

**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
3. Motion to Set Agenda
4. Presentation---Tim Majerus/Staff at Junior High---Advisory Period, Stream Study at Brewery Flats & Mackler Sections and Fergus High School Cross Country Team
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report—Investment
10. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

12. Minutes of the October 9, 2017, Regular Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**INDIVIDUAL ITEMS**

14. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
15. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
16. Approve Disposal/Destruction of Documents per the State Record Retention Schedule
17. Approve Fergus High School Student Activity Account for Tech Club
18. Second Reading—Board Policy #2150 – Suicide Awareness and Prevention
19. Second Reading—Board Policy #3120 – Compulsory Attendance
20. Second Reading—Board Policy #3121 – Enrollment and Attendance Records
21. Second Reading---Board Policy #3125 – Education of Homeless Children
22. Approve Additions to the Substitute List for the 2017-2018 School Year
23. 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

11/13/2017

Agenda Item No.

4

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

**ITEM TITLE: PRESENTATION – TIM MAJERUS/ STAFF AT JUNIOR HIGH—ADVISORY PERIOD, STREAM STUDY AT BREWERY FLATS & MACKLER SECTIONS AND FERGUS HIGH SCHOOL CROSS COUNTRY TEAM**

**Requested By:** Board of Trustees    **Prepared By:** Tim Majerus, Junior High Staff & Students, FHS Cross Country including Coach Suzy Flentie

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**SUMMARY:**

Junior High Principal, Tim Majerus and his staff will update the Board on Advisory Periods and the students of the Junior High will inform the Board on the Stream Study at Brewery Flats and Mackler Sections. Cross Country Coach at FHS, Suzy Flentie and her team will update the Board on their recent accomplishments.

**SUGGESTED ACTION:** Informational

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

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

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:

\*N/A means either nothing is going on or they are not yet a club for the year.

1. BPA: Electing Officers, Practices for Events
2. FCCLA: Districts, Coffee Cart
3. FFA: JDAE 11/09-11, Fundraising, Christmas Lights, Winter Districts
4. HOW Club: Water Fountain Recognition, Cardboard Recycling
5. YPR Club: Haunted Hustle Aftermath
6. Key Club: Key Club Week 11/06, Meeting 11/16
7. Book Club: New Book for the Month
8. Art Club: Chocolate Sales, Mural Work
9. Outdoors Club: N/A
10. Spanish Club: Chocolate Sales, Latin Dance Party 11/27
11. Science Olympiad: Prep for Competition 11/20-21
12. Robotics: N/A
13. Graduation Matters: N/A
14. National Honor Society: Blood Drive 12/06
15. F Club: N/A
16. Speech and Drama: Competitions and Practices
17. Student Council: Student Council Conference 11/05-07
18. Central Montana Youth Mentoring: First Mentor Lunch 11/08
19. Astronomy Club: N/A
20. Youth Alive: N/A
21. Ducks Unlimited: N/A
22. Skills USA: Organizational Meetings and Practices
23. Gay-Straight Alliance: Electing Officers
24. Model UN: Prep for Competition 11/21

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

6

☐ 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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

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  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

8

☐ 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**

11/13/2017

**Agenda Item No.**

9

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

**ITEM TITLE:** REPORT—INVESTMENT

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

**SUMMARY:**

Below is the interest earned and distributed for September 2017:

Elementary      \$ 523.60

High School      \$ 525.36

October 2017 interest was not available at time of posting.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

# Lewistown School District No. One

## Interest Apportionment Detail Report

Fiscal Year: 2017-2018

Criteria: From Control#: 149 To: 150

Acct Mask: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

Sort By Acct

☐ Print Internal Accounts Only

Type: HS Interest	Posting Date: 9/30/2017			Amount Distributed: \$525.36		Control#: 149	
Posting Description: Interest Distribution				8/31/2017		Entry#: 137	
Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount Internal?
201.00.000.0000.101.000	\$259,426.71	31	.1060806	\$55.73	\$259,426.71		\$0.00 Yes
210.00.000.0000.101.000	\$81,878.98	31	.0334806	\$17.59	\$81,878.98		\$0.00 Yes
211.00.000.0000.101.000	\$138,617.68	31	.0566813	\$29.78	\$138,617.68		\$0.00 Yes
213.00.000.0000.101.000	\$0.00	31	.0000000	\$0.00	\$0.00		\$0.00 Yes
214.00.000.0000.101.000	\$46,335.04	31	.0189466	\$9.95	\$46,335.04		\$0.00 Yes
217.00.000.0000.101.000	\$26,390.59	31	.0107912	\$5.67	\$26,390.59		\$0.00 Yes
218.00.000.0000.101.000	\$23,366.64	31	.0095547	\$5.02	\$23,366.64		\$0.00 Yes
220.00.000.0000.101.000	\$9,008.09	31	.0036834	\$1.94	\$9,008.09		\$0.00 Yes
221.00.000.0000.101.000	\$26,396.61	31	.0107937	\$5.67	\$26,396.61		\$0.00 Yes
224.00.000.0000.101.000	\$170,498.87	31	.0697177	\$36.63	\$170,498.87		\$0.00 Yes
228.00.000.0000.101.000	\$146,944.13	31	.0600860	\$31.57	\$146,944.13		\$0.00 Yes
229.00.000.0000.101.000	\$163,217.31	31	.0667402	\$35.06	\$163,217.31		\$0.00 Yes
260.00.000.0000.101.000	\$72,118.81	31	.0294897	\$15.49	\$72,118.81		\$0.00 Yes
261.00.000.0000.101.000	\$574,063.68	31	.2347369	\$123.32	\$574,063.68		\$0.00 Yes
281.00.000.0000.101.000	\$107,135.26	31	.0438080	\$23.02	\$107,135.26		\$0.00 Yes
282.00.000.0000.101.000	\$600,162.16	31	.2454087	\$128.92	\$600,162.16		\$0.00 Yes
Control# 149 Total:	\$2,445,560.56		.9999993	\$525.36	\$2,445,560.56		\$0.00

## Balance Calculations based on Prior Month Ending Balances as of 8/31/2017

Type: Interest	Posting Date: 9/30/2017			Amount Distributed: \$523.60			Control#: 150	
Posting Description: Interest Distribution				8/31/2017			Entry#: 138	
Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$411,956.00	31	.2175907	\$113.93	\$411,956.00		\$0.00	Yes
110.00.000.0000.101.000	\$72,932.28	31	.0385220	\$20.17	\$72,932.28		\$0.00	Yes
111.00.000.0000.101.000	\$466,774.67	31	.2465453	\$129.09	\$466,774.67		\$0.00	Yes
112.00.000.0000.101.000	\$14,238.51	31	.0075206	\$3.94	\$14,238.51		\$0.00	Yes

# Lewistown School District No. One

## Interest Apportionment Detail Report

Fiscal Year: 2017-2018

Criteria: From Control#: 149 To: 150

Acct Mask: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

Sort By Acct

☐ Print Internal Accounts Only

113.00.000.0000.101.000	\$1,600.25	31	.0008452	\$0.44	\$1,600.25	\$0.00	Yes
114.00.000.0000.101.000	\$127,130.49	31	.0671490	\$35.16	\$127,130.49	\$0.00	Yes
120.00.000.0000.101.000	\$14,956.28	31	.0078997	\$4.14	\$14,956.28	\$0.00	Yes
121.00.000.0000.101.000	\$44,835.59	31	.0236817	\$12.40	\$44,835.59	\$0.00	Yes
124.00.000.0000.101.000	\$90,313.31	31	.0477025	\$24.98	\$90,313.31	\$0.00	Yes
128.00.000.0000.101.000	\$43,250.00	31	.0228442	\$11.96	\$43,250.00	\$0.00	Yes
129.00.000.0000.101.000	\$138,111.81	31	.0729492	\$38.20	\$138,111.81	\$0.00	Yes
150.00.000.0000.101.000	\$2,181.72	31	.0011524	\$0.60	\$2,181.72	\$0.00	Yes
160.00.000.0000.101.000	\$17,293.63	31	.0091343	\$4.78	\$17,293.63	\$0.00	Yes
161.00.000.0000.101.000	\$447,686.49	31	.2364632	\$123.81	\$447,686.49	\$0.00	Yes
Control# 150 Total:	\$1,893,261.03	1.0000000		\$523.60	\$1,893,261.03	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 8/31/2017

End of Report

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/13/2017

**Agenda Item No.**

10

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

**ITEM TITLE:** SUPERINTENDENT'S REPORT

**Requested By:** Superintendent    **Prepared By:** Thom Peck

**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.

- ❖ Parent/Teacher Conferences
- ❖ LJHS Veteran's Day Assembly---Friday, November 10, 2017---2:00p.m.---LJHS Auditorium
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 16, 2017
- ❖ No School—November 22-24, 2017—Thanksgiving Vacation
- ❖ Lewis & Clark Band and Choir Concert—Tuesday, November 28, 2017—7:00 p.m.—FCPA
- ❖ LJHS Choir Concert—Thursday, November 30, 2017—7:00 p.m.—LJHS Auditorium
- ❖ FHS Choir Concert—Thursday, December 14, 2017—7:00 p.m.—FCPA
- ❖ BBB/GBB (FR/JV)—FHS Showcase—December 7-9, 2017—TBA
- ❖ Calendars for 2018-2019 and 2019-2020
- ❖ Building Tours
- ❖ Superintendent Evaluation - December
- ❖ Legislative Special Session
- ❖ Gaining Training

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

11

☐ 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

11/13/2017

Agenda Item No.

12

☒ 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 October 9, 2017, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
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, October 9, 2017**

**REGULAR BOARD MEETING**

**CALL TO ORDER (5:00 p.m.)**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Jeff Southworth,  
Monte Weeden

**TRUSTEES ABSENT:**

Stephen Vantassel

**STAFF PRESENT:**

Business Manager/District Clerk Rebekah Rhoades, Scott Dubbs, Randy  
Barber, Brett Thackeray, Keithon Walter, Jared Long, Bobbie Atchison

**OTHERS PRESENT:**

Joe Zahler – KXLO Radio, Doreen Heintz – News Argus, Emily Eckhardt,  
Lisa Pierce, Austin Standley and other interested parties.

3. **MOTION TO SET AGENDA** – Approved Unanimously (Birdwell/Bailey)
4. **Presentation**—Jeff Elliott introduced both the Fergus FFA and Fergus Golf Team. Brett Thackeray, coach of the Boys and Girls Golf team shared their accomplishments at State Golf. Mr. Standley, Jared Long's student teacher, and three FFA members (Chloe Arndt, Grace Holzen, and Zack Jensen) gave information about their upcoming National FFA trip to Indianapolis and other activities.
5. **Report**—Student Representative  
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  
The Building and Grounds Committee met on Tuesday, September 26th. At that meeting, Randy updated the members on current projects and shared quotes for future projects. The committee determined to move forward on new front doors for the High School, updating lighting, HVAC/Air for the FHS gymnasium, replacing the motor and drives on the FHS bleachers, and remodel of the FHS locker rooms.
8. **Calendar Items, Concerns, Correspondence, Etc.**  
No items were discussed.
9. **Report**—Investment  
Interest earned and distributed for September was not provided by the County Treasurer. It will be reported at November's Board Meeting. Examples of new reports for the month of July were shared.
10. **Report**—Superintendent



Superintendent Thom Peck was unable to attend the meeting, but provided a summary of his discussion points. Rebekah Rhoades updated the board on Technology staffing. The school audit was completed and came back with no findings. The Board was reminded that MCEL is next week. Board Tours will be postponed until a later date. The Gaining Committee would prefer the evening, if possible, for their initial training. Phil Koterba also reminded the Board of various dates for upcoming events in the District. The October Student Count was completed on 10/2/2017, showing a district-wide increase of approximately 20 students.

#### **PUBLIC PARTICIPATION**

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

There was no public participation.

#### **ACTION ITEMS**

##### **MINUTES**

12. Minutes of the September 11, 2017, Regular Board Meeting – Approved unanimously (Bailey/Thompson)

##### **APPROVAL OF CLAIMS**

13. Claims -- Approved unanimously (Birdwell/Weeden)  
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 Assessing Late Charge Penalty to Empire Roofing for High School Roof Project -- TABLED
16. Approve opening additional checking account for Fergus High Student Activities -- Approved unanimously (Birdwell/Bailey)
17. First Reading---Board Policy 2150---Suicide Awareness and Prevention – Approved unanimously (Birdwell/Bailey)
18. First Reading---Board Policy 3120---Compulsory Attendance -- Approved unanimously (Weeden/Bailey)
19. First Reading---Board Policy 3121---Enrollment and Attendance Records -- Approved unanimously (Thompson/Weeden)
20. First Reading---Board Policy 3125---Education of Homeless Children -- Approved unanimously (Bailey/Thompson)
21. Eliminate Board Policy---8122---Use of Private Autos on School Business -- Approved unanimously (Bailey/Weeden)
22. Approve Additions to the Substitute List for the 2017-2018 School Year -- Approved unanimously (Bailey/Weeden)
23. Approve Personnel Report -- See Exhibit A -- Approved unanimously (Bailey/Weeden)

#### **ADJOURNMENT**

The meeting was adjourned at 6:00 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, November 13, 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 October 9, 2017**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>RASMUSSEN, Kami</b>	Food Server/Kitchen Aide	Fergus High School	Approve appointment on schedule--FOOD SERVER/KITCHEN AIDE Step 0, Breakfast 2 days per week, 2 hours per day, Lunch 5 days per week, 3 hours per day (Total 20 hours per week) for 156 days/year	10/6/2017	Amie Friesen	Replaing Holly Peterson
<b>WYMAN, Michael</b>	Custodian	Fergus High School	Approve appointment on schedule--MAINT II Step 0 for up to 6 hours per day for 160 days, up to 8 hours per day for 20 days for the 2017-2018 FY.	10/9/2017	Randy Barber	Replacing Abigail Stickel
<b>STICKEL, Abigail</b>	Custodian	Fergus High School	Approve appointment on schedule--MAINT II Step 0 for up to 8 hours per day for up to 201 days for the 2017-2018 FY.	9/22/2017	Randy Barber	Replacing Robert Peterson
<b>SCHURMAN, Karen</b>	Food Server/Kitchen Aide	Highland Park	Approve appointment on schedule--FOOD SERVER/KITCHEN AIDE Step 0, Food server 5 days per week for 3.75 hours, Kitchen aide 5 days per week for 3 hours (Total 33.75 hours per week) for 147 days/year	10/23/2017	Amie Friesen	Replacing Jaime Harris
<b>BALDWIN, Scott</b>	Director of Technology	Lincoln	Approve Administration Salary \$55,000, 8 hours/day, 5 days/week, 12 months/year, for up to 189 days/year	10/10/2017	Thom Peck	Replacing Bill Klapwyk
<b>PECK, Thom</b>	Superintendent	Central Office	Approve Out-of-State Travel to attend the National Conference on Education in Nashville, TN	2/15/2018-2/17/2018		MASS will cover the cost of the Conference Registration and Round-Trip Flight
<b>LONG, Jared</b>	FFA Advisor	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Indianapolis, IN	10/22/2017 - 10/29/2017		See attached letter.
<b>DECOCK, Adrienna</b>	Science Bowl/Olympiad Club Advisor	Fergus High School	Accept Resignation.	9/11/2017		
<b>MANGOLD, Mike</b>	Science Bowl/Olympiad Club Advisor	Fergus High School	Approve appointment on schedule--(.028 x \$33,231.00) \$913.85	9/11/2017	Jeff Elliot	Revised Contract.
<b>NEFZGER, Tim</b>	Science Bowl/Olympiad Club Advisor	Fergus High School	Approve appointment on schedule--(.028 x \$33,231.00) \$913.86	9/11/2017	Jeff Elliot	Revised Contract.

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

**Monday October 9, 2017**

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>RECOMMENDED BY</b></i>	<i><b>COMMENTS</b></i>
<b>Harris, Jaime</b>	Food Server/Kitchen Aide	Highland Park	Accept Resignation via telephone.	9/25/2017		
<b>KLAPWYK, BILL</b>	Director of Technology	All Schools	Accept Letter of Resignation.	11/4/2017		See attached letter.
<b>LAROWE, Clint</b>	Girls First Assistant Basketball Coach	Fergus High School	Accept Verbal Resignation.	10/1/2017		
<b>WIRTZBERGER, Danny</b>	Girls First Assistant Basketball Coach	Fergus High School	Approve appointment on schedule (.110 x \$33,231.00) \$3,655.41	10/9/2017	Jim Daniels	See attached letter.
<b>BROOKS, Jessica</b>	Paraprofessional	Garfield	Accept Letter of Resignation.	10/9/2017		See attached letter.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

13

☒ 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 November 10, 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.

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/13/2017

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN AND OUT OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as indicated below.

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Requests for Placement Inside/outside of Lewistown Public Schools

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

**NOTES:**

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



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

15

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

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

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

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

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

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

**NOTES:**

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

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

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

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

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

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

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

**DONE** at Lewistown, Montana, this 13th day of November 2017.

**ATTEST:**

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

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

**To be published in the News Argus on November  
15, 2017**

**P.O. #**

### **BIDDING INFORMATION**

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Technology items are not eligible for bids, as the equipment is beyond repair and will be destroyed. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7<sup>th</sup> Ave South, Lewistown, MT 59457. Bidding will close on Wednesday, November 29, at 12:00 p.m. Bidders will be notified of the results. For general questions, please contact Rebekah Rhoades at 535-8777 x 116.



**SURPLUS LIST  
November 2017**

**Highland Park:**

General Electric refrigerator – old

**Lewis & Clark:**

Hotpointe Refrigerator - old

**Lincoln Building:**

Victor 10-key Calculator – does not work

110 - Introduction to Physcial Science Books (ISBN 978-0-07-877804-9)– Grade 8 - 2008

25 – Science Books (978-0-618-49227-5) – Grade 5 - 2007

120 - Earth Science (978-0-07-874636-9) – High School - 2008

20 - Giancoli Physics (0-13-607302-6) - High School - 2009

120 – Biology (978-0-07-880284-3) – High School – 2008

7 - VOX - New College Spanish and English Dictionary (978-0-07-154788-8) – High School - 2007

34 - Spanish to English & English to Spanish Dictionary (978-0-7434-7013-1) – High School - 2002

3 - Buen viage! - Level 1 books (0-07-825680-01) – High School - 2000

10 - Buen viage! - Level 2 books (0-07-825682-8) – High School - 2000

7 - Buen viage! - Level 3 books (0-07-641813-4) – High School - 2000

5 - Juntos – Uno (0-13-050847-0) – High School - 2000

1 - VOX - Modern Spanish and English Dictionary (0-8442-7990-0) – High School - 1984

4 - Prescion Optics - Videoscope Set - 20x to 50x – Grade 3

1 box - Miscellaneous science supplies – Grade 3

**Technology**

Backups 500 APC

12 - Catalyst Cat5 Switch

29 – Dell Computer Towers

7 – Dell Computer Monitors

Sonicwall NSA

KVM Switch

2 – Lenovo Laptop

Iomega NAS

4 – Lenovo Netbooks

Power Connect

Orinoco Router

HP Deskjet 5550 Printer

2- HP Laserjet 2100

HP Jet Direct Ex Plus 3

1 Box – Centronix Cables

2 – NEC Projectors

Toshiba Projector

2 - Dell Powerededge Servers

Halfmoon Powerededge Server

Cisco Server

Dymo Typewriter Kit

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

16

☐ 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.

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

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
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> 01

**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.

Schedule #	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			
8	32	MR13	Example: Commission Records-Minutes	01/1950	10/1990		X	X		Microfilmed	
12	41e		Example: Marriage Licenses	08/1907	09/1972		X		X		
7	22,52	SDR-111-2,4	Claims Checks,PO REQ	7/02	6/07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	54,55	111-4	PURCHASE ORDERS, RECEIVING REPORTS	07/02	6/07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	23	111-2	CLAIMS APPROVAL LIST	07/02	06/07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	19	111-1	CANCELLED GENERAL VOUCHER CHECK/WARRANTS	07/01	06/06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	68	111-5	YEAR END ENCUMBRANCES	FY 1999	06/09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	47	111-3	INVOICES	FY 2004	FY 2006	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	43	111-3	GENERAL LEDGER/ GENERAL JOURNALS/ALL FUNDS	07/02	06/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	10	V111-1	PAYROLL -REPORTS- a, b, c, i	01/06	06/09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	4,5	V111-1	BLANK PAYROLL CHECK/CANCELLED PAYROLL WARRANTS	07/01	06/06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	41	SDR-111-3	FOOD SERVICE RECORDS - f.	2002	2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central Registry (Ten Year Rule) below.		
<b>Authorized Local Government Representative:</b> <b>Name:</b> Phil Koterba <b>Signature:</b>	<b>Date:</b> 09/12/2016	<b>Phone:</b> (406)535-8777
<b>Records Custodian:</b> <b>Name:</b> <b>Signature:</b>	<b>Date:</b>	<b>Phone:</b> (     )
<b>LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL</b>		
<b>Department of Administration Committee Member:</b> <b>Name:</b> <b>Signature:</b>		<b>Date:</b>
<b>Montana Historical Society Committee Member:</b> <b>Name:</b> <b>Signature:</b>		<b>Date:</b>
<b>Local Government Committee Member:</b> <b>Name:</b> <b>Signature:</b>		<b>Date:</b>
<b>NOTIFICATION ON CENTRAL REGISTRY</b>		
Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they have been listed on a central registry and offered to various agencies and the public for 60 days.		
Request for Records Disposal or Transfer Authorization have been listed on the central registry. <b>Completed by</b> <b>Name:</b> N/A <b>Signature:</b>		<b>Unclaimed records may be disposed 60 days after this date:</b> N/A
<b>TEN YEAR RULE:</b> Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry.		
<b>Certificate of Transfer/Destruction/Disposition Comments</b>		
I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated. <b>Name:</b> Rebekah Rhoades <b>Title:</b> Business Manager <b>Date:</b> <b>Signature:</b>		

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

17

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

ITEM TITLE: APPROVE FHS STUDENT ACTIVITY ACCOUNT FOR TECH 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 Tech Club.

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

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

18

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

ITEM TITLE: SECOND READING—BOARD POLICY #2150 – Suicide Awareness and Prevention

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #2150 — Suicide Awareness and Prevention; consider adoption of said policy.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #2150 – Suicide Awareness and Prevention

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

**NOTES:**

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

# Lewistown School District #1

## INSTRUCTION

2150-R

### Suicide Awareness and Prevention

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI)

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the School District will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Video conference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the local school board that is consistent with professional development standards.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation the provisions of this policy or resulting from any training, or lack of training related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

Legal Reference: 20-7-1310, MCA Youth suicide awareness and prevention training

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

19

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

ITEM TITLE: SECOND READING—BOARD POLICY #3120 – Compulsory Attendance

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #3120 --- Compulsory Attendance; consider adoption of said policy.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3120 – Compulsory Attendance

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

**NOTES:**

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



STUDENTS

3120

Compulsory Attendance

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians responsible for seeing that their children who are age seven (7) or older before the first (1<sup>st</sup>) day of school attendance until the later of the following dates:

1. Child's sixteenth (16<sup>th</sup>) birthday; or
2. Completion date of the work of eighth (8<sup>th</sup>) grade.

The provisions above do not apply in the following cases:

- (a) The child has been excused under one of the conditions specified in 20-5-102.
- (b) The child is absent because of illness, bereavement or other reason prescribed by the policies of the trustees.
- (c) The child has been suspended or expelled under the provisions 20-5-202.
- (d) The child is excused pursuant Section 2 of 20-5-103.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of determination by a district judge that attendance is not in the best interest of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age sixteen (16) is not in the best interests of the child or the school.

Legal Reference:	20-1-308, MCA	Religious instruction released time program
	20-5-101, MCA	Admittance of child to school
	20-5-102, MCA	Compulsory Enrollment and excuses
	20-5-103, MCA	Compulsory Attendance and excuses
	20-5-104, MCA	Attendance Officer
	20-5-106, MCA	Truancy
	20-5-108, MCA	Tribal agreement with district for Indian child compulsory attendance and other agreements
	20-5-109, MCA	Nonpublic school requirements for compulsory enrollment exemption
	20-5-202, MCA	Suspension and expulsion

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/13/2017

**Agenda Item No.**

20

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

**ITEM TITLE:** SECOND READING—BOARD POLICY #3121 – ENROLLMENT AND ATTENDANCE RECORDS

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

**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #3121 –Enrollment and Attendance Records; consider adoption of said policy.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3121 – Enrollment and Attendance

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

**NOTES:**

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

Enrollment and Attendance Records

Since accurate and enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Lewistown School District may only include, for ANB purposes, an enrolled student who is:

- A resident of the District or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the District;
- Participating in the Running Start program at district expense under 20-9-706, MCA;
- Receiving education services, provided by the District using appropriately licensed District staff at a private residential program or private residential facility licensed by the Department of Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana Job Corps program under an interlocal agreement with the District under 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the District under 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in 20-9-707, MCA.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Legal Reference:	1-1-215, MCA	Residence – rules for determining Calculation of average number belonging (ANB) – three year averaging. Running Start Program – authorizing class credits at postsecondary institution – eligibility – payment for credits Agreement with Montana Youth Challenge Program or accredited Montana Job Corp Program
	20-9-311, MCA	
	20-9-706, MCA	
	20-9-707, MCA	

29 U.S.C. 794                      Nondiscrimination under Federal grants and programs  
34 CFR 300.1, et seq. Assistance to states for the education of children with  
disabilities.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

21

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

ITEM TITLE: SECOND READING—BOARD POLICY #3125 – EDUCATION OF HOMELESS CHILDREN

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #3125 –Education of Homeless Children; consider adoption of said policy.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3125 – Education of Homeless Children

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

**NOTES:**

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

## **Lewistown School District**

### **STUDENTS 3125**

#### Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an Out-of-District attendance agreement and tuition for a homeless child.

**Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the District.**

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Complaint Procedure. *Note: This policy is required for a district receiving federal funds under Title I.*

Cross Reference: 3215 Uniform Complaint Procedure

Legal Reference: 42 U.S.C. 11431, et seq. McKinney Homeless Assistance Act  
20-5-101, MCA Admittance of child to school

#### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

22

☐ 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/Para:

Kathy Sue Hall

Substitute Custodian:

Jack Rogers

Substitute School Food List:

Billie Arnold  
Diana Blythe

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

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/13/2017

Agenda Item No.

23

☐ 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 November 13, 2017**

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>RECOMMENDED BY</b></i>	<i><b>COMMENTS</b></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

Thursday, October 12, 2017

James O. Bussey  
517 U.S. Hwy 191 N.  
Lewistown, MT 59457

Lewistown Public Schools  
School District # 1  
c/o Rebekah Rhoades  
215 7th Avenue S.  
Lewistown, MT 59457

Ladies and Gentleman:

I hereby tender my resignation as of this date: Monday, October 16, 2017 . I have already contacted MPERA and informed them of my wish to retire at the end of this year. Starting my retirement effective 1 January, 2018.

It has been a distinct pleasure working for the School District and with the Administration and the employees of the various schools. It has been a unique and enlightening experience. Thank You, for the opportunities, and I wish everyone great success!

Respectfully.

James O. Bussey



Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;

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**Fwd: Resignation**

1 message

**Danny Wirtzberger** <danny.wirtzberger@lewistown.k12.mt.us>

Thu, Oct 26, 2017 at 2:13 PM

To: Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;, Thom Peck &lt;thom.peck@lewistown.k12.mt.us&gt;, Rebekah Rhoades &lt;rrhoades@lewistown.k12.mt.us&gt;

Hello Jennifer,

Please file this resignation for Ginger Ingersoll. I have visited with Rebekah, and I think I will wait to post until next week to post position. Thanks!

----- Forwarded message -----

From: **Ginger Ingersoll** <ginger.ingersoll@lewistown.k12.mt.us>

Date: Thu, Oct 26, 2017 at 1:52 PM

Subject: Resignation

To: Danny Wirtzberger &lt;danny.wirtzberger@lewistown.k12.mt.us&gt;

Please accept this email as my formal notice that I will be resigning as a paraprofessional aide. I've been asked to begin orientation on November 6, so my final day will be November 1st (since there is not school on the 2nd or 3rd). I've really enjoyed my time at Lewis and Clark and thank you so much for everything.

Sincerely,

Ginger Ingersoll

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**Danny Wirtzberger**

Lewistown Public Schools

Principal

Lewis &amp; Clark Elementary



## 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
		<b>8.00</b>

**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

