 2016

Lewistown, Montana

Attention: School Board

To whom it may concern,

I will have been in your employ for 9 ½ years at the end of this school year. I can't begin to tell you how much I have enjoyed the honor of teaching your juniors and seniors how to build 9 houses in that period of time as well as many, many other projects.

Having the opportunity to teach these students the things that took me 61 years to learn on my own has been a great pleasure for me. I was thinking about retiring in 2007 and getting a chance to share my knowledge and skills instead of it just dying away with me when I die was a real treat.

I have seen, even today, a lot of my students working locally at the trades and using all or at least part of the skills I have taught them. Some of the past students have called me and expressed their gratitude for the things they use in their everyday lives that they learned in my class. A teacher can't get any more pleasure or reward than that.

Unfortunately, my body is wearing out at the young age of 75 and I don't feel that I can keep producing the amount of work it takes to keep going another year. So, it is with a lot of thought and sorrow to announce my retirement at the end of this school year.

My prayers are that you will be able to replace me and keep this program alive that I put my heart and soul into. I truly believe this program has helped a great number of young people with their careers and everyday lives.

I feel satisfied that I am able to leave you with at least 2 years of future houses to build. I wish I could continue to help build them with you.

Regretfully and gratefully,

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							
					46						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)

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