

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, December 11, 2017**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation---FHS Core/Flex Program, Principal Jeff Elliott, FHS Football Program, Head Coach Vic Feller and FHS Volleyball Program, Coach Tara Taylor
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report---Election Information
10. Report—Investment
11. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the November 13, 2017, Regular Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. First Reading---Board Policy 1006FE – Transfers for School Safety
16. First Reading---Board Policy 1009FE – Flexible Instructor Licensing
17. First Reading---Board Policy 1014FE-F1 – Intent to Increase Non-Voted Levy
18. Approve Fergus High School Student Activity Account for Model UN Club
19. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2017-2018
20. Approve Disposal/Destruction of Documents per the State Record Retention Schedule
21. Approve Additions to the Substitute List for the 2017-2018 School Year
22. Approve Personnel Report

**EXECUTIVE SESSION**

23. Superintendent's Evaluation

**ADJOURNMENT**

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

## **PUBLIC PARTICIPATION**

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2017

Agenda Item No.

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

**ITEM TITLE: PRESENTATION – JEFF ELLIOTT—FHS CORE/FLEX PROGRAM, VIC FELLER FHS FOOTBALL PROGRAM AND TARA TAYLOR FHS VOLLEYBALL COACH AND ATHLETES**

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

High School Principal, Jeff Elliott will update the Board on the FHS CORE/FLEX Program, Head Football Coach Vic Feller and his team will update the Board on their recent activities in addition to FHS Volleyball Coach Tara Taylor and her athletes.

**SUGGESTED ACTION:** Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2017

Agenda Item No.

5

- 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: Regional Event Practices, Meet the Clauses was successful, Bookstore Opening
2. FCCLA: Christmas Sock Exchange, Coffee Club
3. FFA: Winter Districts Results, KMON, Thank You Baskets
4. HOW Club: Cardboard Recycling
5. YPR Club: Nothing
6. Key Club: The Villa, Bingo, Blessings in a Backpack, Pop Shoot
7. Book Club: New Book
8. Art Club: Murals, Chocolate Sales Finalized
9. Outdoors Club: Nothing
10. Spanish Club: Latin Dance Night, Winter Activity
11. Science Olympiad: Results
12. Robotics: N/A
13. Graduation Matters: N/A
14. National Honor Society: Blood Drive, The Villa
15. F Club: N/A
16. Speech and Drama: Competitions, Fergus Invitational went well
17. Student Council: Tree Decorating
18. Central Montana Youth Mentoring: Large Group Event, Weekly Duties
19. Astronomy Club: N/A
20. Youth Alive: N/A
21. Ducks Unlimited: N/A
22. Skills USA:
23. Gay-Straight Alliance: Support
24. Model UN: Results
25. Film Club:
26. Tech Club:

N/A: Nothing has been started at this point and possibly won't for awhile

Blank: Did not respond before time of report

Nothing: Taking a break for the month of December

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/11/2017

Agenda Item No.

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- 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.

Calendar Committee Report

Gaining Meeting December 14, 2017, 6-8 p.m.

**SUGGESTED ACTION:** Informational Report

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

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

7

- 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 2017-2018 School Year.

**SUGGESTED ACTION:** Informational Report

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

**NOTES:**

**STANDING COMMITTEES OF THE BOARD  
2017-2018 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Building & Grounds	3	X		X				X
Insurance Risk Committee	2		X			X		
Transportation	3		X		X			X

**OTHER COMMITTEES WITH BOARD REPRESENTATION  
2017-2018 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	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	
Gaining	3		X			X	X	
Finance (October-December 2017)	3		X		X			X

LEWISTOWN PUBLIC SCHOOLS  
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**BOARD AGENDA ITEM**

Meeting Date

12/11/2017

Agenda Item No.

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- 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**

12/11/2017

**Agenda Item No.**

9

- 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 2018.

Attached are the Terms of Office Listing and the 2018 School Election Calendar.

Board members terms of office that are due to expire in 2018 include: C.J. Bailey and Monte Weeden

**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:

	<b>Expire 2018</b>	<b>Expire 2019</b>	<b>Expire 2020</b>
<b>SCHOOL DISTRICT #1</b>	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel

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

\_\_\_\_\_ 3-year term (to expire in 2021)

\_\_\_\_\_ 3-year term (to expire in 2021)

**Declaration of Intent Filed for Nomination of School Board Trustee:**

## SCHOOL ELECTION CALENDAR 2018

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 14 through Thursday, March 29</b>	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with election administrator. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></p> <p><i>Candidate must be registered to vote at the time the Oath is filed.</i></p>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 27</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, March 2</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 9</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: <a href="#">Mail Ballot Plan Timetable and Instructions</a></p>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 12</b>	<p><b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.</p>	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 5 (by 5 p.m.)</b>	<p><b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 5 (by 5 p.m.)</b>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent.</b></p>	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 6</b>	<p><b>Deadline to notify election judges of appointment.</b></p>	<a href="#">13-4-101</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	<b>Friday, April 6</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, April 6</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 9</b>	<b>Close of regular voter registration.</b> 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.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 9</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Day after Close of Regular Registration	<b>Tuesday, April 10</b>	<b>Start of Late Registration.</b> 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.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 29 Through Saturday, April 28</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district 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; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>
At least 20 days before	<b>Wednesday, April 18</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of an marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 18 through Monday, April 23</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 28 through Sunday, May 6</b>	<b>Absentee Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Day before (By Noon)	<b>Monday, May 7</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 7</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>
Day before (between noon and 5pm)	<b>Monday, May 7</b>	<b>Late registration closed.</b> Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	<a href="#">13-2-304</a>
Election Day 	<b>Tuesday, May 8</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 14</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>By Wednesday, May 23</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 14 through Tuesday, May 29</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 14 through Tuesday, May 29</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event</b> <b>(Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Within 15 days of election	<b>By Wednesday, May 23</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
June 1	<b>Friday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>By Wednesday, June 7</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

[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: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

**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: [Commissioner of Political Practices Webpage](#).

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2017

Agenda Item No.

10

- 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 amounts for the month of November were 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**

12/11/2017

**Agenda Item No.**

11

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

**SUMMARY:**

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

- ❖ Legislative Special Session
- ❖ PIR Training—January 15, 2018
  - Mr. Dubbs – ASCD Conference
  - Mr. Friesen – 504 Plans/IDEA Law, December 14
  - Case Manager Training – December 6
  - Scott Baldwin – Cyber Security
- ❖ Technology Plan Development
- ❖ Curriculum Coop Logic Model
- ❖ Transition Kindergarten and Transition 1<sup>st</sup> Grade
- ❖ Board Tours Follow-up and Facilities Planning
- ❖ Maintenance Performance Program Update
- ❖ Garfield Winter Program—Tuesday, December 12, 2017—6:00 p.m.—FCPA
- ❖ FHS Choir Concert—Thursday, December 14, 2017—7:00 p.m.—FCPA
- ❖ Highland Park Winter Program—Tuesday, December 19, 2017—10:30 a.m. and 1:30 p.m.--FCPA
- ❖ No School—December 21, 2017 – January 2, 2018—Winter Break
- ❖ LJHS BBB— Practice Begins —Monday, January 2, 2018
- ❖ Home Athletic Games/Meets:
  - BB @ Billings Central—Friday, December 15, 2017—4:00/5:30/7:00 p.m.
  - WR @ CMR Classic – Friday & Saturday, December 15-16
  - S/D/D @ Dawson – Saturday, December 16
  - BB vs. Huntley Project—Saturday, December 16, 2017—2:00/3:30/5:00/6:30 p.m.
  - WR vs. Havre – Tuesday, December 19, 2017 – 5:00 p.m.
  - BB vs. Belgrade – Thursday, December 21, 2017 – 3:00/4:30/ 6:00/7:30 p.m.
  - BB @ Miles City – Friday, December 22, 2017 – 3:00/4:30/6:00/7:30 p.m

**SUGGESTED ACTION:** Informational

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**Additional Information Attached**

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# LEGISLATIVE SPECIAL SESSION 2017

## LEWISTOWN PUBLIC SCHOOLS

**Many decisions made by the Legislature this year shifted the funding of schools from the State to the local level. This bill reduces revenues paid to the school, but prevents any “backfill” by local taxpayers.**

### **SB2 – REVISE LAWS RELATED TO SCHOOL FUNDING BLOCK GRANTS AND REIMBURSEMENTS**

MAIN IMPACT: SB 2 removes the requirement in 20-9-630 and 20-9-632 for OPI to pay schools for the school combined block grant, school transportation block grant, the county retirement block grant, and the county transportation block grant. In addition the transportation appropriation for OPI is reduced by \$1.7 million each fiscal year of the current biennium and restricts payments to schools to the appropriation level. It is highly likely OPI will be required to reduce transportation payments to school in June when second semester payments are issued.

- The state transportation appropriation was reduced by 14%. It is highly likely the appropriation will not be sufficient to cover the estimates of claims for state transportation reimbursements. If the appropriation is not sufficient, the June payment will be reduced proportionally for FY 2018 and for FY 2019.
- School and county block grants will be eliminated beginning in FY 2019 and beyond. FY 2019 budgets will be calculated without the estimated revenues.
- In addition, SB 2 directs schools to transfer funding from any budgeted or non-budgeted fund (with the exception of the debt service and retirement) to cover the loss of revenue from the school transportation block grant and reductions and state payments due to the reduction of the state transportation appropriation.

#### **2017-2018 BUDGETED PAYMENTS:**

	<u>Elementary</u>	<u>High School</u>
County Transportation Block Grant =	\$27,566.03	\$17,052.97
Transportation Reimbursement =	\$63,209.62	\$30,192.86
Combined Block Grants =	\$31,231.34	\$34,405.47

#### **ESTIMATED REDUCTIONS TO 2017-2018 PAYMENTS:**

	<u>Elementary</u>	<u>High School</u>
County Transportation Block Grant =	\$0	\$0
Transportation Reimbursement =	(\$7,338.00)	(\$3,427.00)
Combined Block Grants =	\$0	\$0
TOTAL REDUCTIONS =	(\$7,338.00)	(\$3,427.00)

#### **ESTIMATED REDUCTIONS TO 2018-2019 PAYMENTS:**

	<u>Elementary</u>	<u>High School</u>
Transportation Block Grant =	(\$27,566.03)	(\$17,052.97)
Transportation Reimbursement =	(\$7,338.00)	(\$3,427.00)
Combined Block Grants =	(\$31,231.34)	(\$34,405.47)
TOTAL REDUCTIONS =	(\$66,135.37)	(\$54,885.44)

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/11/2017

Agenda Item No.

12

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

NOTES:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

13

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 November 13, 2017 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South

Lewistown, Montana 59457

**MONDAY, November 13, 2017**

**REGULAR BOARD MEETING**

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Jeff Southworth,  
Monte Weeden, Stephen Vantassel (arrived at 6:30pm)

**TRUSTEES ABSENT:**

**STAFF PRESENT:**

Business Manager/District Clerk Rebekah Rhoades, Scott Dubbs, Bobbie  
Atchison, Tim Majerus, Suzie Flentie, Kim Miller, Teresa Majerus, Kathryn  
Spraggins

**OTHERS PRESENT:**

Joe Zahler – KXLO Radio, Doreen Heintz – News Argus, Emily Eckhardt,  
Tom Wojtowick, Cory Wickens, Jennifer Mager and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Bailey)
4. Presentation— Tim Majerus/Staff at Junior High---Advisory Period, Stream Study at Brewery Flats & Mackler Sections and Fergus High School Cross Country Team.  
Suzie Flentie introduced the Fergus Cross Country team that recently completed their season.

Tim Majerus, Kim Miller, Suzie Flentie and students shared information on the Junior High advisory period and block scheduling, including updates on the stream study that they were able to work on because of block scheduling.

Kathryn Spraggins spoke briefly about the Veteran’s Assembly on November 10<sup>th</sup>.

5. Report—Student Representative (6:30pm)  
Emily Eckhardt, Student Representative to the Board, reported on upcoming activities at Fergus High School.
6. Report – LEA  
Chris Hildebrandt, President of the Lewistown Education Association (LEA), was not available to report at the Board Meeting.
7. Report—Committees of the Board  
There were no committee meetings.

The calendar committee will be meeting in the near future. Mr. Peck provided copies of the options that will be presented to the Calendar Committee.

8. Calendar Items, Concerns, Correspondence, Etc.

CJ Bailey commented that he attended the Community Concert last week and discussed the need to update the lighting in the auditorium and issues with ice in the front of the building.

9. Report—Investment  
Interest earned and distributed for September was \$523.60 in the elementary and \$525.36 in the high school for a total of \$1,048.96. Interest earned and distributed for October was \$1,831.84 in the elementary and \$1,592.31 in the high school for a total of 3,424.15.
10. Report—Superintendent  
Superintendent Thom Peck reported on Parent Teacher Conference parent participation. Mr. Peck updated the Board on various events taking place in the District. Board Tours will be taking place on Tuesday, December 5<sup>th</sup>. Mr. Peck asked the Board for feedback on the evaluation tool for the Superintendent's evaluation. It was decided to use the same evaluation tool that has been used in the past. Mr. Peck provided the Administrator's 20-day plan. Information regarding the upcoming Special Legislative Session was provided to the Board. Gaining Training took place on November 7<sup>th</sup> and future meetings will be taking place in the near future. Thom thanked the Board for their support during his recent illness.

## **PUBLIC PARTICIPATION**

11. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
Cory Wickens, shared his concerns with the Board regarding the size of the space at the High School for wrestling due to increased participation numbers. Jennifer Mager spoke to her concerns regarding safety due to the small room size. She requested that there be more discussion regarding the location of the wrestling room.  
  
Tom Wojtowick expressed his thanks for the new windows at the Junior High School. He also added that Judith Mountain Players will be teaming with the High School. Mr. Wojtowick presented three concerns to the Board: lighting at the Auditorium, how decisions are made in the Performing Arts Center, and heating issues in the high school.

## **ACTION ITEMS**

### **MINUTES**

12. Minutes of the October 9, 2017, Regular Board Meeting – Approved unanimously (Bailey/Thompson)

### **APPROVAL OF CLAIMS**

13. Claims -- Approved unanimously (Weeden/Birdwell)  
Claims Committee for October through December 2017 will be Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

### **INDIVIDUAL ITEMS**

14. Approve Out-of-District Student Attendance Agreement Requests for Placement in and out of the Lewistown Public Schools – Approved unanimously (Bailey/Weeden)
15. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – Approved unanimously (Birdwell/Bailey)
16. Approve Disposal/Destruction of Documents per the State Record Retention Schedule – Approved unanimously (Weeden/Bailey)
17. Approve Fergus High School Student Activity Account for Tech Club – Approved unanimously (Thompson/Bailey)
18. Second Reading—Board Policy #2150 – Suicide Awareness and Prevention – Approved unanimously (Birdwell/Thompson)
19. Second Reading—Board Policy #3120 – Compulsory Attendance – Approved unanimously (Bailey/Thompson)
20. Second Reading—Board Policy #3121 – Enrollment and Attendance Records – Approved unanimously (Thompson/Weeden)

21. Second Reading--Board Policy #3125 – Education of Homeless Children – Approved unanimously (Birdwell/Thompson)
22. Approve Additions to the Substitute List for the 2017-2018 School Year – Approved unanimously (Bailey/Thompson)
23. Approve Personnel Report – See Exhibit A – Approved unanimously (Bailey/Weeden)

**ADJOURNMENT**

The meeting was adjourned at 7:52 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, December 11, 2017, at the Lincoln Board Room.

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**PHILLIP R. KOTERBA**  
**BOARD CHAIR**

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

**EXHIBIT 'A'**  
**LEWISTOWN PUBLIC SCHOOLS**  
**LEWISTOWN, MONTANA**

**Monday November 13, 2017**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>FISCUS, Zabrea</b>	Technology Support Specialist	Lincoln	Approve appointment on schedule--TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for 90 days through March 13, 2018	11/8/2017	Scott Baldwin	Replacing John Jensen - 90 Day Contract
<b>JENSEN, John</b>	Regional Technology Coordinator	All Areas	Approve Administration Salary \$31,538.00, for up to 164 days per year	11/14/2017	Thom Peck	Pending CMASS Approval & LPS Board Approval
<b>HODGE, Emily</b>	Paraprofessional	Garfield	Approve appointment on schedule--PARA CERT Step 0 for up to 7.5 hours per day for 145 days	10/23/2017	Matt Lewis	New position
<b>VANDERBEEK, Chiara</b>	Paraprofessional	Garfield	Approve appointment on schedule--PARA CERT Step 0 for up to 7.5 hours per day for 145 days	10/23/2017	Matt Lewis	Replacing Jessica Brooks
<b>BUSSEY, James</b>	Custodian	Garfield	Accept Letter of Resignation	10/16/2017		See attached letter
<b>INGERSOLL, Ginger</b>	Paraprofessional	Lewis & Clark	Accept Letter of Resignation	11/2/2017		See attached letter

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

14

- 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 December 8, 2017, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2017 include: Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth and Monte Weeden.

**\*\*Need to select new Finance Committee members for January–March 2018.**

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

15

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

**ITEM TITLE:** FIRST READING---BOARD POLICY 1006FE – Transfers for School Safety

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy 1006FE - Transfers for School Safety.

This is a new policy that we were already adhering to and as a result of the last Legislative Session. MTSBA recommends that it be put into actual Board Policy.

**SUGGESTED ACTION:** First Reading of Board Policy 1006FE – Transfers for School Safety

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

---

**NOTES:**

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

## Lewistown School District

### Flexibility and Efficiency

1006FE

#### Transfers for School Safety

It is the policy of the District to increase flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security. The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school safety and security.

The transfer of funds can be for:

1. Planning for improvements to school safety, including but not limited to the cost of services provided by architects, engineers and other consultants;
2. Installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
3. Installing or updating bullet-resistant windows and barriers; and
4. Installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana Law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for **expenditures in compliance with four reasons stated above, within 2 full school fiscal years after the funds are transferred.**

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

Legal Reference:           20-9-503, MCA      Budgeting, tax levy, and use of building reserve fund  
**20-9-236, MCA      Transfer of funds – improvements to school safety and security**

Adopted on:

Reviewed on:

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

16

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

**ITEM TITLE:** FIRST READING---BOARD POLICY 1009FE – Flexible Instructor Licensing

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy 1009FE - Flexible Instructor Licensing and consider adoption of said policy.

This a new policy as a result of the past Legislative Session. MTSBA recommends that this put into Board Policy.

**SUGGESTED ACTION:** First Reading of Board Policy 1009FE – Flexible Instructor Licensing

---

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

---

**NOTES:**

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

## Lewistown School District

### Flexibility and Efficiency

1009FE

#### Flexibility Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of the law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services to enhance student achievement.

- Internships
  - Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
  - Requirements must be satisfied within 3 years
  - Must include a plan between the intern, the school district and an accredited preparation program
- Provisionally Certified
  - May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
    - The intent to qualify in the future for a Class 1 or Class 2 certificate and
    - Who has completed a 4-year college program or its equivalent, and
    - Holds a bachelor's degree from a unit of the Montana University System or its equivalent.
- Substitutes
  - Must have a GED or high school diploma
  - Will have completed at least 1 hour of training by the district each year
  - Will have submitted a fingerprint background check  
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)
  - May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days
- Retired Educators
  - School District must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or not acceptance of offer by a non-retired teacher
  - No limit on the district
  - Retired teacher must have 30 years of experience in TRS
  - There is a 3 year lifetime limit on the retired individual going to work under this provision.
- **Class 3 Administrative License**
  - **Valid for a period of 5 years**
  - **Appropriate administrative areas include: elementary principal, secondary principal, k-12 principal, K-12 superintendent, and supervisor.**
  - **Must be eligible for an appropriately endorsed Class 1,2, or 5 license to teach in the school(s) in which the applicant would be an administrator or**

**would supervise, and qualify as set forth in ARM 10.57.414 through 10.57.418**

- **An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.**

- Class 4 for CTE
  - Valid for a period of 5 years
  - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
  - 4A – for licensed teachers without a CTE endorsement
  - 4B – for individuals with at least a bachelor’s degree
  - 4C – for individuals with a minimum of a high school diploma or GED
- Class 5 alternatives
  - Good for a maximum of 3 years
  - Requirements dependent upon the alternative the district is seeking
- Emergency authorization of employment
  - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
  - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity to continue to persist

Legal References:	10.55.716, ARM	Substitute Teachers
	10.55.607, ARM	Internships
	10.27.102, ARM	Definitions
	10.57.107, ARM	Emergency Authorization of Employment
	10.57.215, ARM	Renewal Requirements
	10.57.414, ARM	Class 3 Administrative License – Superintendent Endorsement
	10.57.420, ARM	Class 4 Career and Technical Education License
	10.57.424, ARM	Class 5 Provisional License
	19-20-732, MCA	Reemployment of certain retired teachers, specialists and administrators – procedure – definitions

Adopted on:  
Reviewed on:  
Revised on:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

17

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

**ITEM TITLE:** FIRST READING---BOARD POLICY 1014FE – F1 – Intent to Increase Non-Voted Levy

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy 1014FE – F1 – Intent to increase Non-Voted Levy and consider adoption of said policy.

This is a new policy as a result of the past Legislative Session. MTSBA recommends that this be put into Board Policy.

**SUGGESTED ACTION:** First Reading of Board Policy 1014FE – F1 – Intent to Increase Non-Voted Levy

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

**NOTES:**

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

Intent to Increase Non-Voted Levy

The Lewistown Public School District is committed to financial transparency. Non-voted levies are an essential part of the budgeting process and this authority has been in place for many years. Senate Bill 307 (SB307), which was passed into law during the 2017 Legislative Session, requires the District to provide notice of its intent to increase non-voted levies in the ensuing fiscal year. The Lewistown Public Schools Board of Trustees *estimates* the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, \_\_\_\_\_:

<b>LEWISTOWN ELEMENTARY SCHOOL DISTRICT</b>				
<b>Fund Supported</b>	<b>Estimated Change in Revenues*</b>	<b>Estimated Change in Mills*</b>	<b>Estimated Impact, Home of \$100,000*</b>	<b>Estimated Impact, Home of \$200,000*</b>
Bus Depreciation	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Transportation	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Tuition	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Building Reserve	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
<b>Total</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>
<b>FERGUS HIGH SCHOOL DISTRICT</b>				
<b>Fund Supported</b>	<b>Estimated Change in Revenues*</b>	<b>Estimated Change in Mills*</b>	<b>Estimated Impact, Home of \$100,000*</b>	<b>Estimated Impact, Home of \$200,000*</b>
Adult Education	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Bus Depreciation	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Transportation	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Tuition	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
Building Reserve	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease	\$ ____ increase/decrease
<b>Total</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>	<b>\$ ____ increase/decrease</b>

\*Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

Along with the public notice requirement for non-voted levies, SB307 allows for an additional levy in the Building Reserve Fund. Each school district may increase mills in their building reserve fund based on \$15,000.00 plus \$100 per ANB up to 10 mills.

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Legal Reference: SB 307, 2017 Legislative Session

Adopted on:  
 Reviewed on:  
 Revised on:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE FHS STUDENT ACTIVITY ACCOUNT FOR MODEL UN CLUB

**Requested By:** Board of Trustees    **Prepared By:** Jeff Elliott

**SUMMARY:**

The Board of Trustees needs to approve the request from Fergus High School to open a student activity account for Model UN Club.

**SUGGESTED ACTION:** Approve Fergus High School Student Activity Account for Model UN Club

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN

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

**SUMMARY:**

The Board of Trustees needs to approve the agreement between the Lewistown Public Schools and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operations of a recreational program for the 2017-2018 School Year. This agreement includes an overall increase of 1.3% from 2016-17.

**SUGGESTED ACTION:** Approve Agreement between Lewistown Public Schools and the City of Lewistown

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

**NOTES:**

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

**AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND  
SCHOOL DISTRICT NUMBER ONE FOR USE OF  
RECREATION FACILITIES AND EQUIPMENT**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2017-2018** school year.

**FACILITIES**

The program may include, but shall not be limited to, the following kinds of recreational activities: basketball, volleyball, softball, soccer, floor hockey, superstars, badminton, snowshoeing, roller skating, cross country skiing and table tennis. Activities to take place at the Lewistown Civic Center or at any of the various outdoor city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and other school extracurricular activities, subject to scheduling parameters. In addition, activities may take place upon any property owned by the SCHOOL, provided, however, that such property or facilities are available for use and any such use is approved by the school.

**SUPERVISION/OPERATION**

Supervision and operation of the program shall include the following individuals and/or groups:

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.
2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.
3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be an employee of the SCHOOL and shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

**BUDGET**

The SCHOOL will be responsible for paying the sum of \$5,122.33 for the following items:

Rent	\$ 3,903.83
Recreation Director	\$ 496.85
Honorarium for Professional Assistance	\$ 295.76
Equipment	<u>\$ 425.89</u>
Total	\$ 5,122.33

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the Buildings and grounds Supervisor at a charge of \$26.00 per hour.

**TERM**

The term of this Agreement shall be for one year, commencing on July 1, 2017 and ending on June 30, 2018.

**RELEASE/INDEMNIFICATION**

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss or demand.

Dated this 20<sup>th</sup> day of November 2017.

**ATTEST:**

  
NIKKI BRUMMOND, City Clerk

**CITY OF LEWISTOWN**

  
HOLLY PHELPS, City Manager

**ATTEST:**

\_\_\_\_\_  
REBEKAH RHOADES, Board Clerk

**SCHOOL DISTRICT NO. ONE**

\_\_\_\_\_  
PHIL KOTERBA, Board Chair

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE DISPOSAL/DESTRUCTION OF DOCUMENTS PER THE STATE RECORD RETENTION SCHEDULE

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

**SUMMARY:**

The Board of Trustees need to approve the disposal/destruction of documents that have met the State record retention requirements.

It was confirmed, in writing, from the Secretary of State's office that a recent decision was made that does not require school records older than 10 years to be reviewed by the Historical Society. Upon approval, these records will be destroyed within the month.

**SUGGESTED ACTION:** Approve destruction/disposal of documents.

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

**NOTES:**

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

# Request for Records Disposal or Transfer Authorization

## RM60

<b>ENTITY:</b> Lewistown Public Schools	<b>PHONE:</b> (406)535-8777	<b>E-MAIL:</b> rrhoades@lewistown.k12.mt.us
<b>CONTACT:</b> Rebekah Rhoades		
<b>ADDRESS:</b> 215 7th Ave S, Lewistown MT 59457		<b>DISPOSAL NUMBER:</b> 2017-02

**E-MAIL COMPLETED FORM TO:** [SOSLocalGovtRecCom@mt.gov](mailto:SOSLocalGovtRecCom@mt.gov) OR Mail to the Local Government Records Committee, c/o Department of Administration-Local Government Services, P.O. Box 200547, Helena, MT 59620-0547

**\*Confidential:** The local government entity must determine if records are confidential or sensitive and mark accordingly.

	Item #	Page #	Description of Records (Include description from schedule along with the case # or other identifying information pertinent to your office)	Inclusive Dates MONTH AND YEAR		C o n f i d e n t i a l *	1 0 Y e a r R u l e	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
				From	To			Yes	No		
4	4		Example: Bank Statements	10/2001	10/2002		X	X			
7	8	SDRIII-1	BANK DEPOSIT RECEIPTS	2001	2008	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	9	SDRIII-1	BANK STATEMENTS	07/2004	06/2005	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	1	SDRIII-1	TREASURER REPORTS	1984	2009	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	2	SDRIX-1	APPLICATIONS NOT HIRED	1983	1993	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	2	SDRIX-1	APPLICATIONS NOT HIRED	1997	1999	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	2	SDRIX-1	APPLICATION NOT HIRED	2011	2014	X		<input type="checkbox"/>	<input type="checkbox"/>		
7	28	SDRII-2	COUNTY TREASURER MONTHLY CASH REPORT	1962	2001	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	29	SDRII-2	COUNTY TREASURE MONTHLY RECONCILEMENTS	1962	2001	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	32	SDRII-2	COPY AND/OR LIST OF CHECK /WARRENTS	1962	2001	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	24	SDRII-2	CLAIMS /PAYROLL TRANSMITTALS	1993	1998	X	X	<input type="checkbox"/>	<input type="checkbox"/>		
7	7	SDRII-1	PETITIONS; LOCAL	1966		X	X				
7	9	SDRII-1	POLL AND TALLY BOOKS7	1959,	1975-79	X	X				
7	10	SDRII-1	PRECINCT REGISTERS	1959	1977-79	X	X				
7	2	SDRII-2	BALLOTS:LOCAL GOVERNMENT	2014	& 2016	X					



**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**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 2017-2018 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 2017-2018 School Year as listed below:

Substitute Teacher/Aide List:

Casey Saunders  
Austin Standley

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2017-2018 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2017

**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:** Thom Peck

**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						
Southworth						
Thompson						
Vantassel						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday December 11, 2017**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>Bowen, KC</b>	Paraprofessional	Lewis & Clark	Approve appointment on schedule--PARA CERT Step 6 for up to 4 hours per day for 117 days	12/6/2017	Danny Wirtzberger	Replacing Ginger Ingersoll
<b>Montgomery, Philip</b>	Bus Driver	Bus Barn	Accept Letter of Resignation	11/27/2017		See attached letter.
<b>Watson, Jade</b>	Mechanic	Bus Barn	Approve appointment on schedule---MECHANIC Step 0 for up to 8 hours per day for 142 days	12/14/2017	Steve Klippenes	Replacing Jade Watson
<b>Tombarge, Amanda</b>	Food Server/Kitchen Aide	Highland Park and Central Kitchen	Approve appointment on schedule---FOOD SERVER/KITCHEN AIDE Step 0, for up to 3.50 hours as food server and up to 3.00 hours as p.m. kitchen aide for up to 123 days.	11/27/2017	Amie Friesen	Replacing Rachel Martin
<b>Daniels, Jim</b>	FH Girl's BB Assistant Coach	Fergus High School	Approve appointment on schedule (.090 x \$33,231.00) \$2,990.79	12/11/2017	Jeff Elliott	
<b>Olson, Tara</b>	Volunteer Girl's BB Coach	Fergus High School	Volunteer Position; no contract	12/11/2017	Jim Daniels	See memo.
<b>Graham, Jimmy, Trafton, Kyle</b>	Volunteer Boy's BB Coach	Fergus High School	Volunteer Position; no contract	12/11/2017	Jim Daniels	See memo.
<b>Wallace, Robert Ritchey, Mitch</b>	Volunteer Wrestling Coach	Fergus High School	Volunteer Position; no contract	12/11/2017	Jim Daniels	See memo.

November 20, 2017

**To: Thom Peck**

Superintendent, Lewistown School District  
215 7<sup>th</sup> Ave S  
Lewistown, MT 59457

**From: Philip Montgomery**

704 Reynolds St.  
Lewistown, MT 59457

**Re: Employment Resignation**

Dear Sir,

For the last 3 ½ years I've been employed by the school district as a School Bus Driver. I have never in my life enjoyed a work activity more than transporting children to and from school and interacting with them in the course of my job. I've actually grown as a person because of it. It is with acute regret that I feel I have to submit my resignation at this time. 50 years ago I suffered and injury to my right foot while serving in The United States Army. As predicted that injury has come back to haunt me later in life. I had a complete knee replacement (my right knee) December of 2016. For the most part that surgery has been very successful. I've found, much to my disappointment, that operating the brakes and throttle of the school buses aggravates my knee and causes me to be distracted while driving. Additionally I'm currently receiving counseling and medication for PTSD incurred while serving in Vietnam. I feel that the medication I've just started taking has on

occasion caused me to lose the focus and attention needed to operate a school bus properly. I don't feel that I've put the students riding my bus at any risk to date but I do not want to leave to chance something occurring stemming from those conditions. These are the reasons why I am submitting this notice of resignation.

Sincerely,

  
Philip Montgomery

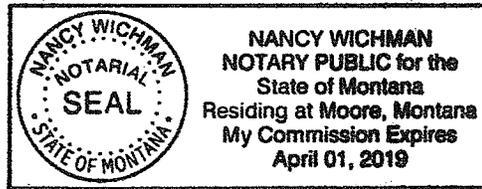
CC: Rebekah Rodes, Steve Klippenes

State of Montana  
County of Fergus

On this day 27 of Nov, 2017

I certify that the preceding/attached document is true for Phillip Montgomery

Nancy Wichman  
Notary public  
4-1-2019





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

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## Volunteer coaches

1 message

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**Jim Daniels** <jdaniels@lewistown.k12.mt.us>

Tue, Dec 5, 2017 at 3:07 PM

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

Jennifer,

Could you please have the following volunteers approved at the Dec. Board meeting:

GBB Tara Olson

BBB Jimmy Graham  
Kyle Trafton

Wres. Robert Wallace  
Mitch Ritchey

Thanks-have a great day!  
Jim

# **EXECUTIVE SESSION**

As per the provisions of 2-3-203  
Montana Codes Annotated.

The Board Chair,  
will now call for an Executive Session  
deeming the demands of individual privacy  
clearly exceed the merits of public disclosure.

All parties not involved in the Executive  
Session are asked to leave the Board Room  
at this time.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2017

Agenda Item No.

23

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S EVALUATION

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

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

NOTES:

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
<b>FIRST QUARTER</b>					<b>DAYS</b>	<b>THIRD QUARTER</b>					<b>DAYS</b>
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						<b>44</b>
					<b>44</b>						
<b>SECOND QUARTER</b>					<b>DAYS</b>	<b>FOURTH QUARTER</b>					<b>DAYS</b>
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						<b>46</b>
					<b>45</b>						

**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
		<b>8.00</b>

**C. Holidays / Vacations (Dates Inclusive)**

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