

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, April 30, 2018

SPECIAL BOARD MEETING

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

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
4. Correspondence
5. Budget Discussion for 2018-19 School Year

ACTION ITEM

INDIVIDUAL ITEM

6. Approve Classified Salary Matrix for the 2018-19 School Year
7. Approve Certified Contract for the 2018-19 School Year
8. Approve Transfer of Administrator to LJHS Principal for the 2018-2019 School Year

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/266>*

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

04/09/2018

Agenda Item No.

3

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

 Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/30/2018

Agenda Item No.

4

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.

Wrestling and Basketball tournaments Summary of Financial Reports

Montana Fish, Wildlife, and Parks parking and access developments public comment letter

Northern Plains Resource Council brochure

Phillips 66 \$22,000 Grant to Garfield Elementary

SUGGESTED ACTION:

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/30/2018

Agenda Item No.

5

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2018-2019 General Fund Budgets.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/30/2018

Agenda Item No.

6

ITEM TITLE: APPROVE 2018-2019 CLASSIFIED STAFF SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the attached salary matrix for the 2018-2019 Fiscal Year for the Classified Staff. This matrix reflects the 1.5% negotiated increase.

SUGGESTED ACTION: Approve 2018-2019 Classified Staff Salary Matrix

Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/30/2018

Agenda Item No.

7

ITEM TITLE: APPROVE ISSUING CONTRACT FOR CERTIFIED STAFF

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve issuing the following contract for Certified Staff for the 2018-2019 School Year.

Rachael Schwaller – Highland Park Elementary – MA Step 5 – 1.0 fte

SUGGESTED ACTION: Approve Issuing Contract for Certified Staff

Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/30/2018

Agenda Item No.

8

ITEM TITLE: APPROVE TRANSFER OF ADMINISTRATOR TO LJHS PRINCIPAL

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the transfer of Scott Dubbs, Curriculum Director, to the position of Principal at the Junior High School for the 2018-2019 school year.

SUGGESTED ACTION: Approve Transfer of Administrator to LJHS Principal

Additional Information Attached

NOTES:

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

25 April 2018

Supt. Peck, Board Chairman Koterba and the Board of Trustees
Lewistown Public Schools
215 7th Avenue South
Lewistown MT 59457

Dear Thom, Phil and Board Members,

I would like to thank you for the opportunity of supporting our administrators, teachers and support staff in my existing Curriculum Director's position for the past eight years.

I am requesting a transfer from my current position as Curriculum Director, to the Principal of Lewistown Junior High School. I have considerable experience as a building principal and believe I have the energy and enthusiasm to step into that role again. I would be proud to work with the outstanding staff at LJHS.

Even though accreditation standards required we maintain a full time curriculum director, it has been hard for everyone involved to balance that need with other needs and declining funding. If you allow me to transfer, I am willing to continue in the role as our Curriculum Director. However, I do want you to be aware that there will be many current tasks I do that will need to be reassigned.

My other responsibilities such as Assessment Director, Title Programs Director, chairing the PIR Committee, being responsible for organizing or finding adequate professional learning opportunities, etc. are the most obvious roles I will be unable to maintain while focusing on the principalship. In addition, there are many other roles that have come in the form as "other duties as assigned" that will also have to be reassigned. Some of those tasks I willingly accepted long ago due to the needs of the District, and others such as TEAM's and supporting the CSIP were tasks I was asked to take on over time.

I enjoy working with teachers of all levels to look at what students should learn in our classrooms. I would like to request that we obtain a membership with one of the two primary curriculum cooperatives in our area to better support and coordinate our instructional efforts. The first option is a membership in the Alliance for Curriculum Enhancement (ACE) or membership in the Golden Triangle Curriculum Cooperative with the primary goal of developing better instructional leadership and help find materials for our classrooms and instructional staff.

If another viable option occurs locally over time, my preference would be to still work with ACE for the next few years until that option is realized. ACE can also have an immediate

impact on supporting professional development options for building staff, and they are more than capable of helping us maintain a dynamic curriculum. ACE membership is relatively cheap for the services they can provide. ACE is also the top leader in Montana helping schools work toward standards based grading, which is a topic that comes up annually with our administrators and teachers. It is also a complicated topic that needs extra help for us to address, as it is very difficult to manage in a larger context, considering our existing building/leadership structure.

I look forward to answering any questions you might have at the Board Meeting on Monday, April 30, 2018. Also, please feel free to contact me at any time.

Thank you for your time and consideration.

Scott A. Dubbs
LPS Curriculum Director

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
2017-2018 SCHOOL CALENDAR**

A. Pupil Instruction

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

Totals

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

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

Holidays / Vacations (Dates Inclusive)

C.

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