

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, June 10, 2019

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of FHS Girls Softball Team and Coaches
5. Presentation – Zach Routzahn, School Resource Officer, Risk Management and Vulnerability Assessment
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.
8. Report—Investment
9. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the May 13, 2019, Regular Board Meeting

APPROVAL OF CLAIMS

12. Claims

INDIVIDUAL ITEMS

13. Approve Extension of Grass Range Bus Route into the Lewistown School District
14. Approve Extension of Lewistown Bus Route into the Grass Range School District
15. Approve Extension of Moore Bus Route into the Lewistown School District
16. Approve Extension of Winifred Bus Routes into the Lewistown School District
17. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
18. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
19. Approve Voiding Outdated Stale Warrant Claims
20. Approve Individual Transportation Contracts for the Elementary District
21. Approve Second Semester Claim for Individual Contract Bus Reimbursement
22. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
23. Approve Fergus High School Student Activity Account Changes
24. Approve KinderSteps program location change to Garfield Elementary

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, June 10, 2019

REGULAR BOARD MEETING

-CONTINUED PAGE 2-

- 25. Approve School Facility Assessment
- 26. Approve Multidistrict Agreement between Lewistown Elementary Schools and Fergus High School
- 27. Approve Increase for School Food Meal Prices for the 2019-2020 School Year
- 28. Approve Central Montana Education Center Building Use Agreement with University of Providence
- 29. 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/266>*

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

4

ITEM TITLE: RECOGNITION OF FHS GIRLS SOFTBALL TEAM AND COACHES

Requested By: Board of Trustees **Prepared By:** Mike Mangold

SUMMARY:

Mike Mangold, Head Coach and the Fergus High School Girls Softball team will be recognized.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

5

ITEM TITLE: PRESENTATION—RISK MANAGEMENT AND VULNERABILITY ASSESSMENT

Requested By: Board of Trustees **Prepared By:** Zach Routzahn

SUMMARY:

Zach Routzahn, School Resource Officer, will present the Board with information pertaining to the Risk Management and Vulnerability Assessment.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

6

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 2018-2019 School Year.

The Trustees need to sign up for committees for the 2019-2020 School Year.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

STANDING COMMITTEES OF THE BOARD
2018-2019 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
2018-2019 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:								
Fine Arts, Library, Technology, Guidance, Health Enhancement	2		X			X		
Health Insurance Program	2			X			X	
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Policy Review	3	X	X			X		

STANDING COMMITTEES OF THE BOARD
2019-2020 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2019-2020 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Activities	2							
Curriculum Committees:								
English Language Arts	1							
Health Insurance Program	2							
School Calendar	1							
Vocational Advisory Council	1							
Gaining	3							
Policy Review	3							

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

7

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.

MTSBA Dues Renewal Letter

Jill Reed Thank You

Danny Wirtzberger – Delegate Assembly

School Safety Summit – August 20-21, Butte

Facility Solutions & Management Consulting – June 25, Lewistown

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

8

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for May 2019 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

9

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- ❖ Staffing Update
- ❖ MTSBA School Board Training – June 13th, 10:00 a.m. – 2:00 p.m.
- ❖ Spring Sports GPA
- ❖ 2015-2020 Goals and Strategic Objectives-Review for July
- ❖ Zach – Risk Assessment and Vulnerability Conference & Crisis Management Team
- ❖ COPS Grant
- ❖ ALICE Training – October 17 & 18, Lewistown
- ❖ CRISS Audit – Fingerprinting and Background Check
- ❖ Driver's Ed and Camps
- ❖ Summer Maintenance
- ❖ Graduation Reflections

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

10

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

11

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 13, 2019, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 7th Ave South
Lewistown, Montana 59457

MONDAY, May 13, 2019

OATH OF OFFICE (6:00 p.m.)

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS,
ADMINISTERED THE OATH OF OFFICE TO:
OATH OF OFFICE TO PHILLIP KOTERBA AND JENNIFER THOMPSON

ORGANIZATION MEETING

1. CALL TO ORDER
Superintendent Thom Peck called the Organizational Meeting to order.
2. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,
Stephen Vantassel
TRUSTEES ABSENT:
Jeff Southworth
STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Danny Wirtzberger, Matt Lewis, Matt Ventresca, Scott Sparks, Nycole LaRowe, Brandon DeCock, Bobbie Atchison.
OTHERS PRESENT:
Robert Pfund—KXLO Radio, Doreen Heintz—Lewistown News-Argus, Rhonda Long—County Superintendent of Schools, Libbey Fried-Jenness—Student Representative and other interested parties.
3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR
Superintendent Thom Peck, called for nominations for Board Chair. Trustee Bailey nominated Phil Koterba, seconded by Trustee Weeden. No other nominations were made. Motion carried unanimously.
4. CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR
Superintendent Thom Peck, called for nominations for Board Vice-Chair. Trustee Birdwell nominated CJ Bailey for Vice Chair, seconded by Trustee Thompson. Trustee Bailey declined.

Trustee Birdwell nominated Jennifer Thompson for Vice Chair, seconded by Trustee Vantassel. No other nominations were made. The motion carried unanimously.
5. APPOINTMENT OF THE DISTRICT CLERK
Trustee Koterba moved to nominate Rebekah Rhoades as District Clerk, seconded by Trustee Thompson. The motion carried unanimously.

ADJOURNMENT (6:05pm)

REGULAR BOARD MEETING

CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)

1. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell, Stephen Vantassel
TRUSTEES ABSENT:
Jeff Southworth
STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Danny Wirtzberger, Matt Lewis, Matt Ventresca, Scott Sparks, Nycole LaRowe, Brandon DeCock, Bobbie Atchison, Tim Majerus, Jeff Friesen.
OTHERS PRESENT:
Robert Pfund—KXLO Radio, Doreen Heintz—Lewistown News-Argus, Libbey Fried-Jenness—Student Representative, Tom Wojtowick, Jennifer DeGuzman, Jennifer Pfau and other interested parties.
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – approved unanimously (Bailey/Weeden)
4. RECOGNITION OF FHS BOYS BASKETBALL TEAM AND COACHES
Scott Sparks, Head Boys Basketball Coach, shared the successes from the 2019 season.
5. RECOGNITION OF FHS GIRLS BASKETBALL TEAM AND COACHES
Nycole LaRowe, Head Girls Basketball Coach, introduced some of her players and shared the successes from the 2019 season.
6. RECOGNITION OF FHS WRESTLING TEAM AND COACHES
Brendon DeCock, Head Wrestling Coach, introduced some of his players and shared the successes from the 2019 season.
7. REPORT—STUDENT REPRESENTATIVE
Libbey Fried-Jenness, Student Representative to the Board, updated the Board on happenings at Fergus High School.
8. REPORT—LEA
A Lewistown Education Association (LEA) Rep was not present at the meeting.
9. REPORT—COMMITTEES OF THE BOARD
No committees have met.
10. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.
Mr. Peck distributed information on the following:
 - Invite to the FFA Banquet
 - MTSBA Training is on June 13th from 10:00am-2:00pm. A training is also available on June 27th from 5:00pm-9:00pm at Denton
 - CTA Meeting Notes
 - FHS is hosting the conference for Facilities Solutions Management and Consulting.
 - Legislative Questions for Board Members handout from MTSBA
 - Safe Schools Summit handout
 - School District Report Card

Monte Weeden Excused at 6:38pm
11. REPORT—BUDGET UPDATE 6:40pm
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees on preliminary information regarding the 2019-2020 General Fund Budgets.

12. **REPORT—INVESTMENT**

Interest earned and distributed for April 2019, was reported with \$3,905.04 in the elementary funds and \$3,442.39 in the high school funds for a total of \$7,347.43.

13. **REPORT—SUPERINTENDENT**

Superintendent Peck updated the Board of Trustees on staffing throughout the District. Work on the self-contained classroom, grade re-configuration, and space is still being worked on, but no changes will take place in FY20. All Trustees will be at Graduation to hand out diplomas. Central Office staff will start the summer schedule on June 3, 2019, working four 10-hour days, Monday-Thursday. Mr. Peck updated the Board on dates of various events taking place throughout the District. Business Manager Rebekah Rhoades spoke to the Trustees regarding their option to participate in the District Health Insurance.

PUBLIC PARTICIPATION

14. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

There was no public participation.

ACTION ITEMS

MINUTES

15. **MINUTES OF THE APRIL 8, 2019, REGULAR BOARD MEETING**
– approved unanimously (Birdwell/Bailey).

APPROVAL OF CLAIMS

16. **CLAIMS** – the claims referenced in the 2018-2019 Bill Schedule and submitted through May 10, 2019, were approved unanimously (Birdwell/Thompson). The Finance Committee for April – June 2019 is Board Chair Phil Koterba, Jennifer Thompson, Kris Birdwell and Jeff Southworth.

INDIVIDUAL ITEMS

- 17. **APPROVE KINDERSTEPS AT CENTRAL MONTANA HEAD START** – (Birdwell/Thompson). Koterba - Yes, Thompson – Yes, Birdwell – Yes, Bailey – No, Vantassal - No
- 18. **SECOND READING—BOARD POLICY 6121F DISTRICT ORGANIZATION—ORGANIZATIONAL CHART** – approved unanimously (Birdwell/Bailey).
- 19. **APPROVE RESOLUTION TO SUBMIT BROADBAND FOR MONTANA SCHOOLS APPLICATION** – approved unanimously (Bailey/Vantassel).
- 20. **CANVASS OF ELECTION RESULTS—ELEMENTARY GENERAL FUND LEVY** – approved unanimously (Bailey/Thompson).
- 21. **APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS** – approved unanimously (Vantassel/Birdwell).
- 22. **APPROVE PRINCIPAL SALARY MATRIX** – approved unanimously (Bailey/Birdwell).
- 23. **APPROVE CHANGES TO THE MAINTENANCE IV/FHS HEAD CUSTODIAN SALARY MATRIX** – approved unanimously (Bailey/Thompson).
- 24. **APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF FOR THE 2019-2020 SCHOOL YEAR** – (Bailey/Vantassel). 6 votes in favor, 1 abstention (Birdwell)
- 25. **APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED AND CERTIFIED ADMINISTRATORS FOR THE 2019-2020 SCHOOL YEAR** – approved unanimously (Bailey/Birdwell)
- 26. **APPROVE FERGUS COUNTY INVESTMENT RESOLUTION** – 6 votes in favor, 1 against (Vantassel) (Bailey/Thompson).
- 27. **APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY** – approved unanimously (Thompson/Bailey).

28. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2018-2019 SCHOOL YEAR – approved unanimously (Thompson/Bailey).
29. APPROVE PERSONNEL REPORT– See Exhibit A –approved unanimously (Bailey/Thompson).

ADJOURNMENT

The meeting was adjourned at 8:05 p.m. The next regular meeting will be held at 6:00 p.m. on Monday, June 10, 2019, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 13, 2019

<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>
ARMSTRONG, Chad	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 72 hours at \$25.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	June 3 -July 2, 2019	Thom Peck	See attached memo
AUCK, Staci	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 90 hours at \$25.00 per hour for a total of \$2,250.00 for behind-the-wheel instruction	June 3 - July 2, 2019	Thom Peck	See attached memo
BENTLEY, Emmylyn	Assistant Cross Country Coach	Fergus High School	Approve appointment on schedule - (.085 X \$34,404.00) \$2,924.34	8/1/2019	Jim Daniels	Replacing Michael Kelsey
BLACKADAR, Thomas	Head-Custodian	Fergus High School	Accept Letter of Resignation	4/19/2019	Jason Fry	See attached letter
CLARK, Bradley	Custodian	Fergus High School	Approve appointment on schedule - MAINT 2 Step 0 up to 8 hours per day for up to 35 days for the 2018-19 school year	5/13/2019	Tim Majerus	Replacing Sandra Logan
ELNESS, Mauri	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 138 hours at \$25.00 per hour for a total of \$3,450.00 for behind-the-wheel and classroom instruction	June 3 -July 2, 2019	Thom Peck	See attached memo
KEPLER, Sean	Elementary Teacher	Jr. High School	Approve appointment on schedule --BA Step 4 (Actual Step 0) 0.5 FTE	7/1/2019	Scott Dubbs	New Position
KLIPPENES, Steve	Transportation Director	Bus Barn	Accept Letter of Resignation	7/31/2019	Thom Peck	See attached letter
KROGSTAD, Jocelyn	Elementary Teacher	Jr. High School	Approve appointment on schedule --BA Step 9- 1.0 FTE	7/1/2019	Scott Dubbs	Replacing Mandy Eike
LAFEVER, James	Custodian	Central Office & Jr. High	Accept Letter of Resignation	5/31/2019	Jason Fry	See attached letter
LAFEVER, Rosemary	Food Server	Lewis & Clark School	Accept Letter of Resignation	5/31/2019	Amie Friesen	See attached letter

EXHIBIT 'A' CONTINUED

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 13, 2019

<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>
MATTHEIS, Nancy	IMC Technician	Central Office	Accept Letter of Resignation	6/13/2019	Rebekah Rhoades	See attached letter
NASH, Paige	Assistant Volleyball Coach	Fergus High School	Approve appointment on schedule - (.085 X \$34,404.00) \$2,924.34	8/1/2019	Jim Daniels	Replacing Jean Irish
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation.	August 5-16, 2019	Chris Rice	See attached memo.
ROGERS, Jack	Custodian	Fergus High School	Approve appointment on schedule - MAINT 2 Step 0 up to 8 hours per day for up to 45 days for the 2018- 19 school year	4/29/2019	Jason Fry	Replacing Mike Wyman who is temporary covering Tom Blackadar position
SNYDER, Suwaphit	Custodian	Garfield School	Approve appointment on schedule -MAINT 2 Step 0 up to 8 hours per day for up to 20 days for the 2018- 19 school year	6/3/2019	Jason Fry	Replacing Tom Ramey

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

12

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through June 7, 2019, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2019 include: Board Chair Phil Koterba, CJ Bailey Jeff Southworth, and Monte Weeden.

*****Need to Select New Finance Committee Members for July-September 2019*****

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

13

ITEM TITLE: APPROVE EXTENSION OF THE GRASS RANGE BUS ROUTE INTO THE
LEWISTOWN SCHOOL DISTRICT

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

SUMMARY:

The Board of Trustees needs to approve the request from Grass Range Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Grass Range Bus Route into the Lewistown School District

☒ **Additional Information Attached**

NOTES:

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

Fergus County Bus Transportation Agreement

Out -of- District Approval
Out -of- County Approval

The Board of Trustees of Grass Range School District No.27, Fergus County and the Board of Trustees of Lewistown Public Schools No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2019-2020 school year.

This agreement is blanket coverage for students who are transported by District #27 buses to attend Grass Range School.

Description of Route: Cheadle Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Grass Range School District # 27

Board Chair
Lewistown School District #1

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

* Proposed new bus routes must follow current laws, approval between school districts and approval by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

14

ITEM TITLE: APPROVE EXTENSION OF THE LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT

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

SUMMARY:

The Board of Trustees needs to approve the request from Lewistown Public Schools to extend their bus route into the Grass Range School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Lewistown Bus Route into the Grass Range School District

☒ **Additional Information Attached**

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2019-2020 School Year.

This agreement is a blanket coverage for students who are transported by Lewistown School District #1 buses to attend Lewistown Schools.

Description of Bus Route:

Bus Route 2 – Morning and afternoon bus routes travel over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Lewistown School District #1

Board Chair
Grass Range School District #27

Date: _____

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

15

ITEM TITLE: APPROVE EXTENSION OF MOORE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

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

SUMMARY:

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus route to the entrance of Spring Creek Colony and to access the turn-around.

SUGGESTED ACTION: Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony

☒ **Additional Information Attached**

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Moore School District No. 44, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2019-2020 School Year.

This agreement is a blanket coverage for students who are transported by District #44 buses to attend Moore Schools.

Description of Bus Route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, turns right for 2.3 miles, makes a left turn onto Spring Creek Colony road for 1.9 miles (Lewistown High School District). Turns around at Spring Creek Colony and goes back to Ross Fork Road to pick up the DeBelly student (Denton District) then travels south on Ross Fork Road 3 miles and turns left onto Lower Cottonwood Road. Travels a half mile turning right on Wichman Road. Travels two miles to pick up the Martin students, then turns onto Wild Rose Road for 3 miles back to Highway 87 to pick up Cundiff (King Colony District) and Tresch students (Lewistown District). Travel on Highway 87 for 1 mile to pick up Wichman students, continues on Highway 87 returning to the Moore School.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman
Moore School District #44

Board Chair
Lewistown School District #1

Date: _____

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

16

ITEM TITLE: APPROVE EXTENSION OF THE WINIFRED BUS ROUTES INTO THE LEWISTOWN SCHOOL DISTRICT

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

SUMMARY:

The Board of Trustees needs to approve the request from Winifred Public Schools to extend their bus routes into the Lewistown School District as described on the attachments.

SUGGESTED ACTION: Approve Extension of Winifred Bus Routes into the Lewistown School District

☒ **Additional Information Attached**

NOTES:

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

Fergus County Bus Transportation Agreement

Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2019-2020 school year.

This agreement is a blanket coverage for students who are transported by District 115 buses to attend Winifred Schools.

Description of Route:

Winifred to Hilger – Highway Route for 23 miles to Hilger. Turn around at mile 23 by Hilger Grain Elevator and head back to Winifred.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

School Dist # _____

School Dist # _____

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

Fergus County Bus Transportation Agreement

Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2019-2020 school year.

This agreement is a blanket coverage for students who are transported by District 115 buses to attend Winifred Schools.

Description of Route:

The Salt Creek Bus Route enters the Lewistown Elementary School District from the intersection of the Salt Creek Road and Moulton Road and continues west and north for approximately 5.3 miles where it reenters the Winifred k-12 School District.

Salt Creek Bus Route turns west off of the Salt Creek Road on to the Plum Creek Road for approximately 4.3 miles. It then turns east on to a private driveway for approximately 1.1 miles, turn around in a private driveway, and then returns to the Salt Creek Road for the remainder of the route.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

School Dist # _____

School Dist # _____

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

17

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED
ABSENCES FUND(S)

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

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

18

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE INTERLOCAL FUND

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

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Interlocal Fund as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School

General Fund(s) to the Interlocal Fund

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. Legislature now allows districts to roll and accumulate money in the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as the General Fund and may be used towards expenses from either district. This is extremely beneficial in those years where enrollment "bubbles" may cause a shortage in one budget and a surplus in another.

District Administration requests the Board approval to transfer money from the Elementary and/or High School General Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the Interlocal Cooperative Fund from each Participating District's General Fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

20-3-363. Multidistrict agreements -- fund transfers. (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an Interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the Interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the Interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the Interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the Interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an Interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

19

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE CLAIMS WARRANTS

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

SUMMARY:

Attached is a report of outstanding, stale dated warrants (checks) that should be cancelled at this time. 20-9-233, MCA authorizes the Board to cancel any warrants which have been issued and outstanding for at least one year. The District will not reissue these warrants at this time.

Districts should cancel stale dated warrants annually. Note also that although cancelled, the District must honor these warrants for eight years from the date of issuance in the unlikely event they are presented for payment. [27-2-202(1), MCA]. We will cancel stale dated warrants again each June (to close the fiscal year) and annually thereafter. Following are the applicable statutes for your reference. Please contact me with questions.

20-9-223. Cancellation of outstanding warrants – duplication. The trustees of any school district shall be authorized to cancel any warrant that has been issued for at least 1 year. However, the contractual obligation of the district that has been satisfied by the issuance of the warrant shall not be terminated until the time specified by 27-2-202(1) has elapsed. When a warrant has been canceled and the obligation has not terminated under 27-2-202(1), the district may issue a duplicate warrant without the completion of an indemnity bond by the payee.

27-2-202. Actions based on contract or other obligation. (1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years. (2) The period prescribed for the commencement of an action upon a contract, account, or promise not founded on an instrument in writing is within 5 years. (3) The period prescribed for the commencement of an action upon an obligation or liability, other than a contract, account, or promise, not founded upon an instrument in writing is within 3 years.

SUGGESTED ACTION: Approve Voiding Outdated Stale Claims Warrants

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

OUTSTANDING CHECKS WRITTEN PRIOR TO 6/30/2017

Check Number	Date	Payee	Amount	Type	Clear Date	Void Date	Fiscal Year
123764	5/11/2018	TIM TARPLEE	\$145.52	Expense			2018

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

20

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACTS FOR THE ELEMENTARY DISTRICT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Rebecca Reisig
Zelda Boogman

SUGGESTED ACTION: Approve Individual Transportation Contracts for the Elementary District

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2019 - 2020

Due to School Clerk June 1

Contract # 48368

Elementary District Responsible for Reimbursing Contract Lewistown Elem	County Fergus	Legal Entity 0258
High School or K-12 District Responsible for Reimbursing the Contract	County	Legal Entity

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

Isolation: Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval

☐ Yes☒ No

HS District Approval

☐ Yes☒ No

County District Approval

☐ Yes☒ No

Parent or Guardian Name:

Zelda Boogman

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00

HS/K12 0.00

Distance from home to nearest bus stop, if any (one way)

EL 4.70

HS/K12 0.00

☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K	K	1-8	9-12
Total	Total	Total	Total	Total
Regular Trans	0.00	1.00	0.00	
Spec. Ed. Trans	0.00	0.00	0.00	0.00
Room & Board	0.00	0.00	0.00	
Coresponse	0.00	0.00	0.00	
Reg. Contingency	0.00	0.00	0.00	
Spec. Ed. Contin.	0.00	0.00	0.00	0.00

DEADLINES:

PARENTS: Due to School Clerk June 1**CLERKS:** Send original to County Supt by July 1, retain a for your files

REIMBURSEMENT RATES

determined by 20-10-142, MCA

EL

HS

\$1.19

\$0.00

Agreement between parent (parent name) _____, and school district (district name) _____

County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session.
The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

I attest the above information is true and correct

Elementary School District

Chair, Board of Trustees

Date

Lewistown Elem

High School district

Chair, Board of Trustees

Date

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number



INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2019 - 2020

Due to School Clerk June 1

Contract # 48369

Elementary District Responsible for Reimbursing Contract Lewistown Elem	County Fergus	Legal Entity 0258
High School or K-12 District Responsible for Reimbursing the Contract	County	Legal Entity

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

Isolation: Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
HS District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
County District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Parent or Guardian Name:

Rebecca Reisig

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

Distance from home to nearest bus stop, if any (one way)

EL 4.20 HS/K12 0.00☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K	K	1-8	9-12
Total	Total	Total	Total	Total
Regular Trans	0.00	2.00	0.00	
Spec. Ed. Trans	0.00	0.00	0.00	0.00
Room & Board	0.00	0.00	0.00	
Coresponse	0.00	0.00	0.00	
Reg. Contingency	0.00	0.00	0.00	
Spec. Ed. Contin.	0.00	0.00	0.00	0.00

Student Name	School	Grade

THIS CONTRACT IS FOR:

Grades K-12

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both

Prekindergarten

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both**PREKINDERGARTEN**

Prekindergarten child rides WITH other school age students also covered by this contract

To or from Bus Stop 0.00 times per day 0 days per weekTo or from School 0 times per day 0 days per week

Prekindergarten child rides WITHOUT other school-age students

To or from Bus Stop 0 times per day 0 days per weekTo or from School 0 times per day 0 days per week**DEADLINES:****PARENTS:** Due to School Clerk June 1**CLERKS:** Send original to County Supt by July 1, retain a for your files**REIMBURSEMENT RATES**

determined by 20-10-142, MCA

EL

HS

\$0.84

\$0.00

Agreement between parent (parent name) _____, and school district (district name) _____

County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session. The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

I attest the above information is true and correct

Elementary School District

Chair, Board of Trustees

Date

Lewistown Elem

High School district

Chair, Board of Trustees

Date

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

21

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

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

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

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

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



TR-5
Individual Contract Reimbursement Claim
2nd Semester 2018-2019

14 Fergus
0258 Lewistown Elem

01/21/2019-05/31/2019

Contract #	Shared	Family Name	Daily		Days		Total
			Rate	Isolation	Transported	Reimbursed	Reimbursement
45296	False	Reisig, Rebecca	0.84	No	79.0	79.0	66.36 *
45648	False	Boogman, Zelda	1.19	No	86.0	86.0	102.34 *
Total Individual Contract Reimbursement							168.70

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

22

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

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

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

SUMMARY:

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

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

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



TR-6 **Bus Route Reimbursement Claim** **2nd Semester 2018-2019**

03/21/2019-05/31/2019

14 Fergus
0258 Lewistown Elem

Route #	Miles		Rate	Driver	VIN	Days		Total
	%	Per Day				Claimed	Reimbursed	Reimbursement
1	67.00	84.0	1.57	Floyd L. Carter	4DRBWAAN8DB356001	89.0	89.0	7,864.00
2	67.00	84.0	1.80	Gregory D. Mikat	4DRBWAAAR09A668040	0.0	0.0	0.00
3	67.00	59.0	1.36	Cindy L. Noel	4DRBWAAN7CB341925	89.0	89.0	4,784.71
4	67.00	70.0	1.80	Wayne R. Lelek	4DRBWAAN0hb524154	89.0	89.0	7,513.38
5	67.00	55.5	1.57	Jodi E. Tombarge	4DRBWAAN6GB000568	89.0	89.0	5,195.86
6	67.00	47.0	1.57	Deborah T. Walker	4DRBWAAN8DB356001	89.0	89.0	4,400.10
7	67.00	51.0	0.95	Albert C. White	4DRBUAAL1FB033528	89.0	89.0	2,889.07
8	67.00	49.8	1.80	Michael D. Perrine	4DRBWAAN1EB481987	89.0	89.0	5,345.23
11A	100.00	50.0	1.36	Robert S. Odermann	4DRBWAAN16A218714	89.0	89.0	6,052.00
2A	67.00	84.0	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	89.0	89.0	9,016.06
Total Bus Route Reimbursement								53,060.41

Board Chair

 Signature



TR-6
Bus Route Reimbursement Claim
2nd Semester 2018-2019

03/21/2019-05/31/2019

14 Fergus
0259 Fergus H S

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	84.0	1.57	Floyd L. Carter	4DRBWAAN8DB356001	89.0	89.0	3,873.32
2	33.00	84.0	1.80	Gregory D. Mikat	4DRBWAAAR09A668040	0.0	0.0	0.00
3	33.00	59.0	1.36	Cindy L. Noel	4DRBWAAN7CB341925	89.0	89.0	2,356.65
4	33.00	70.0	1.80	Wayne R. Lelek	4DRBWAAN0hb524154	89.0	89.0	3,700.62
5	33.00	55.5	1.57	Jodi E. Tombarge	4DRBWAAN6GB000568	89.0	89.0	2,559.15
6	33.00	47.0	1.57	Deborah T. Walker	4DRBWAAN8DB356001	89.0	89.0	2,167.21
7	33.00	51.0	0.95	Albert C. White	4DRBUAAL1FB033528	89.0	89.0	1,422.98
8	33.00	49.8	1.80	Michael D. Perrine	4DRBWAAN1EB481987	89.0	89.0	2,632.73
2A	33.00	84.0	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	89.0	89.0	4,440.74
Total Bus Route Reimbursement								23,153.40

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

23

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT CHANGES

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

SUMMARY:

A request is being made by the following Clubs/Classes to set up a student activity account with the Fergus High School Activity Funds.

Class of 2023

A request is also being made to close the following Fergus High School Activity Fund, as this class has graduated and no longer needs to be in place.

Class of 2019

SUGGESTED ACTION: Approve FHS Student Activity Account Changes

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

24

ITEM TITLE: APPROVE KINDERSTEPS PROGRAM LOCATION CHANGE TO GARFIELD ELEMENTARY

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

SUMMARY:

The Board of Trustees needs to approve housing the KinderSteps program at Garfield Elementary. It was previously approved to be housed at Head Start. There were some Budget Concerns expressed by a couple of Board Members with transportation costs and space rental. Having KinderSteps at Garfield eliminates those costs.

SUGGESTED ACTION: Approve KinderSteps program location change to Garfield Elementary

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

25

ITEM TITLE: APPROVE FACILITY INVENTORY ASSESSMENT

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

SUMMARY:

In the 2017 Legislative Session, SB307 allowed the use of a permissive levy in the Building Reserve Fund to be used toward major maintenance specifically outlined in the School Facility Inventory reports completed in 2009 (see link to go to previous assessment: <https://comdev.mt.gov/programs/qualityschools>).

As a result of SB307, it is mandated that each year by June 30th the Facility Inventory be updated and reported to OPI. The decision of the Board was to have a new Facility Assessment done by CTA Architects that will replace the previously completed School Facility Inventory done in 2008. That assessment is attached.

SUGGESTED ACTION: Approve Facility Inventory Assessment

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

FACILITY CONDITION INVENTORY



SPRING 2019

CTA, INC.



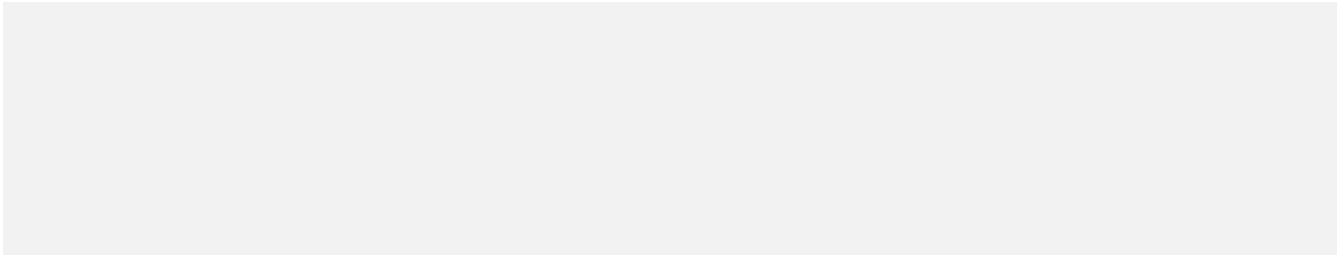
PIONEERING ENVIRONMENTS

LEWISTOWN PUBLIC SCHOOLS

MISSION

“Excellence Today, Success Tomorrow”

VALUES AND BELIEFS

1. We believe in striving for excellence, developing a passion for learning, and bringing student to their full potential as life-long learners.
 2. We believe in a safe, secure, respectful, and caring educational and social environment.
 3. We believe students and staff must be challenged intellectually and academically, must be accountable for all actions, and must expect excellence.
 4. We believe staff training, partnered with diverse opportunities and resources, is essential to meeting the individual needs of all students.
 5. We believe the community, working hand in hand with our schools, plays a valuable role in educating our children.
- 

PREFACE

This report constitutes the beginning of a systematic review of the existing conditions of the facilities within Lewistown Public Schools. It presents a unique opportunity for the city and students of Lewistown to prepare for the future and explore and discuss potential, potential that is inherently embedded within the infrastructure of the district and the city.

Task One in this process is to review and assess the current condition of existing facilities and to begin to quantify necessary renovation and maintenance activities that should take place to maintain feasible operations of the schools. This report is not intended to serve as a masterplan, nor is it intended to prioritize expenditure of funds. While the CTA team has begun to ask some of those questions and develop the background research necessary to advance this discussion to the next steps, this report is focused on establishing a baseline from which potential solutions can be identified and evaluated.

Tasks Two and Three (exploring ideas and applying them, respectively) would ideally follow the results of this study, engaging the staff and community in a wider discussion that will chart and prioritize the future of education in the Lewistown community.

The information presented herein represents a wide scope of investigation undertaken by a group of building design professionals, each of whom specifically targeted select systems within each structure. These results are not fully conclusive; rather, they represent a detailed picture of each school, along with the specific challenges and opportunities unique to each building.

TEAM.

Board of Trustees

Phil Koterba

C.J. Bailey

Kris Birdwell

Jennifer Thompson

Monte Weeden

Jeff Southworth

Stephen Vantassel

Lewistown Public Schools Administration

Thom Peck, Superintendent, Lewistown Public Schools

Jason Fry, Facilities Director

Matt Lewis, Principal, Garfield Elementary

Tim Majerus, Principal, Fergus High School

Jeff Friesen, Assistant Principal, Fergus High School

Scott Dubbs, Principal, Lewistown Junior High School

Matt Ventresca, Principal, Highland Elementary

Tom Blackadar, Fergus High School

Dan Konert, Lewistown Public Schools

Dan Hensley, Lewistown Public Schools

CTA Inc.

Martin Byrnes, AIA

Anthony Houtz, AIA

Jennisse Schule, Associate AIA

Rick DeMarinis, PE

Patrick Todd, Roofing Specialist

Brian Johnson, PE

Alan Anseth, PM

CONTENTS

Overview of the Schools

District Overview

Digital Walkthroughs, Aerial Photographs, Traffic Patterns, and Floor Plans

Capacities

Safety and Security

Exterior Envelope

Interior Assessments

Opinions of Probable Cost

Roofing Assessment

Overview

Lewis and Clark Elementary

Highland Park Elementary

Garfield Elementary

Lewistown Junior High School

Fergus County High School

Lincoln Administration Building

Cost Tables – Replacement and Maintenance

Roof Map Diagrams

Electrical Systems Assessment

Overview

Garfield Elementary

Lewis and Clark Elementary

Highland Park Elementary

Lewistown Junior High School

Fergus County High School

Mechanical System Assessment

Overview

Site Summary and Recommendations

Fergus County High School

Lewistown Junior High School

Lewis and Clark Elementary

Lincoln Elementary

Garfield Elementary

Highland Park Elementary

Recommendations

Preliminary Cost Assessment

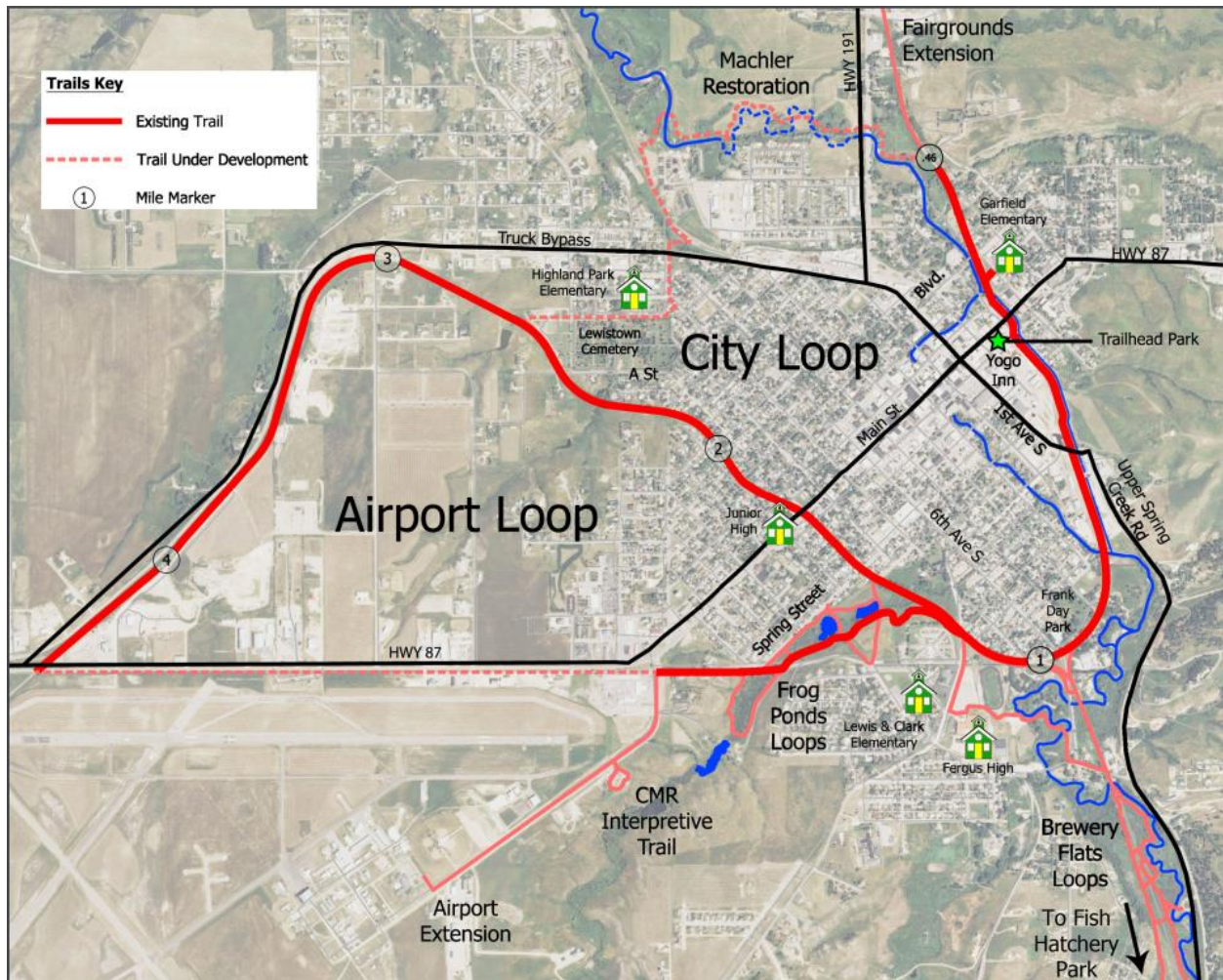
Photographs

Summation



OVERVIEW

DISTRICT OVERVIEW



FACILITIES SUMMARY

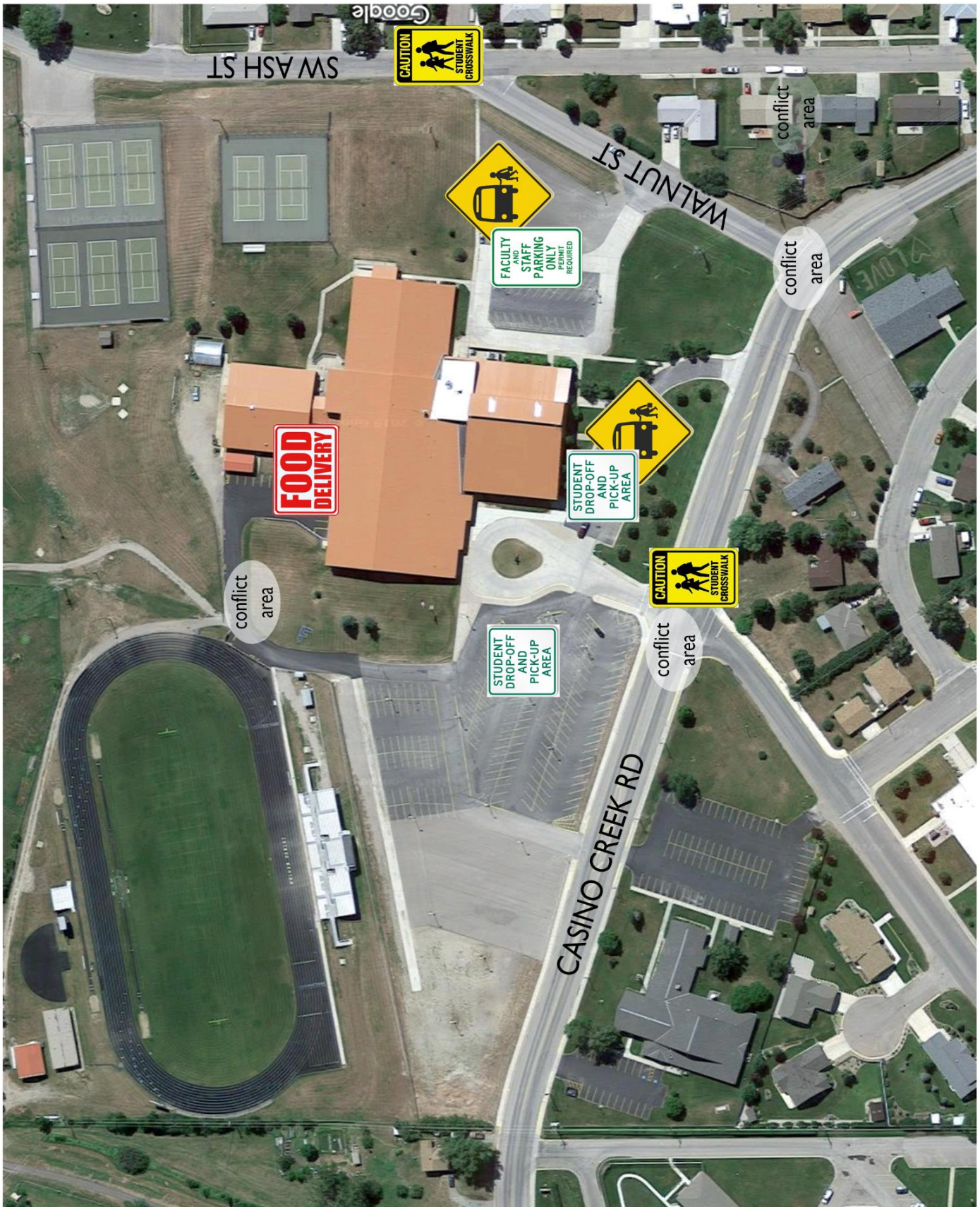
There are five (5) schools; Lewistown High School, Junior High School, Lewis and Clark Elementary School, Garfield Elementary and Highland Park Elementary. There is an administrative building (Lincoln) and a Bus Barn. District vehicles and other equipment are maintained at the bus barn or outside of the High School or Junior High School. The District has recently acquired a storage unit.

LEWISTOWN DISTRICT FACILITIES									
	Grades	Enrollment (as of June 2007)	Classrooms (not including gym)	Functional Capacity	Year Built	Stories	Additions	Square Footage	Site Size (ac)
Elementary Schools									
Highland Park Elementary	PK-2	297	17	228	1950	1	1953, 1967	24,005	1.2
Garfield Elementary	3-4	184	13	171	1953	1	1953	20,095	1.5
Lewis and Clark Elementary	5-6	182	12	152	1959	1		25,035	4.4
Total	PK-6	663	42	551				69,135	7.1
Junior High Schools									
Lewistown Junior High	7-8	185	16	242	1921	2 (plus basement)		57,550	1.5
Total	7-8	185	16	242				57,550	1.5
High Schools									
Lewistown High School	9-12	337	30	428	1986	2		100,713	37.0
Total	9-12	337	30	428				100,713	37.0
District Support Facilities									
Lincoln Administration Center	Admin, Central Kitchen, Warehouse, Lease Space				1949	1		16,636	1.0
District Total	PK-12	1185	88	1221				244,034	46.6



FERGUS HIGH SCHOOL

FERGUS HIGH SCHOOL AERIAL MAP



FERGUS HIGH SCHOOL

Interior digital walkthrough : <https://my.matterport.com/show/?m=QwqweLuwNqy>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned internally and has no visual or physical control of either the front or rear entries. No specific solutions for passive secure design control are apparent right away, but with technological upgrades, a more secure and versatile observation system could be implemented.

Bus access seems to work okay, but takes place at least in part, in the staff parking area. Parking for students is primarily separated into their own lot. During high-use times such as tournaments, accessing Casino Creek Road is difficult at best and impossible at times.

Overall vision of the exterior site is good. No trees or shrubs block vision of the site, but some shrubs do exist up close to the building. These should be evaluated and potentially removed in favor of lower-growing plants that allow for good visibility toward the building from the street.

A secure vestibule should be provided at the main entry (probably also the secondary entries as well), and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum. Lockdown is difficult throughout the education wing as there are multiple open points of entry and exit. It will be critical to handle connections to the main entry in order to minimize any issues in the education wings.

EXTERIOR OVERVIEW

The exterior of the school is concrete and while it is showing wear, the concrete surface is durable and maintainable. Downspouts are heat traced to prevent icing and many of them drain into a subsurface drain pipe. Much of the site concrete is in need of full replacement, including the loading dock, stairs by the auditorium, and the steps, sidewalk and curb out toward the student lot. The exit platform that exits the building on the opposite side also needs replacement, along with large sections of the tall retaining wall. Drainage in the back entry to the kitchen will need to be reworked to path the water and snow buildup out of that interior courtyard. There are a few soft spots in the landscape areas that hold water, but most of the site drains well. Guardrails around the site are typically too short for code – in some areas, there need to be handrails installed to accommodate pedestrians. The ADA parking stalls do not have access aisles. Lighting is generally pretty good around the building exits, but the lower exits from the gym do not have lights under the canopies. Doors need some adjustment on the main building, but at the shop and outbuildings, the doors and seals should all be replaced.

Storefronts at the entry and at the cafeteria patio need to be reglazed and the flashings reset to move water away from the building.

INTERIOR OVERVIEW

The majority of the interior finishes are in good condition, with exception of the vestibules. Vestibules need new flooring and ceilings, ideally after the roofs are addressed. Treads on the stairs down to the gym floor are worn out, as is the concession area countertops and benches. Guardrails in the stairwells are too low and too open and should be modified to meet current code requirements. Ventilation air in the wrestling and weight rooms is inadequate. There are some ADA compliant restrooms in the building, but there are restroom groups that are not ADA compliant and will need to become so during a renovation. One lower level exit from the education wing may require a signaled 'area of rescue assistance' upon further code review.



Railing/Guards and slab



Lighting above Exit Canopies



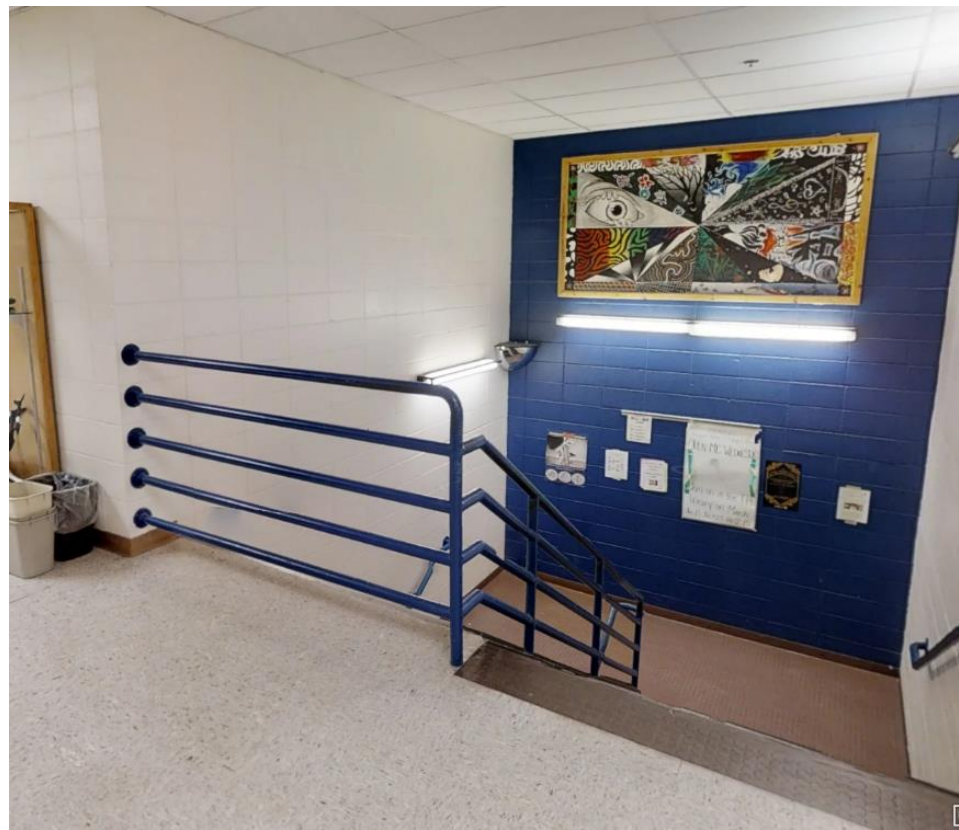
Landing Separation



Retaining Wall



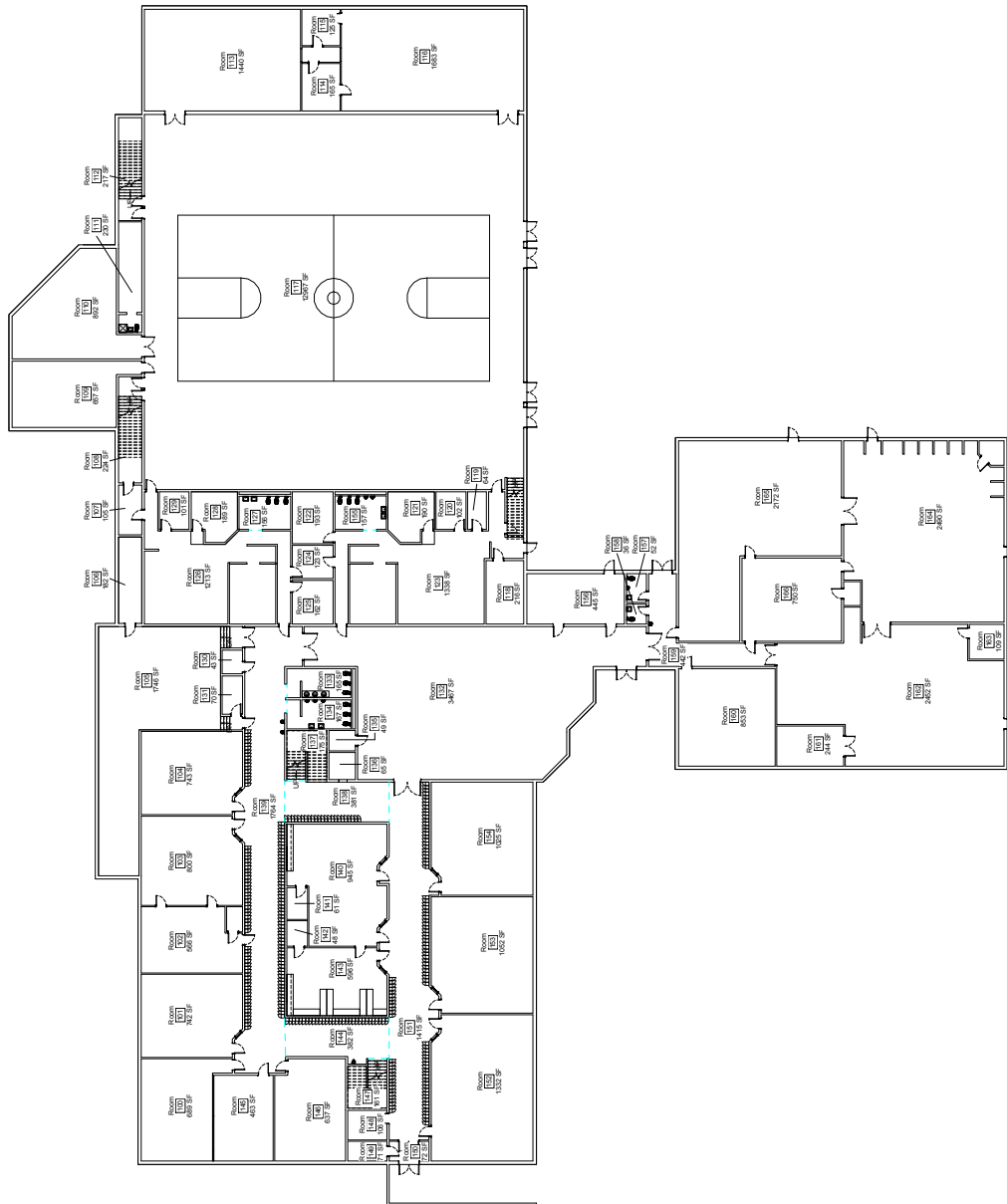
Vestibule Ceilings



Guardrail/Handrail

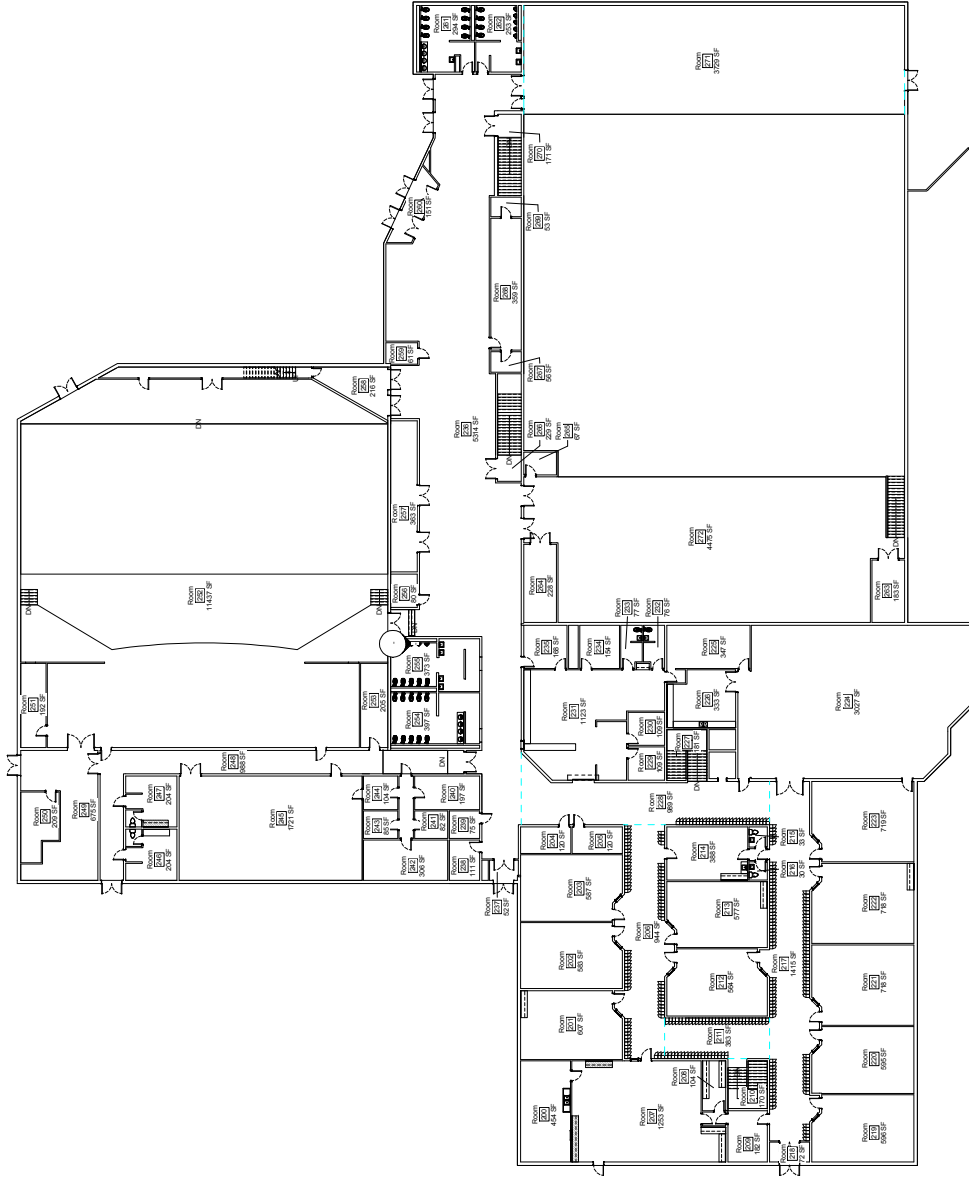


Vestibule Floor



1 FIRST FLOOR EXISTING PLAN
A101 1/16" = 1'-0"

www.ctagroup.com
800.767.9522

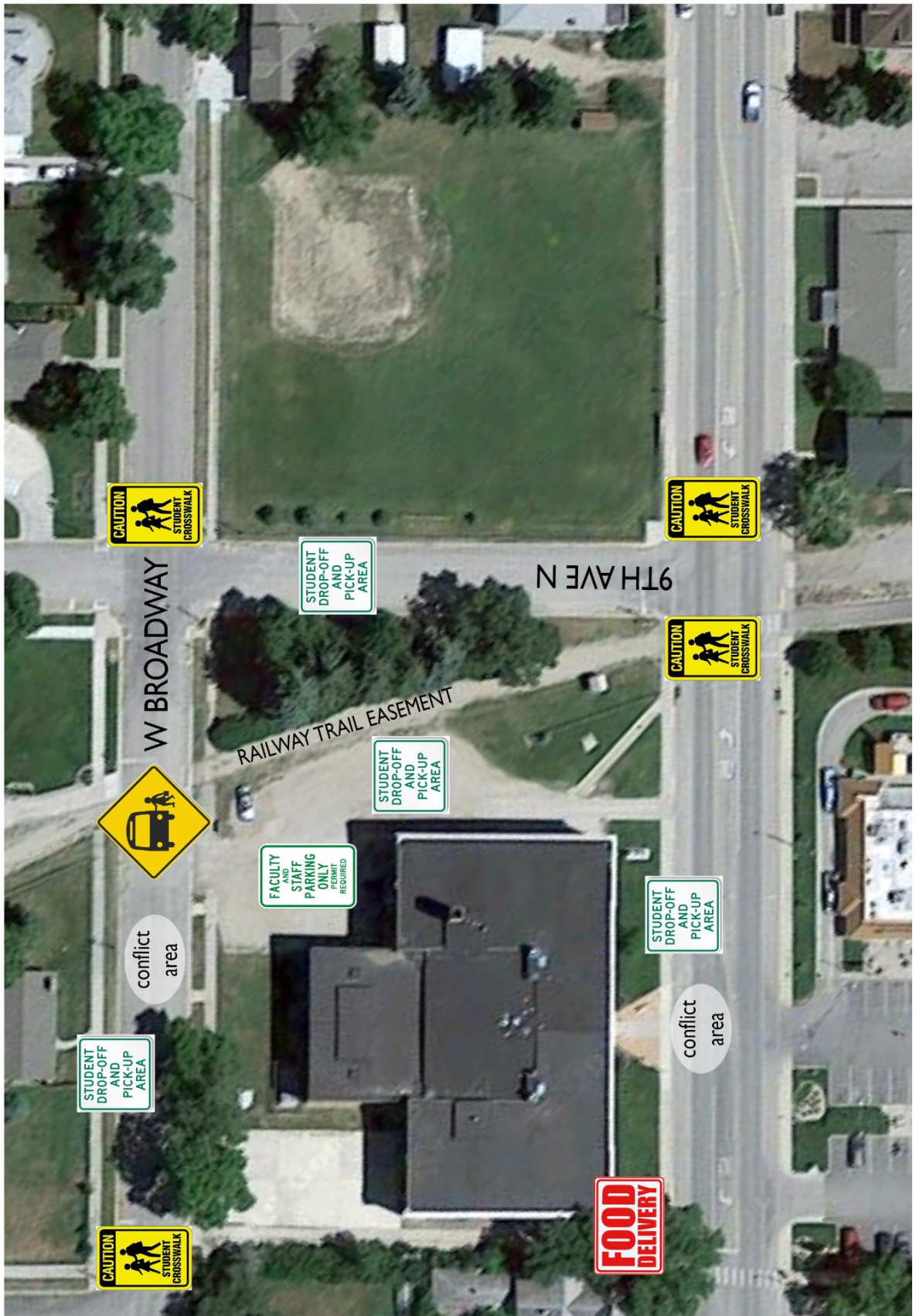


Lewistown Public Schools
CTA Architects Engineers

	FERGUS HIGH SCHOOL					
	SUMMARY OF COSTS AND PRIORITIES					
				Priorities		
ITEM #	DESCRIPTION		Infrastructure	High	Code	Future Investigation
A. ARCHITECTURAL						
A001	Fire rated covering on wall between wrestling & PE storage					
A002	Fire rated covering on bottom of stairs to modeling loft	\$2,900			\$2,900	
A003	Fire rated covering on bottom of stairs from balcony to gym	\$2,900			\$2,900	
A004	Repair hardware for full operation at wood shop finish room					
A005	Repair all illuminated exit signs for full operation					
A006	Repair door smoke seals	\$3,675				\$3,675
A007	Repair auditorium egress doors for full operation					
A009	Provide vented chemical storage in physics/chemistry classroom					
A010	Repair exterior threshold slab at nine exit doors	\$11,890				\$11,890
A011	Accessible restrooms	\$92,800			\$92,800	
A012	Accessible restrooms in concessions building at track	\$35,280				\$35,280
A013	Replace caulking in precast concrete panels					
A014	Install snow breaks on roof above cafeteria					
A015	Replace damaged ceramic tile in men's lobby restroom					
A016	Replace/repair door weather stripping on gym door					
A017	Repair north wall of janitor closet by south exit of lower level	\$2,900				\$2,900
A018	Repair deteriorated asphalt paving around parking lots					
A019	Replace rubber surface coating on running track					
A020	Repair damage from mold in team warm up rooms					
A021	Divert runoff flow away from grandstands & track	\$13,340		\$13,340		
A022	Correct lower tennis court base/drainage, resurface, reset posts					
A023	Repair upper tennis court, reset posts					
A024	Replace concrete landings at two locations	\$33,175	\$33,175			
A025	Replace railings, select site locations	\$24,600			\$24,600	
A026	Sealant - typical around exterior	\$3,200	\$3,200			
A027	Storefront repair	\$4,500	\$4,500			
A028	Flooring and ceiling tile in vestibules	\$6,250	\$6,250			
A029	Lighting at gym exits	\$2,800			\$2,800	
A030	Door replacement at shop buildings	\$8,250				\$8,250
A031	Sidewalk replacement	\$18,350	\$18,350			
A032	Area of exit assistance	\$4,500			\$4,500	
A033	Secure Vestibule	\$52,650		\$52,650		
A034	Concession laminate and benches	\$4,200				\$4,200
A035	Bathroom finish fixes	\$5,460				\$5,460
A036	Stair Guardrails	\$8,000			\$8,000	
A037	Roof Work	\$1,130,000	\$1,130,000			
B. STRUCTURAL						
S002	Replace slab in men's restroom in gym	\$21,750	\$21,750			
S003	Replace concrete stair at east exit out of north gym balcony	\$50,460	\$50,460			
S005	Install snow breaks on roof above cafeteria					
C. ELECTRICAL SYSTEMS						
E001	Add a main disconnect to the outside of building					
E003	Replace lighting	\$655,980	\$655,980			
E004	Provide GFCI protection for receptacles in FCS & science	\$14,790			\$14,790	
E005	Upgrade fire alarm system	\$12,780	\$12,780			
D. MECHANICAL SYSTEMS						
M001	Replace distribution pumps, valves, piping near boilers					
M002	Replace chilled water & heat pump distribution pumps, valves, piping					
M006	Add additional exhaust fans & ductwork in science rooms	\$30,740	\$30,740			
M005	Mechanical System Work	\$563,600	\$563,600			
M008	Replace temperature control with digital system with web interface					
P004	Install reduced pressure backflow preventor at city water main	\$12,180	\$12,180			
	FERGUS HIGH SCHOOL TOTAL	\$2,833,900	\$2,542,965	\$65,990	\$153,290	\$71,655

LEWISTOWN JUNIOR HIGH SCHOOL

LEWISTOWN JUNIOR HIGH SCHOOL AERIAL MAP



LEWISTOWN JUNIOR HIGH SCHOOL

Interior digital walkthrough : <https://my.matterport.com/show/?m=8xcif7f7u61>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned at the front entry and affords difficult view of the entry approach. The counter position and orientation of the office help with security at the main office.

The student drop off area and bus zones are in the same location and should be revisited for solutions. Main Street is also an issue, as this area becomes a student drop-off zone and is on a highly traveled street. Traffic also sometimes comes through the teacher parking area for drop-off and should be discouraged.

The site is tight, but a row of trees and shrubs along the railway trail easement obscure vision of that portion of the site. The shrubs should be removed for better vision angles from the building, and the trees should be evaluated relative to their coverage once the shrubs are removed.

Internally, alternate exit routes for office personnel and providing better vision out of the office to the exterior would all be recommended upgrades as the facility moves into the future. A secure vestibule should be provided at the main entry, and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum.

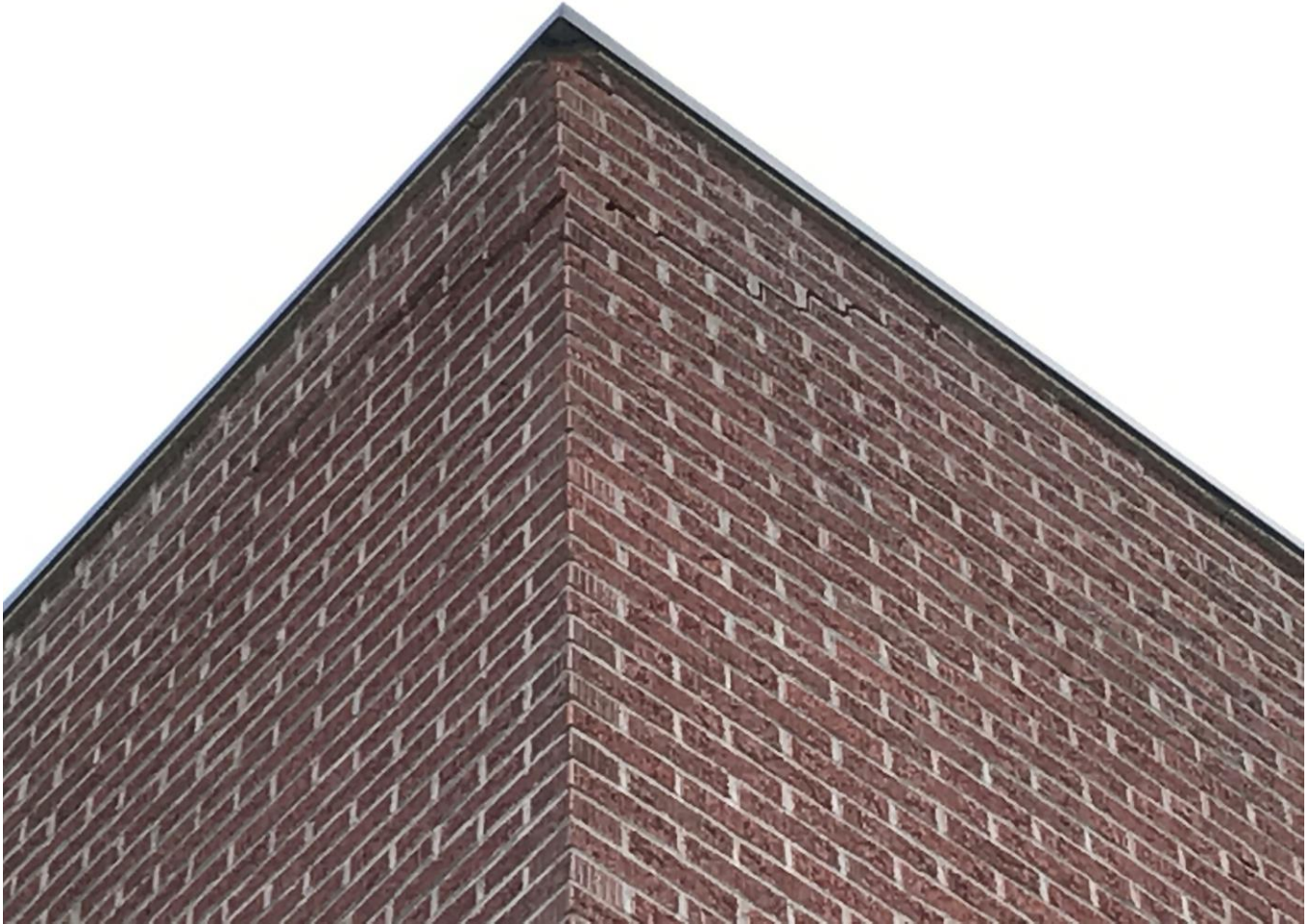
Access from the basement needs to be improved, as the exiting and access to multiple ways out of the basement are limited. As the basement spaces are necessary for education delivery at the school, it would be prudent to develop some alternative layouts for better safety and exit procedures in an emergency situation.

EXTERIOR OVERVIEW

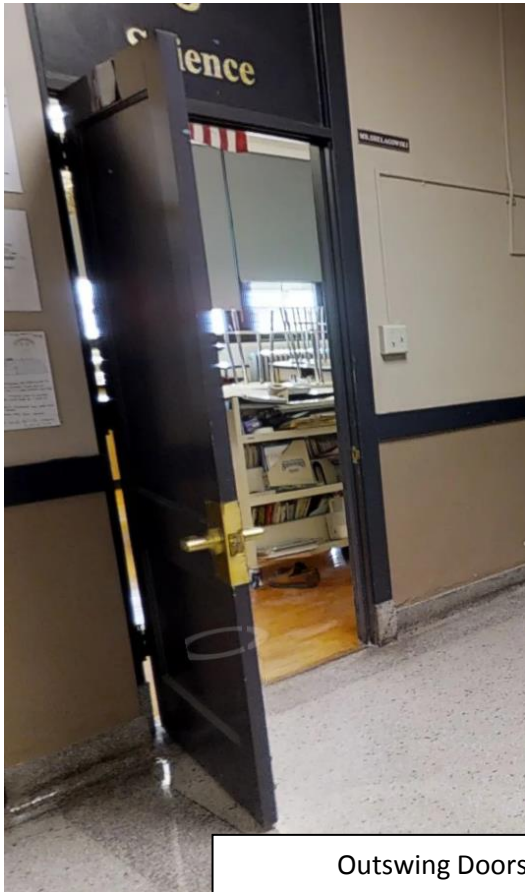
The exterior of the school is brick and the material is indicative of its age but is in great condition. Windows have been replaced and are in excellent condition. Exit staircases are also in good condition. The parking and drive to the east of the school have substantial grade/drainage issues that result in water entering the basement in large volumes at times. ADA access is from the west side only. Secure fencing should close up around the playground area, and due to the connection of the playground area, should be evaluated for usefulness during the masterplanning process. There is evidence of severe movement/cracking in the northeast corner of the parapet. This section should be pulled down, re-tied, and repointed.

INTERIOR OVERVIEW

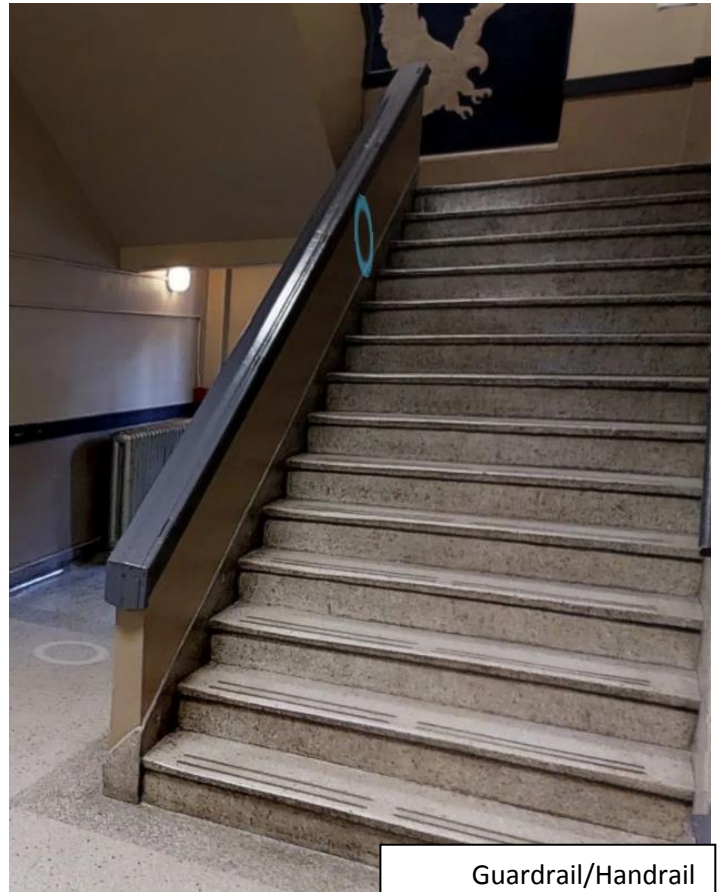
The interior of the school is historic and in very good condition relative to its age. The basement area, as indicated above, is problematic at the locker rooms and at the music area, for egress and security reasons. Plaster finishes throughout the building are in need of repair, as they are cracking and spalling off into the space or onto the ceiling tiles. Many of the classrooms are too small and not flexible enough to meet 21st century student needs. Restroom facilities are inadequate to meet demands of the student population, and during events in the auditorium, are very undersized. Stairwell guardrails are solid, but not tall enough for current code. Historical Preservation discussions would be warranted to discuss whether these guardrails should be amended to meet current code requirements. The seating in the auditorium as well as the guardrails along the balcony are not in current code compliance either and should be reviewed. Cracking in the terrazzo floors is not uncommon in buildings of this age and overall the floors are in good condition, but there is noticeable cracking in some areas.



Parapet Cap Masonry Crack



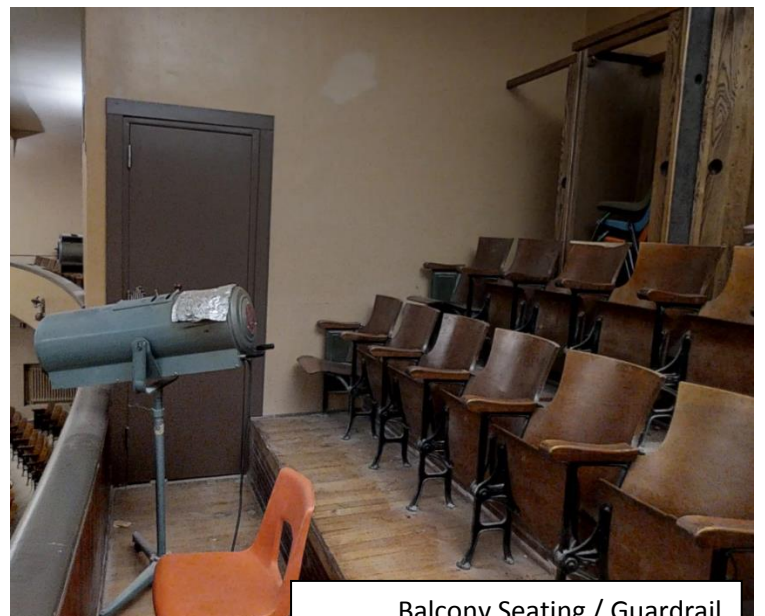
Outswing Doors



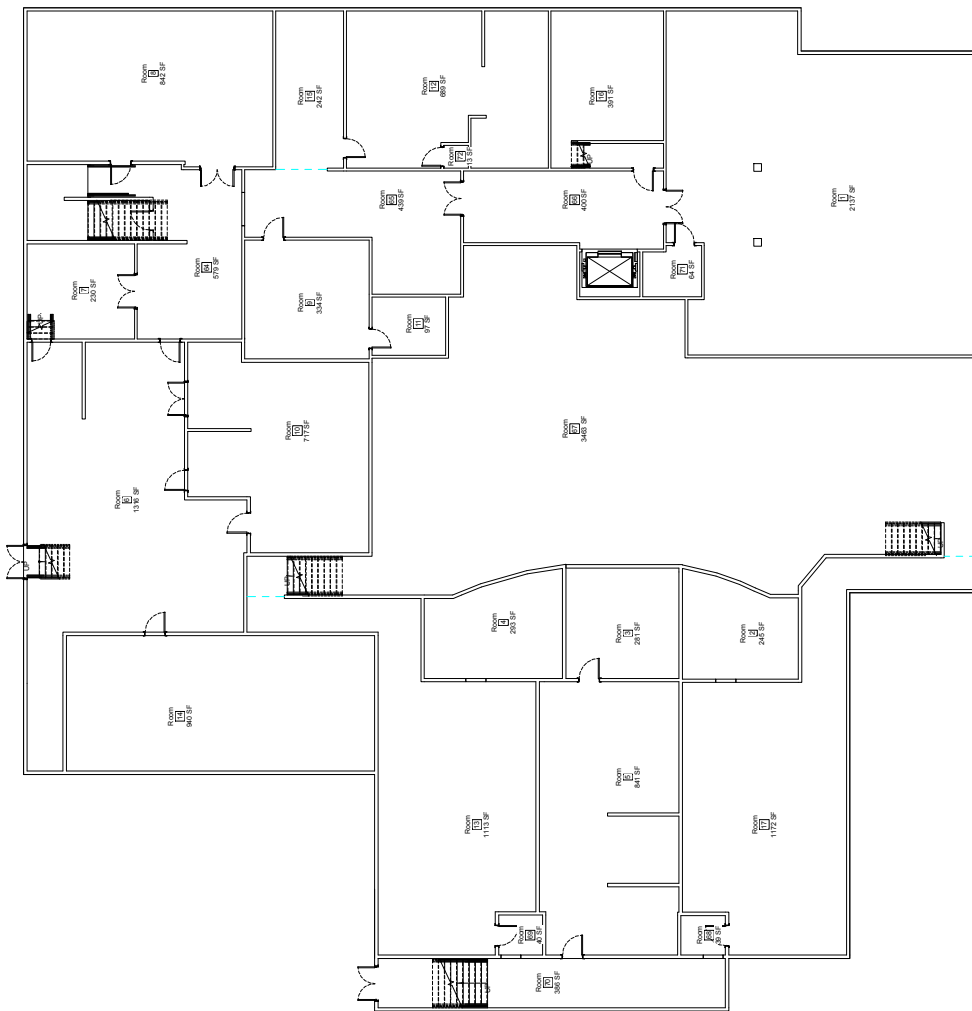
Guardrail/Handrail



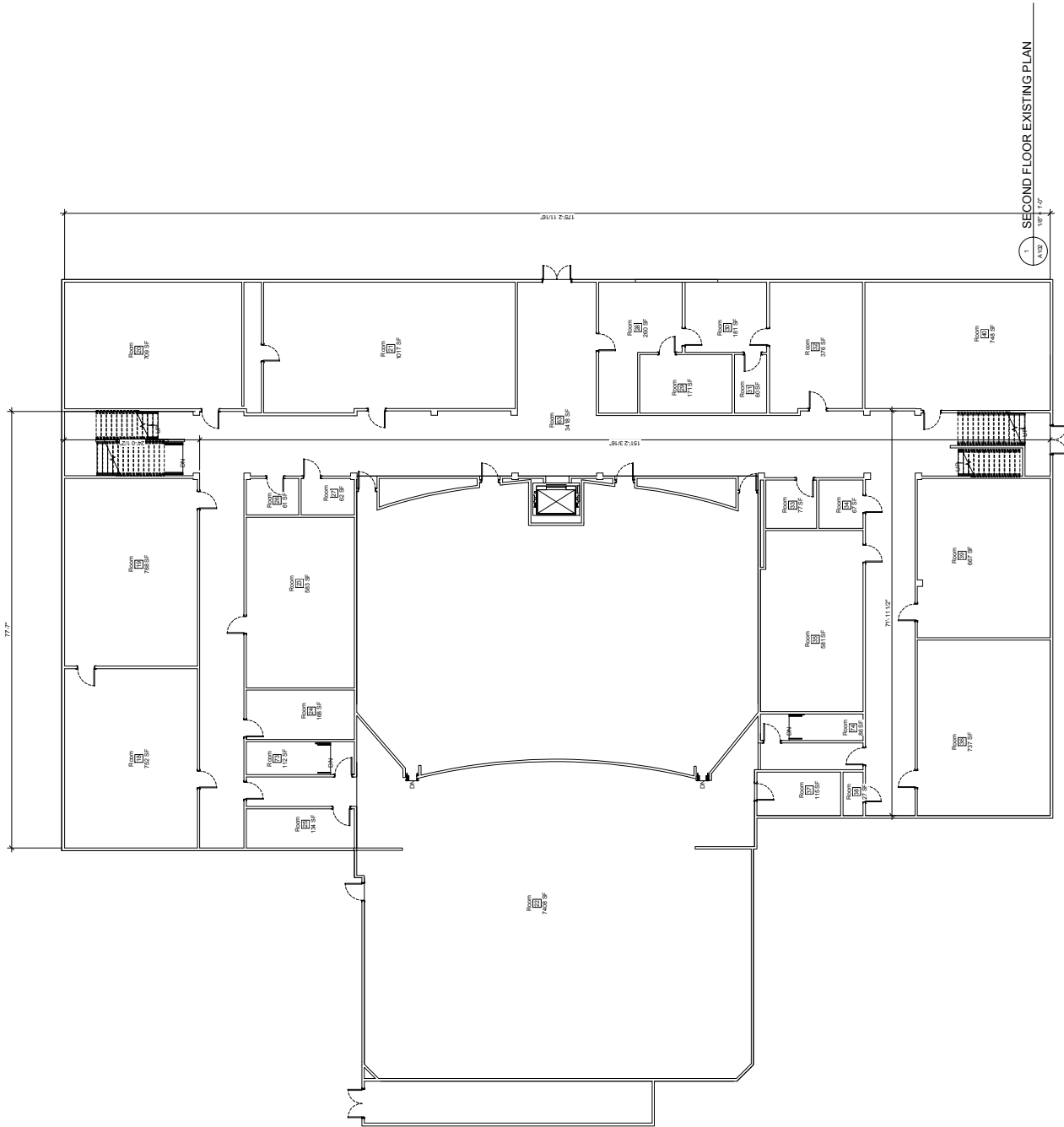
Plaster Cracking

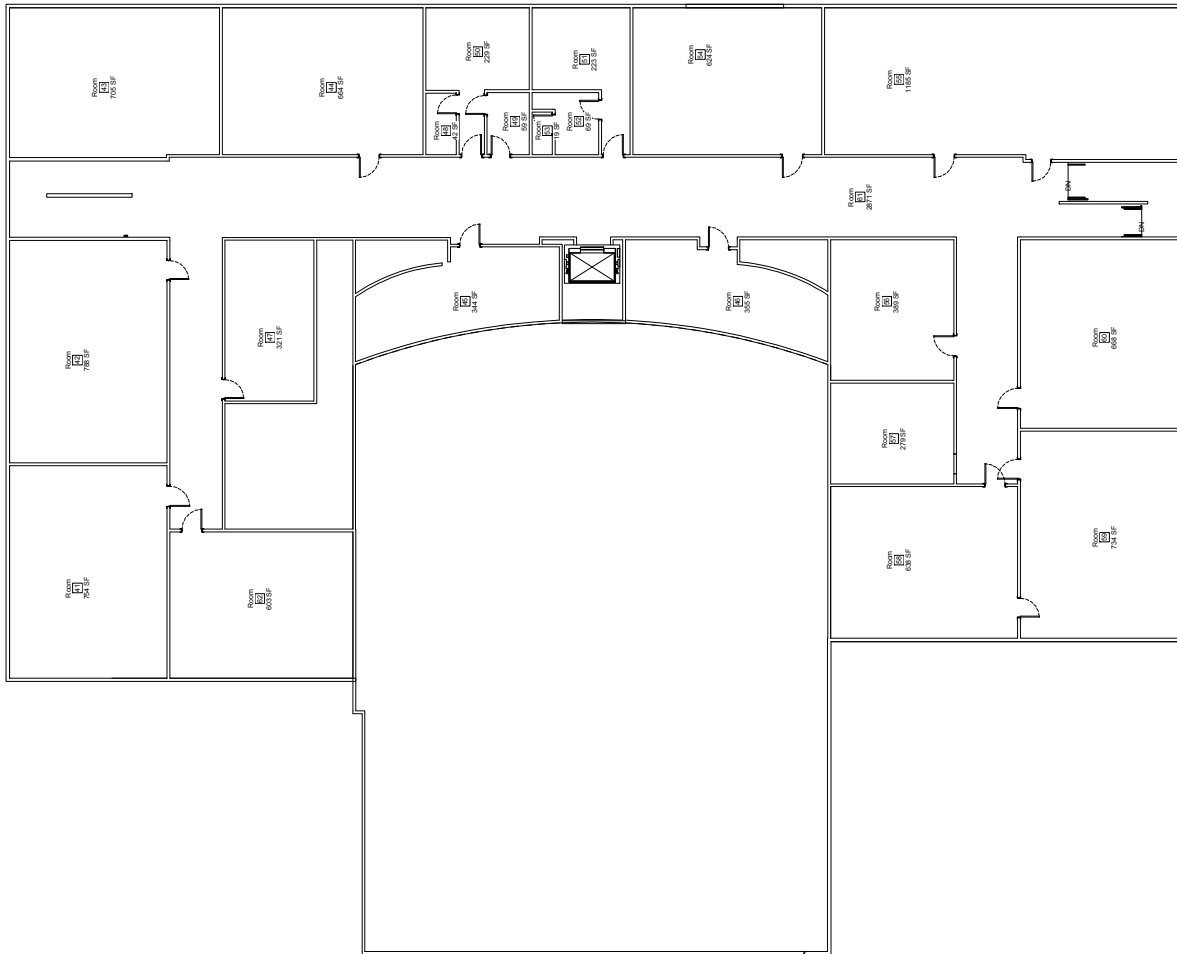


Balcony Seating / Guardrail



1 FIRST FLOOR EXISTING PLAN
A101 1/8" = 1'-0"





1 THIRD FLOOR EXISTING PLAN
A103 1/8" = 1'-0"

Lewistown Public Schools
CTA Architects Engineers

LEWISTOWN JUNIOR HIGH SCHOOL						
SUMMARY OF COSTS AND PRIORITIES						
				Priorities		
ITEM #	DESCRIPTION		Infrastructure	High	Code	Future Investigation
A. ARCHITECTURAL						
A001	Eliminate dead end corridors, upper floor exiting					
A002	Enclose two main stairways for fire safety	\$44,660			\$44,660	
A003	Construct a second basement exit & safe exit path	\$159,500			\$159,500	
A005	Repair west exit door for full operation					
A006	Provide fire rated wall separating PE office from storage	\$1,160			\$1,160	
A007	Replace transom in hall connecting gym & auditorium	\$1,450				\$1,450
A008	Accessible second floor toilet facilities					
A009	Accessible handrails on all ramps	\$1,450			\$1,450	
A010	Accessible curbless access between shower & locker room	\$1,450			\$1,450	
A011	Modify exits from gym & auditorium for accessibility	\$2,465				\$2,465
A012	Replace EPDM roofing and flashing					
A013	Repair parapet flashing					
A014	Modify roofing for correct drainage					
A015	Replace deteriorated locker room windows					
A016	Replace all exterior windows					
A017	Repair sections of cracked wall & ceiling plaster	\$8,625	\$8,625			
A018	Caulk around columns & pediment at main entry					
A019	Remove and replace asphalt parking area - regrade	\$67,425	\$67,425			
A020	Restore baseball diamond and playfield	\$7,975				\$7,975
A021	Secure Vestibule	\$38,000		\$38,000		
A022	Doors	\$42,000				\$42,000
A023	Repair cracked corner of parapet	\$4,850	\$4,850			
A024	Stair guardrails	\$16,500			\$16,500	
B. STRUCTURAL						
S001	Fill in coal bin to prevent further foundation degradation	\$50,460	\$50,460			
S003	Repair and grout between main stair and building	\$3,770	\$3,770			
S006	Repair & modify auditorium roof framing structure					
S007	Comprehensive lateral load analysis	\$43,500				\$43,500
C. ELECTRICAL SYSTEMS						
E001	Replace main distribution panel to add electrical capacity					
E002	Replace branch panelboards	\$15,805		\$15,805		
E003	Replace lighting	\$391,888				\$391,888
E004	Electronic grade panelboard for computer room, receptacles	\$24,070		\$24,070		
E005	Replace/Upgrade fire alarm system					
E010	Provide a wireless central synchronized clock system	\$24,360				\$24,360
D. MECHANICAL SYSTEMS						
M001	Replace steam supply & condensate return piping	\$205,320		\$205,320		
M002	Mechanical Systems Work	\$128,760	\$128,760			
M004	Install new heating and ventilations unit in gym	\$154,860	\$154,860			
M005	Install new heating , ventilation and AC unit in auditorium	\$204,305	\$204,305			
P001	Replace aged toilet fixtures & ADA compliance	\$84,390			\$84,390	
P002	Replace domestic hot water heater	\$6,960	\$6,960			
P003	Potential future fire sprinkler system	\$373,955				\$373,955
LEWISTOWN JUNIOR HIGH SCHOOL TOTAL		\$2,109,913	\$630,015	\$283,195	\$309,110	\$887,593

LEWIS AND CLARK ELEMENTARY SCHOOL

LEWIS AND CLARK ELEMENTARY SCHOOL AERIAL MAP



LEWIS AND CLARK ELEMENTARY

Interior digital walkthrough : <https://my.matterport.com/show/?m=muenfJEUFnb>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned at the front entry and affords limited view of the entry approach. The counter position and orientation of the office help with security at the main office.

Drop off and pick up activities as well as traffic flow are more separated at this school than the others, which allows for more versatility. A staff parking lot would further help alleviate traffic concerns and student safety at the street. The intersection with Airport Road continues to be a high-speed difficult corner and the connection of the trail to the school property near this intersection raises potential for accidents. Sun angles have been known to cause visibility issues here at times as well.

Most of the site is not obscured by vegetation or tree lines, which allows for long vision lanes for supervisory staff to survey the site. There are areas of the playground that have dense shrubs along the fenceline that should be removed and either replaced with smaller plants or removed altogether.

Internally, security compliance can be improved by changing the doors to swing inward, and adjusting the locksets so that the lockdown procedures are more versatile and flexible depending on where teachers and students reside. Providing alternate exit routes for office personnel and providing better vision out of the office to the exterior would all be recommended upgrades as the facility moves into the future. A secure vestibule should be provided at the main entry, and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum.

Internal sightlines at the school are adequate. The primary hallways connect, and while there are blind corners from the office, installation of cameras and convex mirrors in these locations could easily address vision lines through the school.

EXTERIOR OVERVIEW

The exterior of the school is brick and the material is indicative of its age but is in good condition. There are some areas of exposed wood that should be replaced. Gutters and downspouts should be added to the roof system to help with water control and maintenance of the grassed areas. There are a few exit doors that, due to ground movement, are now higher than acceptable – grade should be adjusted to match the door threshold. Drainage through a portion of the playground should be addressed, and fencing should be closed up around the playground. Large portions of the sidewalks and curbs around the perimeter of the school are in need of full replacement as they are fully spalled and continued freeze-thaw cycles will continue to erode their stability. The north wall of the music room is out of plumb and the brick facing is spalling, indicating possibility of water intrusion. It is recommended that this wall be fully evaluated by a structural engineer and restored to a plumb condition.

INTERIOR OVERVIEW

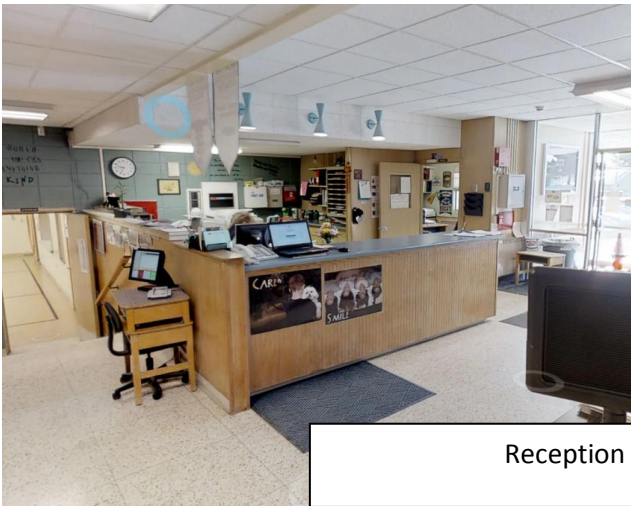
The interior of the school is all on one level and doesn't have accessibility challenges relative to grade changes. One set of restrooms has been modified to approximate accessibility within the existing conditions at the school, but should still get additional grab bars to meet current code. The other set is not in ADA compliance. The school was originally constructed as a K-6 school and as such, the elevations of toilets and countertops are not necessarily specifically designed to meet the needs of the students in the school. As masterplanning moves forward, it would be prudent to evaluate whether the cabinetry, casework, and equipment should be modified or replaced to better meet student needs.



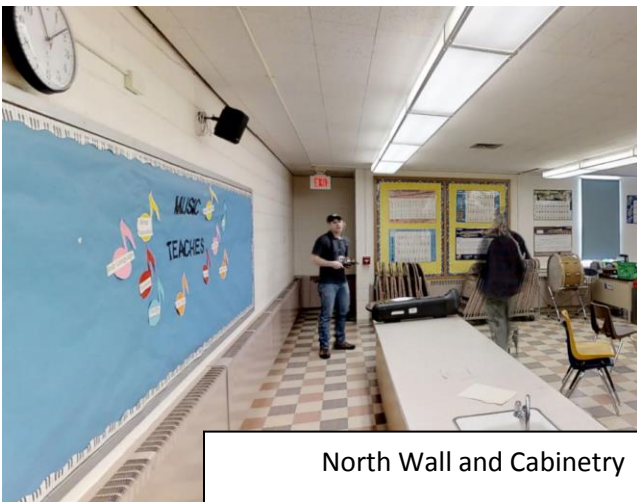
Spalling and Shearing Masonry Wall



Overview



Reception



North Wall and Cabinetry



Outswing Doors



www.cta-group.com
800.757.9322

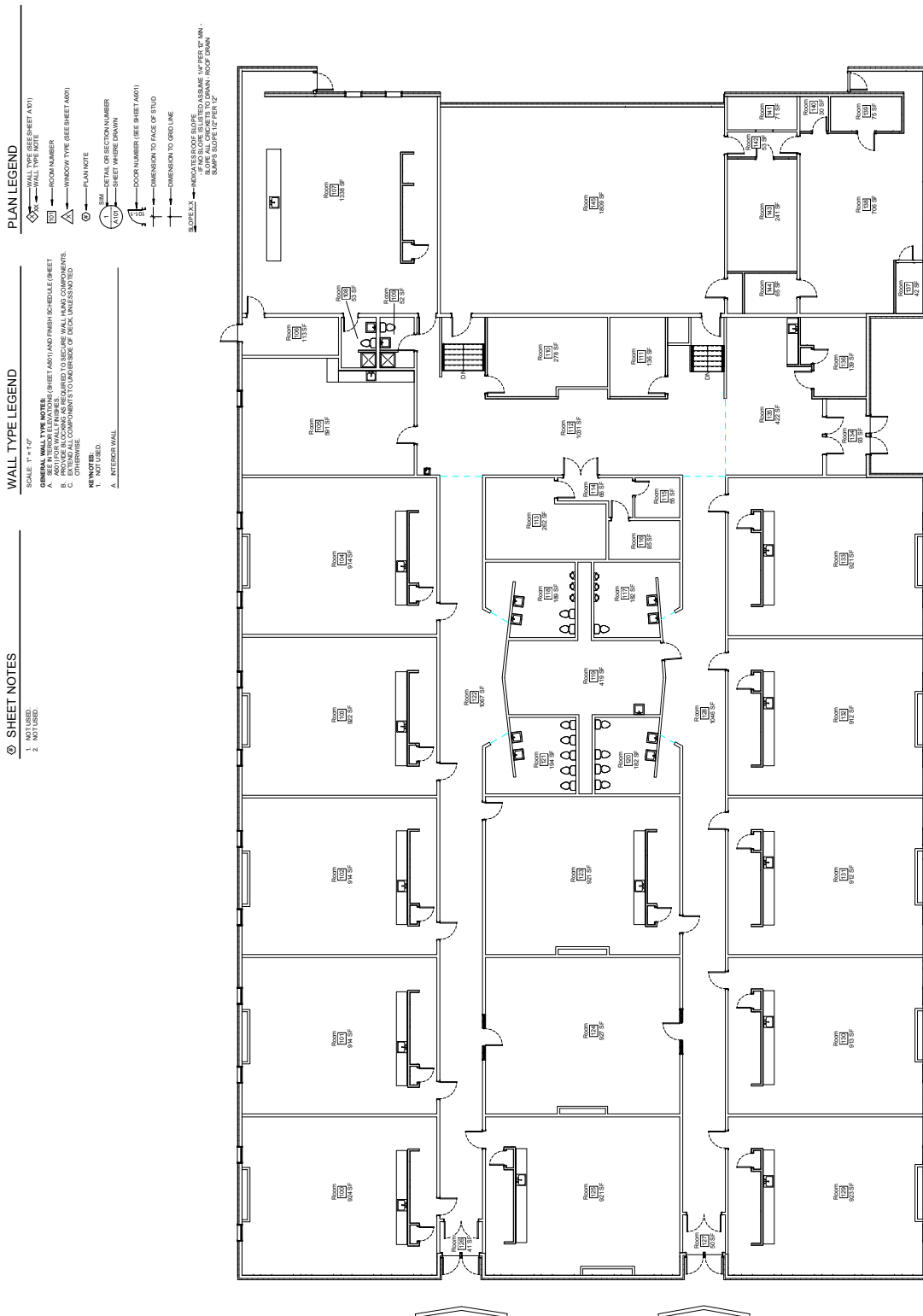
LEWIS AND CLARK ELEMENTARY
LEWISTOWN, MT
LEWISTOWN PUBLIC SCHOOLS



NOT FOR CONSTRUCTION
03.00.0000
DRAWN BY: JAH/ETZ
CHECKED BY: JAH/ETZ
REVISIONS

FLOOR PLAN
A101

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

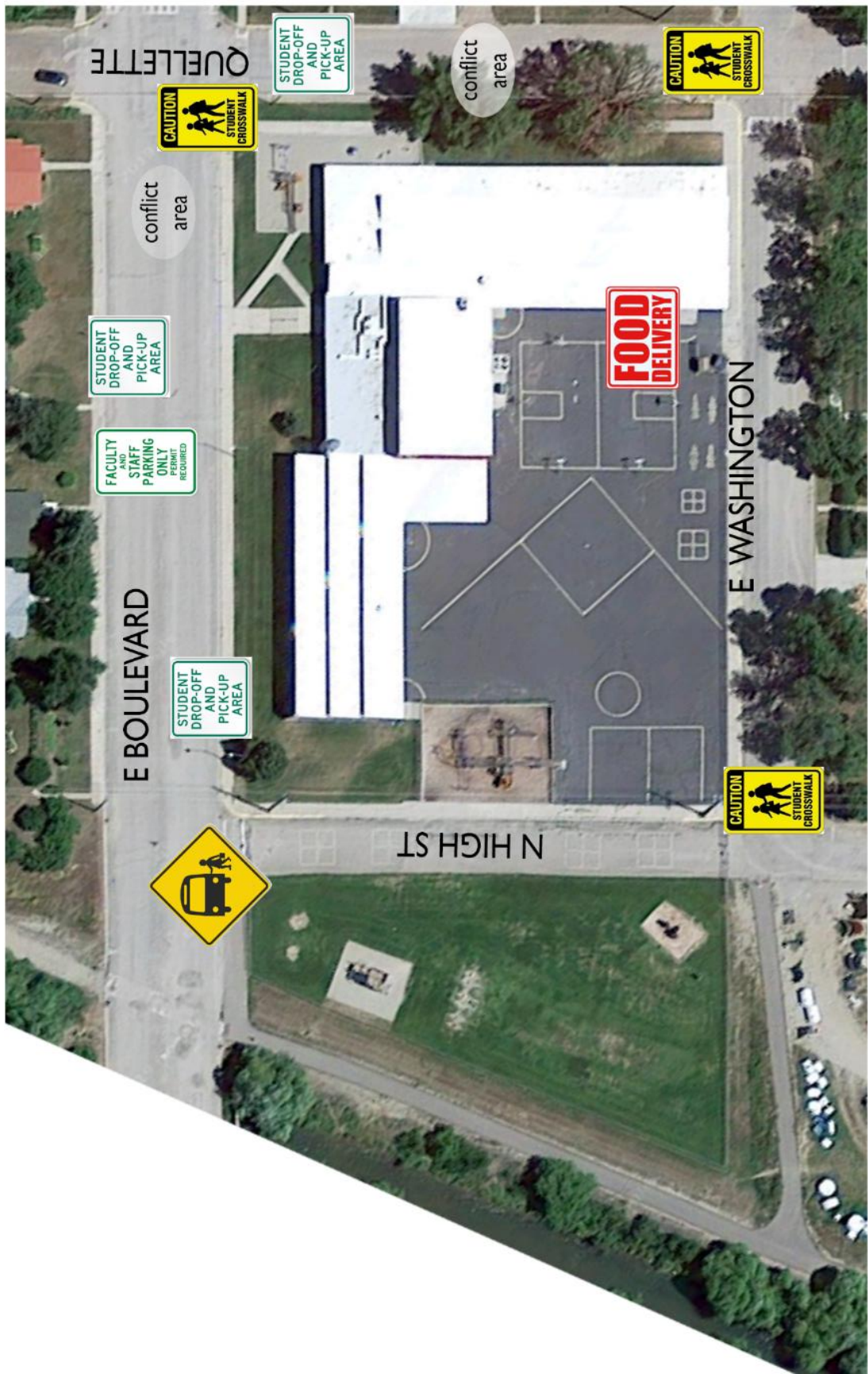




LEWIS AND CLARK ELEMENTARY SCHOOL SUMMARY OF COSTS AND PRIORITIES						
				Priorities		
ITEM #	DESCRIPTION		Infrastructure	High	Code	Future Investigation
A. ARCHITECTURAL						
A001	Remove corridor transom, replace with rated wall					
A002	Construct curb cuts at street corners and crosswalk					
A003	Accessible exterior exiting from music room					
A004	Accessible restrooms					
A005	Remove and replace playground asphalt paving					
A006	Improve site drainage to drain away from building					
A007	Replace deteriorated sidewalks					
A008	Replace deteriorated soffits					
A009	Replace deteriorated brick planter at main entrance	\$6,670			\$6,670	
A010	Replace/repoint deteriorated brick on exterior of building	\$2,610				\$2,610
A011	Replace roofing per report	\$423,500	\$423,500			
A012	Replace deteriorated parapet caps					
A013	Replace damaged exterior door weather stripping					
A014	Remove and replace vinyl asbestos flooring	\$118,175				\$118,175
A015	Repoint Masonry	\$6,000	\$6,000			
A016	Sidewalk and curb replacement	\$55,000	\$55,000			
A017	Rebuild Dumpster Enclosure	\$3,500				\$3,500
A018	Mow Strip fix	\$8,000				\$8,000
A019	Secure Vestibule	\$32,000		\$32,000		
A020	Doors	\$27,500				\$27,500
B. STRUCTURAL						
S002	Replace bowing, possibly unstable north wall of band room	\$88,305	\$88,305			
S005	Comprehensive lateral load analysis	\$17,400				\$17,400
C. ELECTRICAL SYSTEMS						
E001	Replace main distribution panel for future air conditioning					
E002	Replace branch panelboards	\$21,895		\$21,895		
E003	Replace lighting	\$103,500	\$103,500			
E004	Electronic grade panelboard for computer room	\$24,070	\$24,070			
E005	Replace/Upgrade fire alarm system	\$33,930			\$33,930	
E010	Provide a wireless central synchronized clock system	\$19,140				\$19,140
E011	Electrical support for mechanical upgrades	\$16,530	\$16,530			
D. MECHANICAL SYSTEMS						
M001	Replace steam supply & return piping in tunnels					
M002	Replace unit ventilators in classrooms					
M003	Provide a central chilled water system for cooling					
M004	Mechanical Systems Work	\$142,500	\$142,500			
P001	Replace aged toilet fixtures & ADA compliance	\$53,940		\$53,940		
P002	Replace domestic hot water heater					
P003	Potential future fire sprinkler system	\$164,720				\$164,720
LEWIS AND CLARK ELEMENTARY SCHOOL TOTAL		\$1,368,885	\$859,405	\$107,835	\$40,600	\$361,045

GARFIELD ELEMENTARY SCHOOL

GARFIELD ELEMENTARY SCHOOL AERIAL MAP



GARFIELD ELEMENTARY

Interior digital walkthrough : <https://my.matterport.com/show/?m=JVMEL99aUVQ>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned at the front entry and affords limited view of the entry approach.

Typical of many neighborhood schools, morning drop-off and afternoon pickup are difficult times to get all parties through the limited street access. Conflicts arise between parent parking areas for drop-off and pickup, in combination with parking areas for parents and for buses. Some advantages to the site include High Street, which is limited access, and there are some potential areas around the site that could be reviewed for possible traffic control.

Most of the site is not obscured by vegetation or tree lines, which allows for long vision lanes for supervisory staff to survey the site. The playground, especially, has good vision of the entire area from multiple locations. .

Internally, security compliance can be improved by changing the doors to swing inward, and adjusting the locksets so that the lockdown procedures are more versatile and flexible depending on where teachers and students reside. Providing alternate exit routes for office personnel, providing barriers to entry into the office area, and providing better vision out of the office to the exterior would all be recommended upgrades as the facility moves into the future. A secure vestibule should be provided at the main entry, and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum.

Internal sightlines at the school are adequate. The primary hallways connect, and while there are two blind corners from the office, installation of cameras and convex mirrors in these locations could easily address vision lines through the school.

EXTERIOR OVERVIEW

The exterior of the school is brick paired with wood shake shingle areas and sections of wood siding. Both of these wood areas are in need of full replacement. There is a fair amount of exterior wood that is protected from weather by paint that needs to be at minimum repainted and ideally fully replaced with a composite or metal-covered product that can weather more efficiently. Concrete patios are spalling and the surfaces are degrading in areas. These would be spot fixes, but would need to be pulled out and replaced. Windows and screens are in need of replacement. Lighting around the exterior has for the most part already been updated, but there are a few areas that could use added light fixtures. Downspouts and gutters should be added around the building.

INTERIOR OVERVIEW

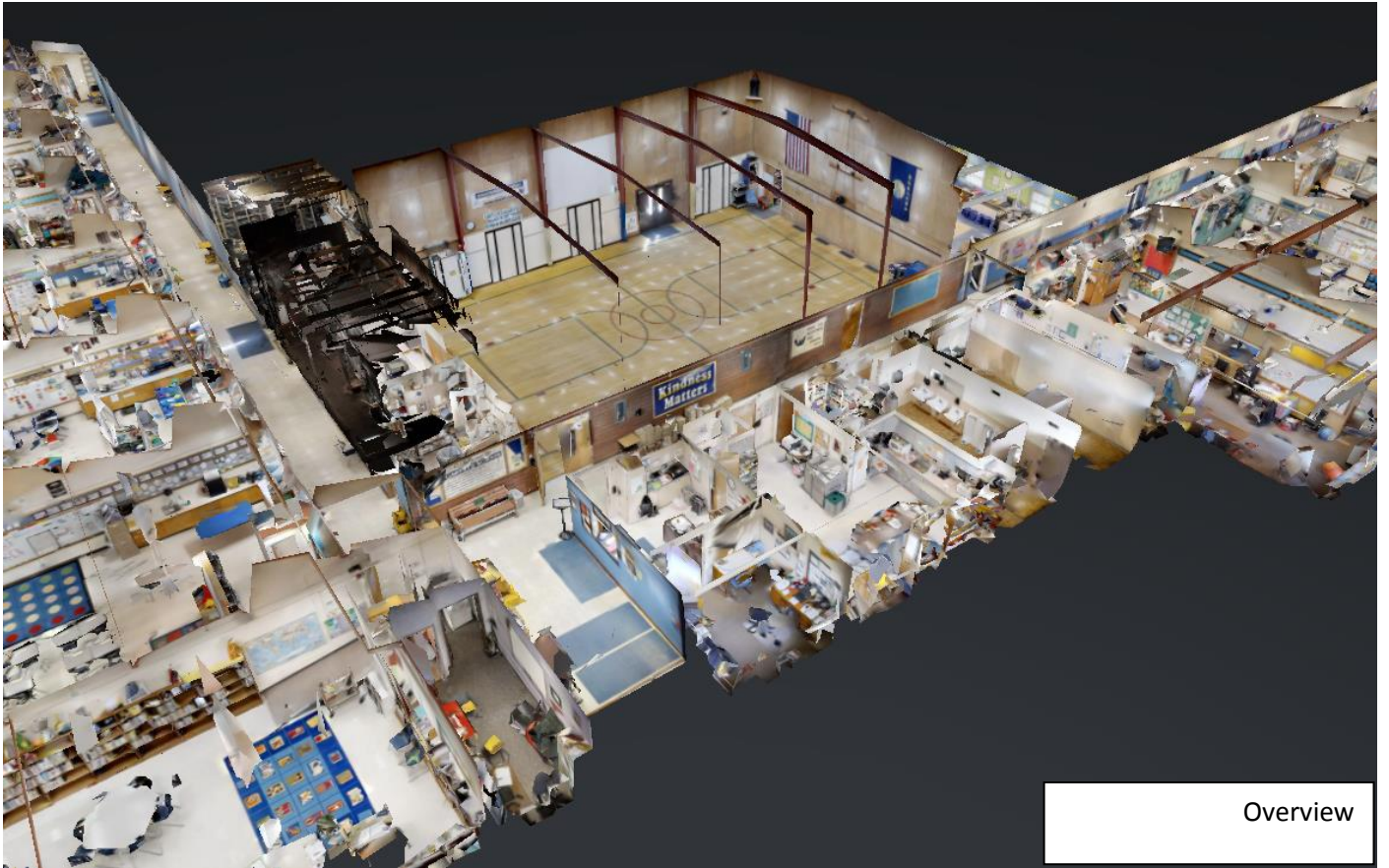
Similar to Highland Park, the interior of the school is all on one level and doesn't have accessibility challenges relative to grade changes, but the water coolers and the toilets are currently not accessible and should be remedied. The school was originally constructed as a K-6 school and as such, the elevations of toilets and countertops are not necessarily specifically designed to meet the needs of the students in the school. As masterplanning moves forward, it would be prudent to evaluate whether the cabinetry, casework, and equipment should be modified or replaced to better meet student needs.



Column Base Deterioration



Wood shake and Soffit



Overview



Restroom



Water Cooler



www.cta-group.com
800.797.9322

WALL TYPE LEGEND

SCALE: 1/8" = 1'-0"
GENERAL WALL TYPE NOTES:
A. SEE INTERIOR ELEVATIONS (SHEET A101) AND FINISH SCHEDULE (SHEET A102) FOR FINISHES.
B. PROVIDE BLOCKING AS REQUIRED TO SECURE WALL HANG COMPONENTS.
C. PROVIDE ALL HANG COMPONENTS TO UNDERLIE OF JOCK, UNLESS NOTED OTHERWISE.

KEYNOTES:

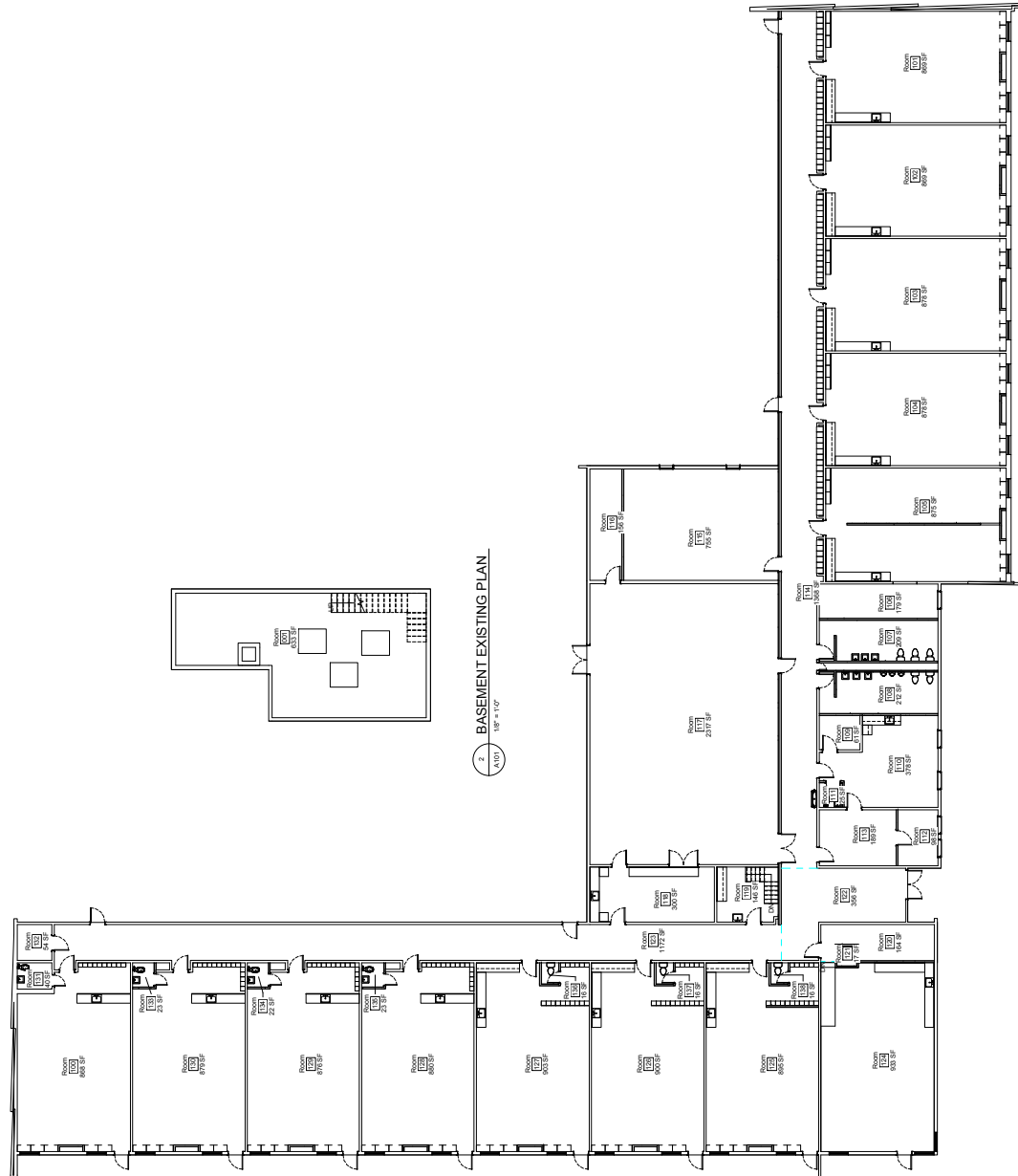
1. NOT USED.
2. INTERIOR WALL.

PLAN LEGEND

WALL TYPE (SEE SHEET A101)
WALL TYPE (SEE SHEET A101)
ROOM NUMBER
WINDOW TYPE (SEE SHEET A101)
PLAN NOTE
SHEET NUMBER
SHEET WHERE DOWN
DOOR NUMBER (SEE SHEET A101)
DIMENSION TO FACE OF STUD
DIMENSION TO GRID LINE
INDICATED ROOF SLOPE
SLOPE ALL CHIMNEYS TO DRAIN / ROOF DRAIN
SLOPE SLOPE 1/2" PER 12"

Ø SHEET NOTES

1. NOT USED.
2. NOT USED.



1 FIRST FLOOR EXISTING PLAN
3/28' x 1'-0"

2 BASEMENT EXISTING PLAN
1/8' x 1'-0"

GARFIELD ELEMENTARY SCHOOL
LEWISTOWN, MONTANA
LEWISTOWN PUBLIC SCHOOLS

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

NOT FOR CONSTRUCTION
03.00.0000
DRAWN BY: J. J. JENSEN
REVISIONS: 01/10/12

FLOOR PLAN
A101

Lewistown Public Schools
CTA Architects Engineers

ITEM #	DESCRIPTION		Infrastructure	High	Code	Future Investigation
A. ARCHITECTURAL						
A001	Cover flammable wall surface in multi-purpose room	\$16,240			\$16,240	
A002	Replace fire door in multi-purpose room	\$4,060			\$4,060	
A003	Replace exit door & hardware in multi-purpose room	\$1,595			\$1,595	
A004	Replace handrails					
A005	Replace damaged ceiling tiles	\$2,175				\$2,175
A006	Accessible rest rooms	\$47,850			\$47,850	
A007	Accessible exterior egress from music room					
A008	Correct playground drainage	\$10,150	\$10,150			
A009	Roofing repairs	\$600,000	\$600,000			
A010	Downspouts and more gutter development	\$12,000				\$12,000
A011	Replace selected windows with insulated units	\$9,570	\$9,570			
A012	Replace sections of concrete on site	\$15,000	\$15,000			
A013	Rebuild footings at patios	\$9,500	\$9,500			
A014	Repaint all fascia	\$2,400				\$2,400
A015	Add exterior lighting at one wall	\$2,500				\$2,500
A016	Replace Wood shake and siding	\$32,000	\$32,000			
A017	Add secure vestibule	\$32,000		\$32,000		
A018	Swap doors	\$24,000				\$24,000
B. STRUCTURAL						
S001	Seal foundation wall cracks	\$6,380				\$6,380
S002	Cault and re-point brick mortar joints	\$50,460	\$50,460			
S004	Reinforcement/replacement structural roof beams	\$403,680				\$403,680
S005	Comprehensive lateral load analysis	\$17,400				\$17,400
C. ELECTRICAL SYSTEMS						
E001	Replace main distribution panel for future air conditioning					
E002	Replace branch panelboards	\$14,355		\$14,355		
E003	Replace lighting	\$160,950	\$160,950			
E004	Electronic grade panelboard for computer room	\$20,880	\$20,880			
E005	Upgrade fire alarm system					
E010	Provide a wireless central synchronized clock system	\$18,270				\$18,270
E011	Electrical support for mechanical upgrades					
D. MECHANICAL SYSTEMS						
M001	Replace steam supply & return piping in tunnels					
M002	Replace unit ventilators in classrooms					
M003	Provide a central chilled water system for cooling					
M004	Mechanical upgrades per report	\$132,000	\$132,000			
P001	Replace aged toilet fixtures & ADA compliance	\$53,650			\$53,650	
P003	Potential future fire sprinkler system	\$116,580				\$116,580
	GARFIELD ELEMENTARY SCHOOL TOTAL	\$1,815,645	\$1,040,510	\$46,355	\$123,395	\$605,385

HIGHLAND PARK ELEMENTARY SCHOOL

HIGHLAND PARK ELEMENTARY SCHOOL AERIAL MAP



HIGHLAND PARK ELEMENTARY

Interior digital walkthrough : <https://my.matterport.com/show/?m=8Wqdbc7LM8j>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned at the front entry and affords view of the entry approach.

Of primary safety concern is the clash between non-school commuters and drop-off points along the north and west frontages of the school, and especially along the north side. Students dropped off in the morning tend to cross the street as higher-speed motorists are coming through. These crossings often happen away from a crosswalk and without crossing-guard assistance. As masterplanning activities progress, these areas should be looked at for multiple solutions.

Most of the site is not obscured by vegetation or tree lines, which allows for long vision lanes for supervisory staff to survey the site. The playground, especially, has good vision of the entire area from multiple locations. Trees to the northeast of the property do obscure some vision to the northeast, but this obstruction is minimal. Trees on the west of the property do not impact visibility.

Internally, security compliance can be improved by changing the doors to swing inward, and adjusting the locksets so that the lockdown procedures are more versatile and flexible depending on where teachers and students reside. Providing alternate exit routes for office personnel, providing barriers to entry into the office area, and providing better vision out of the office to the exterior would all be recommended upgrades as the facility moves into the future. A secure vestibule should be provided at the main entry, and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum.

Internal sightlines at the school are an issue. The nature of the hallways prevents staff from easily monitoring activity at the far end, and sound does not travel well through the building's corridors. This lends itself to difficulty for law enforcement in a crisis situation and should be reviewed for solutions. Convex mirrors have been installed, which greatly improves the situation, but there are still safety compromises in the school hall layout.

EXTERIOR OVERVIEW

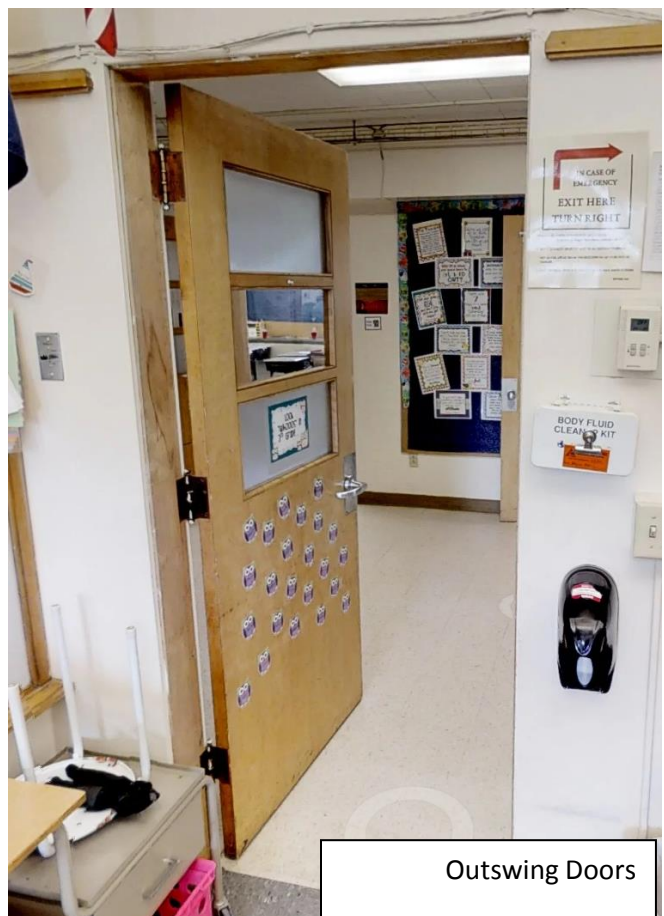
The exterior of the school is brick and the material is indicative of its age but is in good condition. There is a fair amount of exterior wood that is protected from weather by paint that needs to be addressed. The concrete patios have shifted heavily and should be removed or, more likely, removed entirely. Most are unused. Windows and screens are in need of replacement. Portions of the ramp at the main entry exceed maximum code requirements for slope and should be fixed. Drainage through the playground should be addressed, and fencing should be closed up around the playground. A separate drive lane should be provided for the kitchen delivery so as not to compromise security of the playground.

INTERIOR OVERVIEW

The interior of the school is all on one level and doesn't have accessibility challenges relative to grade changes, but the water coolers and the toilets are currently not accessible and should be remedied. The school was originally constructed as a K-6 school and as such, the elevations of toilets and countertops are not necessarily specifically designed to meet the needs of the students in the school. As masterplanning moves forward, it would be prudent to evaluate whether the cabinetry, casework, and equipment should be modified or replaced to better meet student needs. Ceiling tiles need to be replaced, and in general, most of the interior finishes should be addressed.



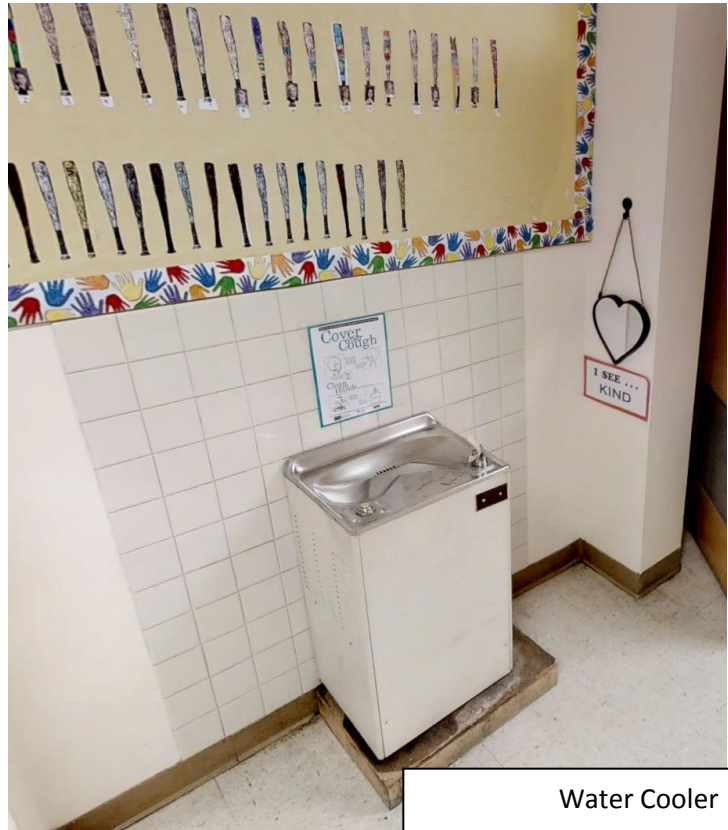
Overview



Outswing Doors



Entry Ramp



Water Cooler



Restroom

ITEM #	DESCRIPTION		Infrastructure	High	Code	Future Investigation
A. ARCHITECTURAL						
A001	Replace exit signs in multi-purpose room					
A002	Accessible rest rooms	\$47,850			\$47,850	
A003	Seal coat playground asphalt paving					
A004	Roof and flashing	\$450,000	\$450,000			
A005	Replace and/or remove wood roof trellis	\$3,185				\$3,185
A006	Replace kitchen exit door	\$3,185				\$3,185
A007	Replace deteriorated windows	\$31,175	\$31,175			
A008	Replace single pane toilet room windows					
A009	Replace vinyl asbestos tile in Classrooms #9, #10	\$16,170			\$16,170	
A010	Install acoustical separation wall between kindergarten CR's					
A011	Install secure vestibule	\$32,000		\$32,000		
A012	Change doors	\$28,500				\$28,500
A013	Remove concrete patios - re-sod	\$15,000	\$15,000			
A014	Fencing	\$5,500				\$5,500
B. STRUCTURAL		\$0				
S001	Improve site drainage southwest side	\$37,845	\$37,845			
S005	Comprehensive lateral load analysis	\$17,400				\$17,400
C. ELECTRICAL SYSTEMS		\$0				
E001	Replace main distribution panel for future air conditioning					
E002	Replace branch panelboards	\$18,270	\$18,270			
E003	Replace lighting	\$192,270	\$192,270			
E004	Electronic grade panelboard for computer room	\$24,070	\$24,070			
E005	Replace/Upgrade fire alarm system					
E010	Provide a wireless central synchronized clock system	\$20,590				\$20,590
E011	Electrical support for mechanical upgrades					
E012	Cameras and PA systems	\$16,500		\$16,500		
D. MECHANICAL SYSTEMS		\$0				
M001	Mechanical Systems Work	\$212,040	\$212,040			
M002	Replace unit ventilators in classrooms					
M003	Provide a central chilled water system for cooling					
M004	Replace heating/ventilation unit in MU room & kitchen					
P001	Replace aged toilet fixtures & ADA compliance	\$59,800			\$59,800	
P003	Potential future fire sprinkler system	\$158,340				\$158,340
HIGHLAND PARK ELEMENTARY SCHOOL TOTALS		\$1,389,690	\$980,670	\$48,500	\$123,820	\$236,700

LINCOLN ADMINISTRATION BUILDING

LINCOLN ADMINISTRATION BUILDING



LINCOLN ADMINISTRATION BUILDING

Interior digital walkthrough : <https://my.matterport.com/show/?m=t7DKy6qxRLB>

CPTED [CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN]

The office area is positioned at the front entry and affords limited view of the entry approach. The counter position and orientation of the office help with security at the main office.

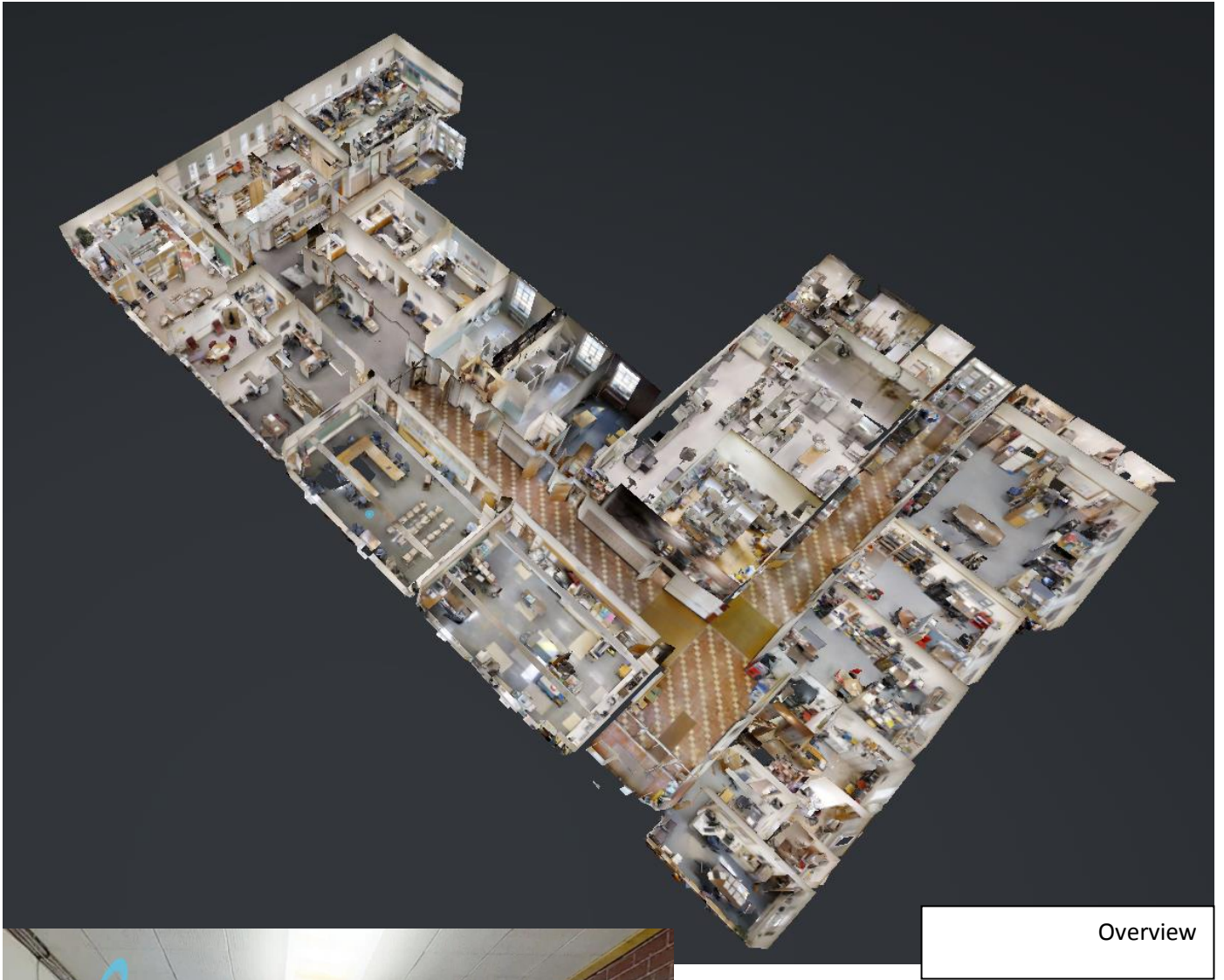
Drop off and pick up activities are currently not applicable, due to the existing use of the building. Most of the site is relatively open with good sight lines. The parking lot is substantially lower in elevation than the building, and there is a row of evergreen plantings between the parking and the main building. Ideally, the parking area would be more level with the access points to the building, the stem wall and the vegetation would be removed for safety reasons. Existing grade and the slope of the site may not allow for these actions to take place efficiently. At minimum, the vegetation should be removed and cameras installed on this side of the building.

Internally, security compliance can be improved by changing the doors to swing inward, and adjusting the locksets so that the lockdown procedures are more versatile and flexible depending on where staff resides. Providing alternate exit routes for office personnel and providing better vision out of the office to the exterior would all be recommended upgrades as the facility moves into the future. A secure vestibule should be provided at the main entry, and all the exterior doors, as well as the student wings, should be on electronic hardware for lockdown and protection scenarios. The PA system should be updated and better forms of communication infrastructure installed throughout the building. Cameras should also be installed at the main points of entry at a minimum. If the building were to become a school in the future, these upgrades, along with others indicated herein, would need to be implemented.

Internal sightlines at the school are adequate. The primary hallways connect, and while there are blind corners from the office, installation of cameras and convex mirrors in these locations could easily address vision lines through the school.

INTERIOR OVERVIEW

The interior of the school is all primarily one level but does have a ramp that requires attention. Code-approved railings should be installed, particularly on one side where no railing exists currently. Restrooms will require accessibility upgrades as soon as any renovation takes place.



Overview



Ramp



Ceilings

Lewistown Public Schools
CTA Architects Engineers

	LINCOLN ADMINISTRATION BUILDING					
	SUMMARY OF COSTS AND PRIORITIES					
				Priorities		
ITEM #	DESCRIPTION	Infrastructure	High	Code	Future Investigation	
A. ARCHITECTURAL						
A002	Code compliant guard rail SE corner of parking lot	\$31,900		\$31,900		
A003	Construct curb cuts at street corners for safe egress					
A004	Replace concrete stair and railing to Janeaux St	\$6,525		\$6,525		
A005	Replace concrete stair and railing to Watson St	\$6,525		\$6,525		
A006	Replace stair/railing connecting parking lot w/service drive					
A007	Modify ramp at south end of east corridor for code compliance	\$5,075		\$5,075		
A009	Modify ramp at east end of south corridor for code compliance	\$5,075		\$5,075		
A010	Handrails on both sides of stairs and ramps	\$3,625		\$3,625		
A011	Provide an ADA compliant toilet	\$90,625		\$90,625		
A012	Replace asphalt paving	\$170,520				\$170,520
A013	Modify and replace roofing over old gym & other areas					
A014	Install gutter/downspout at kitchen	\$4,350	\$4,350			
A015	Replace deteriorated concrete stairs at north end of east corridor	\$7,540	\$7,540			
A016	Install new concrete parapet caps					
A017	Replace exterior door seals and weather stripping	\$4,350	\$4,350			
A018	Replace single pane windows with insulated units					
A019	Remove and replace vinyl asbestos flooring throughout building	\$395,850		\$395,850		
A020	Secure Vestibule	\$32,000	\$32,000			
B. STRUCTURAL						
S004	Replace roof and upgrade structural roof system					
S007	Comprehensive lateral load analysis	\$17,400				\$17,400
C. ELECTRICAL SYSTEMS						
E002	Replace branch panelboards	\$18,270		\$18,270		
E003	Replace lighting	\$200,100	\$200,100			
E004	Additional receptacles in workroom & GFCI receptacles in kitchen	\$2,175		\$2,175		
E006	Upgrade fire alarm system	\$20,880				\$20,880
E011	Electrical support for new mechanical equipment	\$17,400	\$17,400			
D. MECHANICAL SYSTEMS						
M001	Replace steam supply and condensate return piping					
M002	Replace room unity ventilators					
M003	Mechanical System Work	\$503,355	\$503,355			
P001	Replace aged toilet fixtures and ADA compliance	\$53,940	\$53,940			
P002	Replace domestic hot water heater for more capacity in kitchen	\$27,260	\$27,260			
P003	Potential future fire sprinkler system	\$164,720				\$164,720
	LINCOLN TOTAL	\$1,789,460	\$818,295	\$50,270	\$547,375	\$373,520

ROOFING



ROOF CONDITION / SURVEY REPORT

Lewistown Public Schools
215 7th Avenue South
Lewistown MT, 59457

Date: 04-30-19

Owner: Lewistown Public Schools
Attn: Jason Fry, Maintenance Director

Report Prepared by: Patrick Todd
CTA Architects Engineers

CTA Roofing and Building Envelope Specialists conducted visual roof surveys of Lewistown Public School facilities during the month of April 2019. The objective of the survey is to document the condition of facilities' roofing systems and provide recommendations, along with associated budgets, for repair and/or replacement of the systems.

SUMMARY

Buildings throughout the school district have roofing systems that were found to be in "Fair" to "Poor" condition. These roof areas will require a varying range of maintenance and/or total replacement to keep the buildings roofing systems functioning at an acceptable level.

Roof areas found to be in "Fair" condition will require maintenance work throughout. These roof areas will also require yearly inspection and continued maintenance in order to ensure the roofing systems remain in an acceptable and water tight condition.

A small number of individual roof areas throughout the district's facilities were found to be in "Poor" condition. These roof areas will need to be budgeted for and replaced within the next 2-3 years.

REPLACEMENT/REPAIR BUDGETS

Lewistown Public Schools has a variety of roofing systems installed throughout its buildings. These systems were found to consist of standing seam metal, mineral surfaced modified, sprayed polyurethane foam (SPF) and single ply membranes that included EPDM, TPO and PVC.

Area replacement budgets outlined are in today's (2019) dollars and are based off square foot costs historically observed by CTA for the types off roofing found throughout the district's roof areas. Roof maintenance budgets are also based off square foot prices unless major maintenance is required. Costly individual maintenance requirements were more thoroughly estimated using historical costing data from similar repairs observed by CTA.

ROOF ASSET VALUE TOTALS

Elementary and Middle School Building Roofs:

The roof areas of the elementary and middle school buildings total an approximate roof area of 109,675 square feet. The total roof asset value of these roof areas is approximately \$1,610,373 in 2019 dollars. Elementary school roofs were installed using single ply thermoplastics and EPDM along with mineral surface modified and sprayed polyurethane foam. The middle school building was installed using a mineral surfaced modified.

High School and Administrative Building Roofs:

The high school, facility services and administration buildings total approximately 109,595 square feet of roofing with an estimated total roof asset value of \$2,456,388 in 2019 dollars. These building's roof areas consist of standing seam metal, mineral surface modified, single ply thermoplastics and a small amount of single ply EPDM rubber areas.

REPORT

The enclosed report includes CTA's roof maintenance and roof replacement recommendations which are budgeted over the next 3-years. Overall roof plans for each referenced facility are also included. All reroof and maintenance costs can be affected by outside, unforeseen factors that may cause increases in labor and material costs. These unforeseen factors could include sudden rises in oil prices or large scale natural disasters which could affect overall labor and material costs.

Please note the following:

- Third year budgets include re-inspection costs for all roof areas.
- All budgets are in today's dollars.
- Ten (10) year estimated reroofing cost and estimated roof maintenance cost for the entire school district.

SCHOOLS

LEWIS & CLARK

Lewis and Clark was installed using a single ply, thermoplastic membrane. Conditions of the roof areas range from fair to poor. Soft spots could be felt underneath the single ply membrane throughout the roof areas. Soft spots are an indication that the roof has absorbed moisture under the membrane. The areas were most likely overlaid over an older existing roof. The original roof may be keeping the moisture out of the school for now. The roof at Lewis and Clark should be replaced soon and has been budgeted for replacement in this report.



Overview of roof section 1 lower roof area.



Overview of roof section 2 higher roof area.

HIGHLAND PARK

The roofing system is a mix of several different types of roofing materials including single ply membranes and mineral surfaced modified roofs that were hot mopped into place. All the roof areas were found to be in fair to poor condition. Several areas of Highland Park were also found to contain soft spots. The mineral surfaced modified areas show signs of wear and crazing of the mineral surfacing from prolonged exposure to the sun's ultra violet (UV) rays and excess heat. Highland Park roof areas should be budgeted for replacement.



Overview of roof section 2 Hypalon roof.



Overview of roof section 1.



Overview of roof section 4.



Overview of roof section 3.



Overview of roof section 5.

GARFIELD

The roofing system throughout the entire school, except the gym roof, was installed using a sprayed polyurethane foam with an elastomeric coating sprayed over the top. The gym roof is a single ply, Hypalon (thermoplastic) roof. All Garfield roof areas are in poor condition. The coatings of the sprayed polyurethane foam roofs are in poor condition. Broken blisters were also evident throughout the foamed areas. The single ply, Hypalon roof area is also at the end of its expected life. All roof areas should be budgeted for replacement as soon as possible.

There are exterior wood walls at the south end of the gym and by the front door that are in poor condition. These walls most likely absorb moisture during rain/snow events. These wall systems should be replaced to ensure a water tight system.



Overview of areas 1A, 2A 2B 4.



Overview of roof area 3.



Overview of roof area 4.



Overview of wood wall on the south side of the gym. Wall is taking on moisture.



Foam blisters on roof section 4.



Overview of roof section 6.



Overview of roof section 5. Single Ply Hypalon



Overview of main entrance wood wall. Wood wall is taking on moisture.

LEWISTOWN JR. HIGH

The roofing system installed is a mineral surface modified. Half of the roof areas were installed in 2003 and the other half installed in 2008. The lower roof is a ballasted EPDM (rubber roof) which was also installed in 2008. The mineral surface modified roof and EPDM roof areas are in fair condition. The modified roofs have several leaks evident at roof drain locations. The drains should be water tested in order to further determine the cause of the leaks. The EPDM roof area only needs monitored at this time. With continued maintenance and inspections these roof areas should last several more years.



Overview of roof section 6.



Overview of roof section 4.



Overview of roof section 2.



Overview of roof section 1.

FERGUS COUNTY HIGH SCHOOL

The roofing system is a batten seam metal panel that was installed approximately 38 years ago when the school was originally built. There are several leaks throughout all the roof areas. All of the roof leaks appear to be due to ice damming. Ice is backing up under the metal laps and panel ends.

Snow sliding is also an issue witnessed throughout the high school roofing system. Snow guards are typically installed to stop sliding snow. Proper snow & ice bars cannot be installed on this type of roofing system. There is not sufficient means to attach these guards to the metal battens securely. Surface mounted snow guard have been previously installed over the metal pans. The screws used to attach these snow guard have backed out and left holes throughout the metal pans. Budget to reroof all areas with a new standing seam metal roof.



Overview of roof section 4



Several seams in metal panels.



Sealant work at ridge in order to keep it dry.



Ice damming backing up under seams and leaking into the building.

LINCOLN ADMINISTRATION BLDG.

The roofing system is a mineral surface modified that was installed in 2011. The roofing system was found to be in poor condition. The system will need to be replaced in approximately 6 years. The roof shows evidence of major hail damage throughout. There are several panes of wire glass broken in the rooftop skylight. Plan on budgeting for roof replacement.



Overview of roof section 2



Hail damage is evident on roof surface.



Several window panes and cracked.

[illegible]

[illegible]

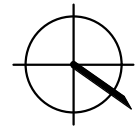
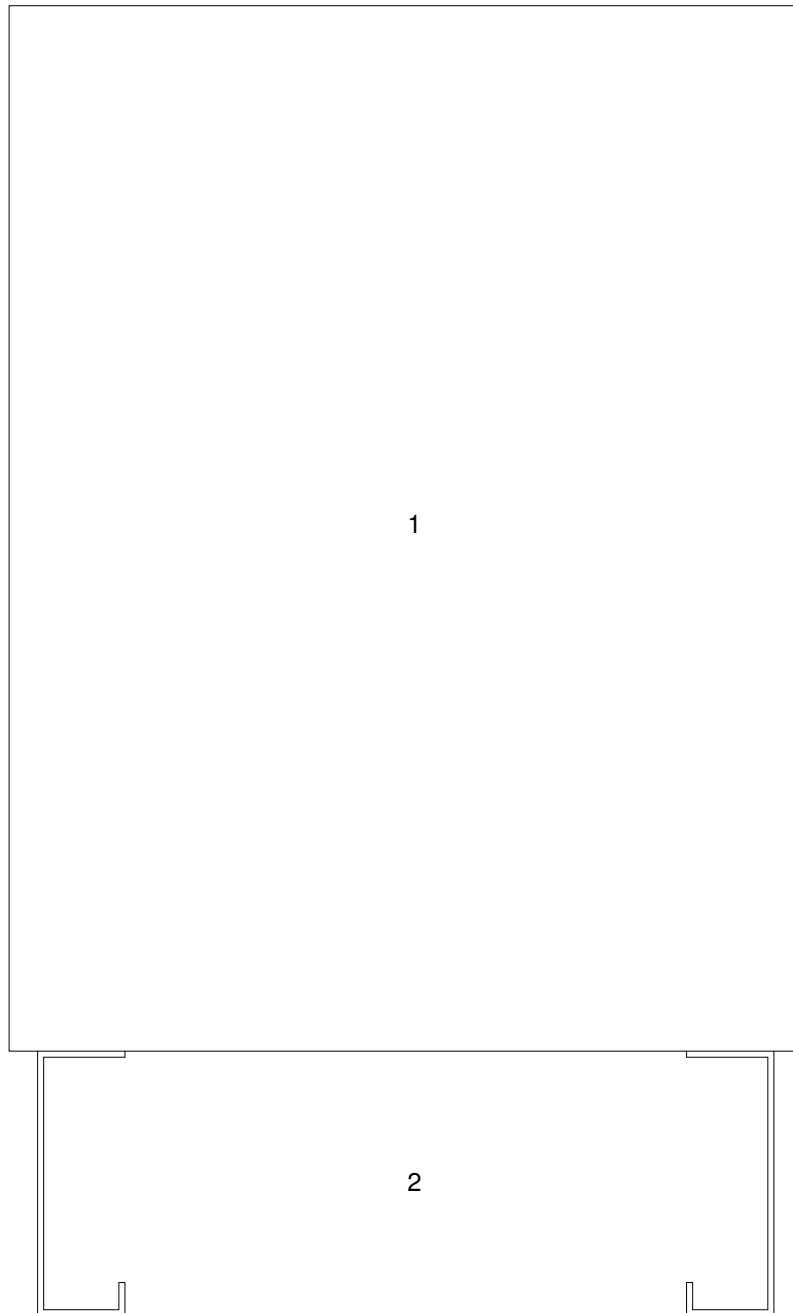
[illegible]

ELEMENTARY SCHOOLS - ROOF INVENTORY STATUS

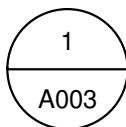
FACILITY	ZONE	AREA (SF)	ROOF TYPE	Approx. YEAR ROOFED	2019 ROOF STATUS	EST. ANNUAL MAINT. COST	EST. YEAR REPLACE	EST.	EST.	3 Year ELEMENT. DISTRICT PRIORITY
								REPLACE COST PER S.F. (2019 \$)	REPLACE COST TOTAL (2019 \$)	
1. Lewis & Clark	1	22,970	CSPE Hypalon	2000	Fair /Poor	\$ -	2020	\$ 13.50	\$ 310,095	X
	2	5,240	CSPE Hypalon	2000	Fair /Poor	\$ -	2020	\$ 13.50	\$ 70,740	X
2. Highland Park	1	240	EPDM	2007	Fair /Poor	\$ 19	2027	\$ 13.50	\$ 3,240	
	2	11,690	CSPE Hypalon	2005	Fair /Poor	\$ 9,352	2025	\$ 13.50	\$ 157,815	
	3	2,200	EPDM	2002	Fair /Poor	\$ 176	2022	\$ 13.50	\$ 29,700	X
	4	3,430	CSPE Hypalon	2002	Fair /Poor	\$ 274	2022	\$ 14.00	\$ 48,020	X
	5	11,745	Modified Cap	2002	Good	\$ 940	2022	\$ 13.50	\$ 158,558	X
3. Garfield	1A	2,205	Puff/Coated	2001	Fair /Poor	\$ 176	2021	\$ 16.00	\$ 35,280	X
	1B	430	Cedar Shake	2000	Fair /Poor	\$ 30	2021	\$ 25.00	\$ 10,750	X
	2A	2,205	Puff/Coated	2001	Fair /Poor	\$ 1,764	2021	\$ 16.00	\$ 35,280	X
	2B	430	Cedar Shake	2000	Fair /Poor	\$ 30	2021	\$ 25.00	\$ 10,750	X
	3	3,595	Puff/Coated	2001	Fair /Poor	\$ 288	2021	\$ 16.00	\$ 57,520	X
	4	6,375	Puff/Coated	2001	Fair /Poor	\$ 510	2021	\$ 16.00	\$ 102,000	X
	5	3,370	Puff/Coated	2001	Fair /Poor	\$ -	2020	\$ 14.00	\$ 47,180	X
	6	1,310	Puff/Coated	2001	Fair /Poor	\$ 105	2021	\$ 16.00	\$ 20,960	X
	7A	2,925	Puff/Coated	2001	Fair /Poor	\$ 234	2021	\$ 16.00	\$ 46,800	X
	7B	650	Cedar Shake	2000	Fair /Poor	\$ 46	2021	\$ 25.00	\$ 16,250	X
	8A	2,925	Puff/Coated	2001	Fair /Poor	\$ 234	2021	\$ 16.00	\$ 46,800	X
	8B	650	Cedar Shake	2000	Fair /Poor	\$ 234	2021	\$ 25.00	\$ 16,250	X
	9A	2,685	Puff/Coated	2001	Fair /Poor	\$ 215	2021	\$ 16.00	\$ 42,960	X
	9B	735	Cedar Shake	2000	Fair /Poor	\$ 51	2021	\$ 25.00	\$ 18,375	X
4. Lewistown Jr. Hig	1	465	EPDM	2015	Fair	\$ 33	2035	\$ 15.00	\$ 6,975	
	2	4,095	Modified Cap	2005	Fair	\$ 328	2025	\$ 15.00	\$ 61,425	
	3	355	Modified Cap	2005	Fair	\$ 28	2025	\$ 15.00	\$ 5,325	
	4	3,875	Modified Cap	2005	Fair	\$ 310	2025	\$ 15.00	\$ 58,125	
	5	410	Modified Cap	2005	Fair	\$ 33	2025	\$ 15.00	\$ 6,150	
	6	12,470	Modified Cap	2005	Fair	\$ 998	2025	\$ 15.00	\$ 187,050	
		109,675								
Annual Budget Forecast						\$ 16,407			\$ 1,610,373	

				BASE	BASE			BUDGET ONLY SHOWS ROOF SECTION TO BE REROOFED WITHIN THE NEXT 10 YEARS																	
				REPLACE	REPLACE																				
				COST	COST	BASE YEAR		BASE YEAR + 3.5%		BASE YEAR + 7%		BASE YEAR + 10.5%		BASE YEAR + 14%		BASE YEAR + 17.5%		BASE YEAR + 21%		BASE YEAR + 24.5%		BASE YEAR + 28%		BASE YEAR + 31.5%	
			AREA	PER S.F.	TOTAL	2020		2021		2022		2023		2024		2025		2026		2027		2028		2029	
	FACILITY	ZONE	(SF)	(2019 \$)	(2019 \$)	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE
1.	Lewis & Clark	1	22,970	\$ 13.50	\$ 310,095	\$ -	\$ 310,095	\$ 460		\$ 476		\$ 526		\$ 600		\$ 705		\$ 853		\$ 1,062		\$ 1,359		\$ 1,787	
		2	5,240	\$ 13.50	\$ 70,740	\$ -	\$ 70,740	\$ 105		\$ 109		\$ 120		\$ 137		\$ 161		\$ 195		\$ 242		\$ 310		\$ 408	
2.	Highland Park	1	240	\$ 13.50	\$ 3,240	\$ 19		\$ 20		\$ 20		\$ 22		\$ 26		\$ 30		\$ 36		\$ -	\$ 4,034	\$ 25		\$ 33	
		2	11,690	\$ 13.50	\$ 157,815	\$ 9,352		\$ 9,679		\$ 10,018		\$ 11,070		\$ 12,620		\$ -	\$ 185,433	\$ 3,707		\$ 4,615		\$ 5,907		\$ 7,768	
		3	2,200	\$ 13.50	\$ 29,700	\$ 176		\$ 182		\$ -	\$ 31,779	\$ 45		\$ 51		\$ 60		\$ 73		\$ 91		\$ 116		\$ 153	
		4	3,430	\$ 14.00	\$ 48,020	\$ 274		\$ 284		\$ -	\$ 51,381	\$ 74		\$ 84		\$ 99		\$ 120		\$ 149		\$ 191		\$ 251	
		5	11,745	\$ 13.50	\$ 158,558	\$ 940		\$ 973		\$ -	\$ 169,657	\$ 252		\$ 287		\$ 338		\$ 408		\$ 509		\$ 651		\$ 856	
3.	Garfield	1A	2,205	\$ 16.00	\$ 35,280	\$ 176		\$ -	\$ 36,515	\$ 91		\$ 101		\$ 115		\$ 135		\$ 163		\$ 203		\$ 260		\$ 342	
		1B	430	\$ 25.00	\$ 10,750	\$ 30		\$ -	\$ 11,126	\$ 16		\$ 18		\$ 20		\$ 24		\$ 29		\$ 36		\$ 46		\$ 60	
		2A	2,205	\$ 16.00	\$ 35,280	\$ 1,764		\$ -	\$ 36,515	\$ 913		\$ 1,009		\$ 1,150		\$ 1,351		\$ 1,635		\$ 2,036		\$ 2,606		\$ 3,427	
		2B	430	\$ 25.00	\$ 10,750	\$ 30		\$ -	\$ 11,126	\$ 16		\$ 18		\$ 20		\$ 24		\$ 29		\$ 36		\$ 46		\$ 60	
		3	3,595	\$ 16.00	\$ 57,520	\$ 288		\$ -	\$ 59,533	\$ 149		\$ 165		\$ 188		\$ 221		\$ 267		\$ 332		\$ 425		\$ 559	
		4	6,375	\$ 16.00	\$ 102,000	\$ 510		\$ -	\$ 105,570	\$ 264		\$ 292		\$ 333		\$ 391		\$ 473		\$ 589		\$ 753		\$ 991	
		5	3,370	\$ 14.00	\$ 47,180	\$ -	\$ 47,180	\$ 135		\$ 140		\$ 154		\$ 176		\$ 207		\$ 250		\$ 312		\$ 399		\$ 524	
		6	1,310	\$ 16.00	\$ 20,960	\$ 105		\$ -	\$ 21,694	\$ 55		\$ 61		\$ 69		\$ 81		\$ 99		\$ 123		\$ 157		\$ 206	
		7A	2,925	\$ 16.00	\$ 46,800	\$ 234		\$ -	\$ 48,438	\$ 121		\$ 134		\$ 152		\$ 179		\$ 217		\$ 270		\$ 345		\$ 454	
		7B	650	\$ 25.00	\$ 16,250	\$ 45		\$ -	\$ 16,819	\$ 24		\$ 27		\$ 30		\$ 36		\$ 43		\$ 54		\$ 68		\$ 90	
		8A	2,925	\$ 16.00	\$ 46,800	\$ 234		\$ -	\$ 48,438	\$ 121		\$ 134		\$ 152		\$ 179		\$ 217		\$ 270		\$ 345		\$ 454	
		8B	650	\$ 25.00	\$ 16,250	\$ 234		\$ -	\$ 16,819	\$ 121		\$ 134		\$ 152		\$ 179		\$ 217		\$ 270		\$ 345		\$ 454	
		9A	2,685	\$ 16.00	\$ 42,960	\$ 215		\$ -	\$ 44,464	\$ 112		\$ 124		\$ 141		\$ 166		\$ 201		\$ 250		\$ 320		\$ 420	
		9B	735	\$ 25.00	\$ 18,375	\$ 51		\$ -	\$ 19,018	\$ 27		\$ 30		\$ 34		\$ 40		\$ 48		\$ 60		\$ 77		\$ 101	
4.	Lewistown Jr. High	1	465	\$ 15.00	\$ 6,975	\$ 33		\$ 34		\$ 35		\$ 39		\$ 45		\$ 52		\$ 63		\$ 79		\$ 101		\$ 133	
		2	4,095	\$ 15.00	\$ 61,425	\$ 328		\$ 339		\$ 351		\$ 388		\$ 443		\$ -	\$ 72,174	\$ 260		\$ 324		\$ 414		\$ 545	
		3	355	\$ 15.00	\$ 5,325	\$ 28		\$ 29		\$ 30		\$ 33		\$ 38		\$ -	\$ 6,257	\$ 22		\$ 27		\$ 35		\$ 46	
		4	3,875	\$ 15.00	\$ 58,125	\$ 310		\$ 321		\$ 332		\$ 367		\$ 418		\$ -	\$ 68,297	\$ 246		\$ 306		\$ 392		\$ 516	
		5	410	\$ 15.00	\$ 6,150	\$ 33		\$ 34		\$ 35		\$ 39		\$ 45		\$ -	\$ 7,226	\$ 26		\$ 32		\$ 41		\$ 54	
		6	12,470	\$ 15.00	\$ 187,050	\$ 998		\$ 1,033		\$ 1,069		\$ 1,181		\$ 1,347		\$ -	\$ 219,784	\$ 791		\$ 985		\$ 1,261		\$ 1,658	
					1,610,373																				
Annual Budget Forecast, This Page =						\$ 16,407	\$ 428,015	\$ 13,628	\$ 476,074	\$ 14,646	\$ 252,817	\$ 16,555	\$ -	\$ 18,873	\$ -	\$ 4,656	\$ 559,171	\$ 10,686	\$ -	\$ 13,259	\$ 4,034	\$ 16,997	\$ -	\$ 22,351	\$ -

ROOF SECTION	AREA SF
1	22,970 +/-
2	5,240 +/-
TOTAL	28,210 +/-



NORTH REF



LEWIS & CLARK ELEMENTARY SCHOOL

NOT TO SCALE

BILLINGS, MT
p 406.248.7455
f 406.248.3779



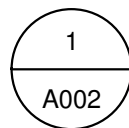
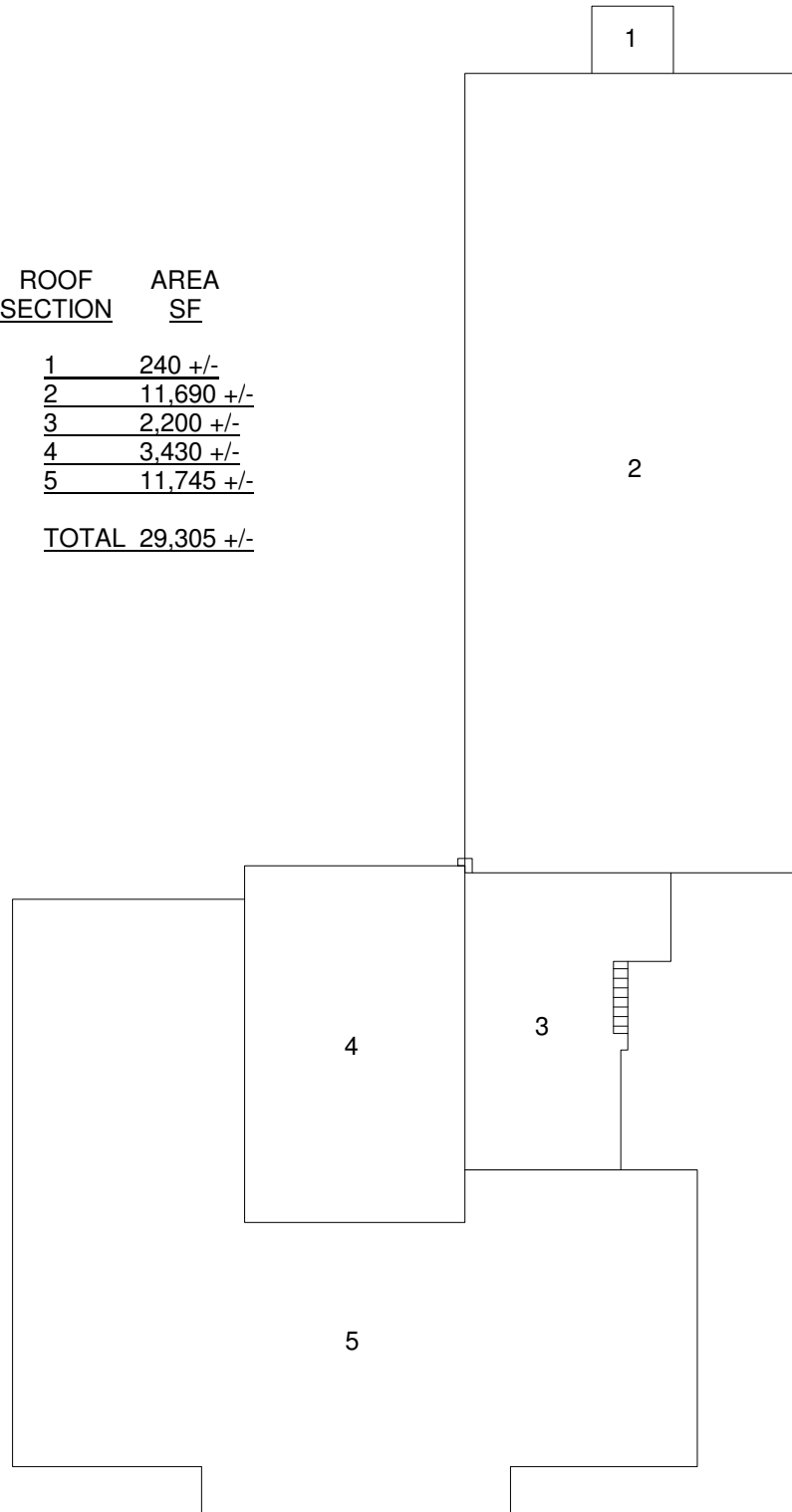
LEWISTOWN PUBLIC SCHOOLS
ROOF ASSESSMENT

© 2018 | ALL RIGHTS RESERVED

DRAWN BY
STAIGLE
CHECKED BY
TODD

REF SHEET SHEET
A003

<u>ROOF SECTION</u>	<u>AREA SF</u>
1	240 +/-
2	11,690 +/-
3	2,200 +/-
4	3,430 +/-
5	11,745 +/-
<u>TOTAL</u>	<u>29,305 +/-</u>



HIGHLAND PARK ELEMENTARY SCHOOL

NOT TO SCALE

BILLINGS, MT
p 406.248.7455
f 406.248.3779

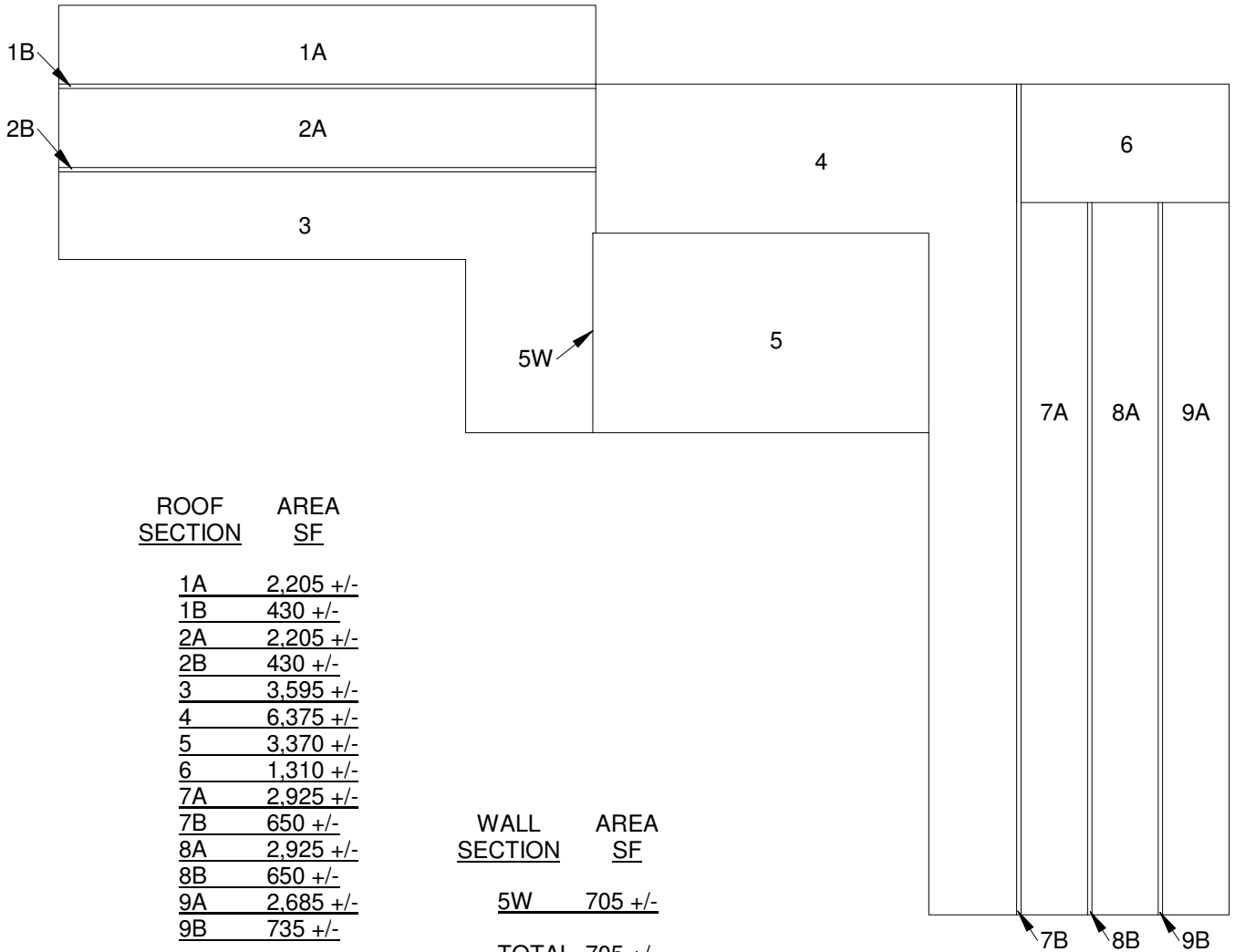


LEWISTOWN PUBLIC SCHOOLS
ROOF ASSESSMENT

© 2018 | ALL RIGHTS RESERVED

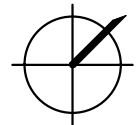
DRAWN BY
STAIGLE
CHECKED BY
TODD

REF SHEET SHEET
A002

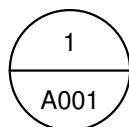


ROOF SECTION	AREA SF
1A	2,205 +/-
1B	430 +/-
2A	2,205 +/-
2B	430 +/-
3	3,595 +/-
4	6,375 +/-
5	3,370 +/-
6	1,310 +/-
7A	2,925 +/-
7B	650 +/-
8A	2,925 +/-
8B	650 +/-
9A	2,685 +/-
9B	735 +/-
TOTAL	30,490 +/-

WALL SECTION	AREA SF
5W	705 +/-
TOTAL	705 +/-



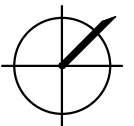
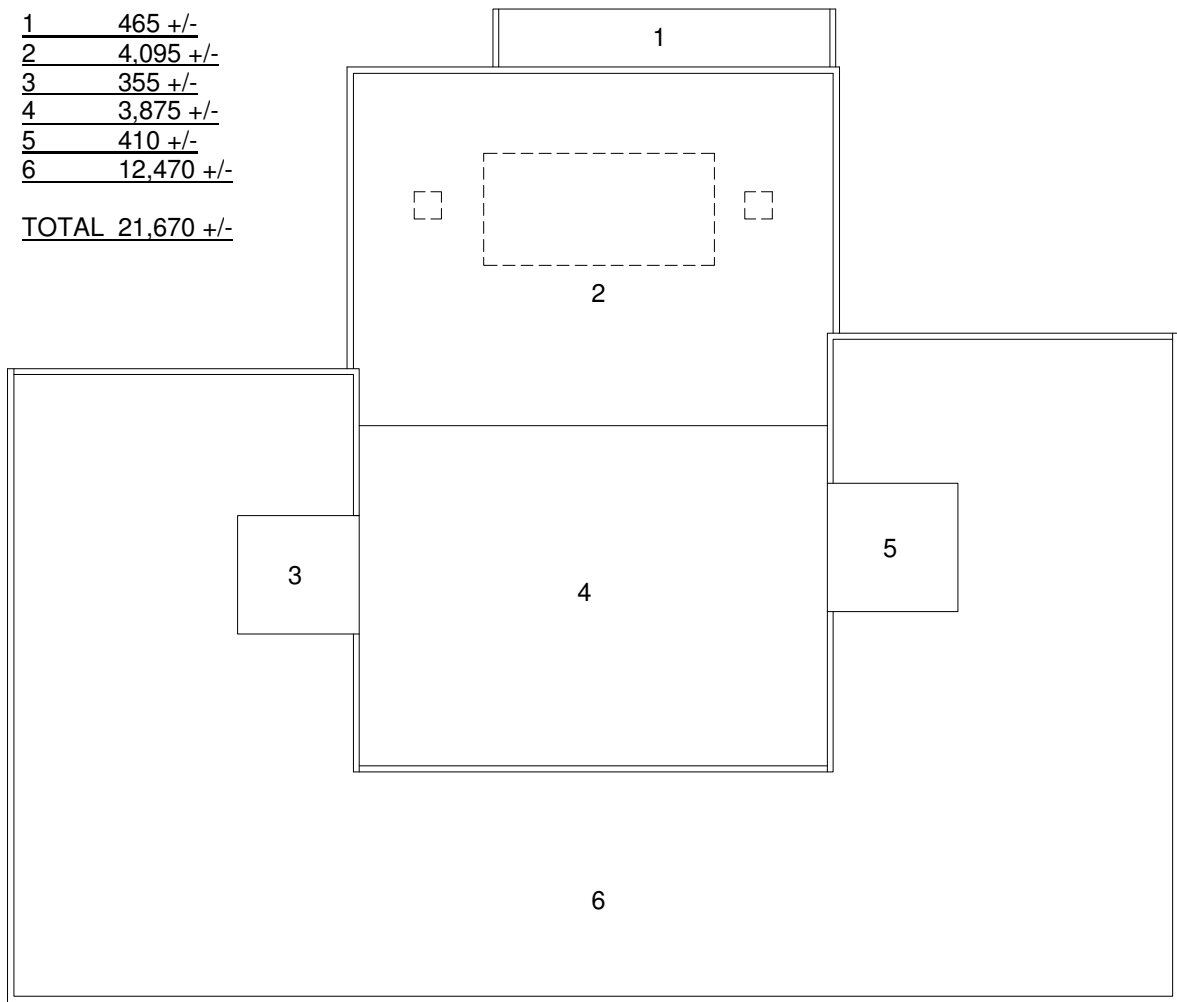
NORTH REF



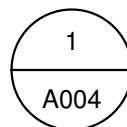
GARFIELD ELEMENTARY SCHOOL

NOT TO SCALE

ROOF SECTION	AREA SF
1	465 +/-
2	4,095 +/-
3	355 +/-
4	3,875 +/-
5	410 +/-
6	12,470 +/-
TOTAL	21,670 +/-



NORTH REF



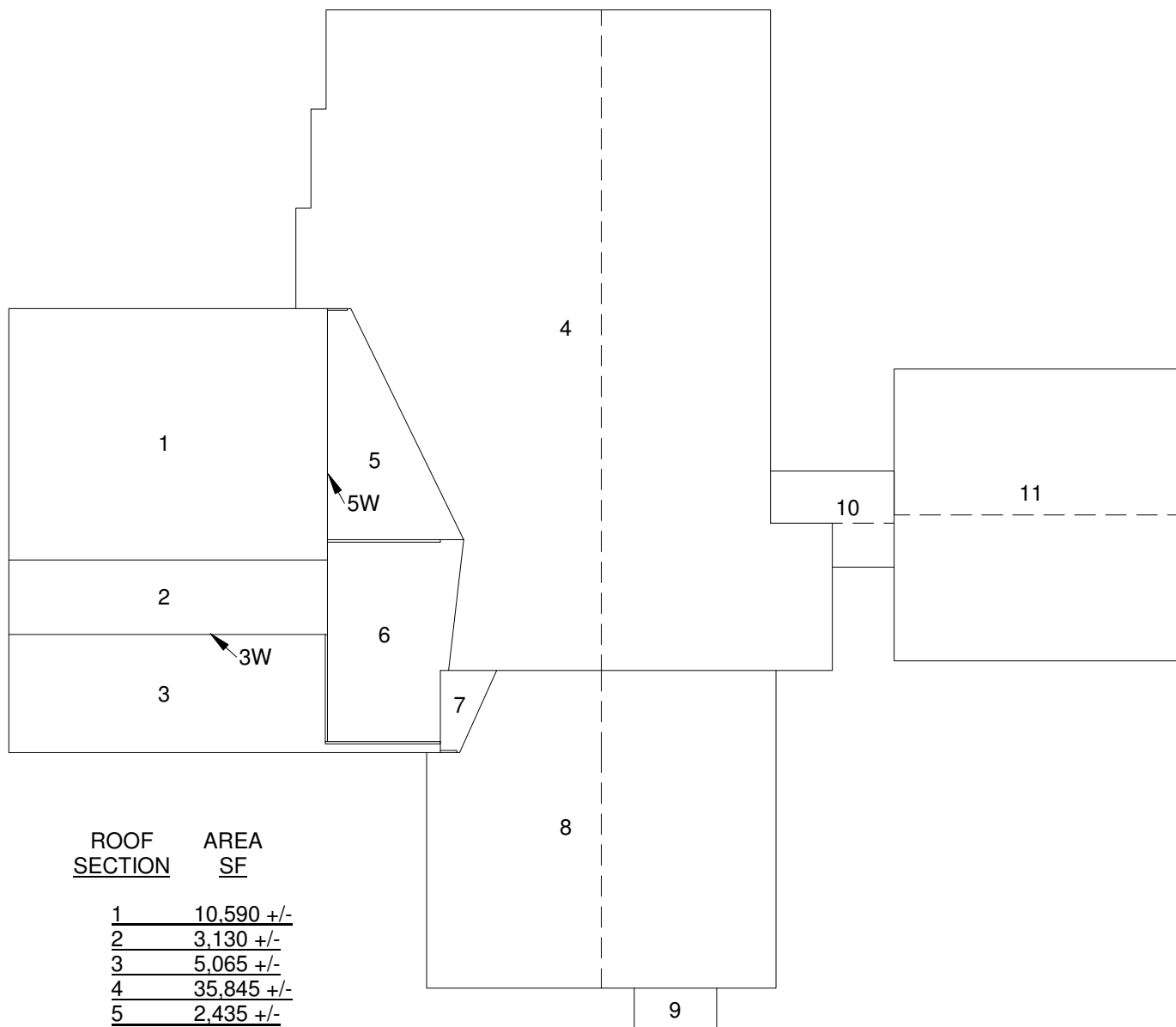
LEWISTOWN JUNIOR H.S.

NOT TO SCALE



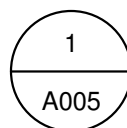
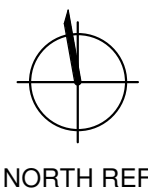
								EST. REPLACE COST PER S.F. (2019 \$)	EST. REPLACE COST TOTAL (2019 \$)	3 Year HIGH SCHOOL DISTRICT PRIORITY	
FACILITY	Section	AREA (SF)	ROOF TYPE	YEAR ROOFED	2019 ROOF STATUS	EST. ANNUAL MAINT. COST	EST. YEAR REPLACE				
1. Fergus High	1	10,590	Metal	1983	Fair	\$ 635	2025	\$ 25.93	\$ 274,599		
	2	3,130	Metal	1983	Fair	\$ 188	2025	\$ 26.05	\$ 81,537		
	3	5,065	Metal	1983	Fair	\$ 304	2025	\$ 26.42	\$ 133,817		
	4	35,845	Metal	1983	Fair	\$ 8,961	2022	\$ 25.85	\$ 926,593	X	
	5	2,435	EPDM FA	2017	Good	\$ 170	2038	\$ 14.00	\$ 34,090		
	6	3,380	CSPE HYP FA	2005	Good	\$ 270	2036	\$ 14.00	\$ 47,320		
	7	370	EPDM FA	2017	Good	\$ 22	2038	\$ 14.00	\$ 5,180		
	8	14,170	Metal	1983	Fair	\$ 3,543	2025	\$ 25.99	\$ 368,278		
	9	480	Metal	1983	Fair	\$ 29	2025	\$ 25.00	\$ 12,000		
	10	1,215	Metal	1983	Fair	\$ 73	2025	\$ 26.52	\$ 32,222		
	11	11,130	Metal	1983	Fair	\$ 2,783	2025	\$ 26.28	\$ 292,496		
	Wall section	3W	810	Metal	1983	Fair	\$ 49	2025	\$ 30.00	\$ 24,300	
	Wall Section	5W	1,915	Metal	1983	Fair	\$ 115	2025	\$ 30.00	\$ 57,450	
2. Lincoln Admin.	1	4,360	Modified		Fair	\$ 349	2025	\$ 13.50	\$ 58,860		
	2	12,060	Modified		Fair	\$ 965	2025	\$ 13.50	\$ 162,810		
	3	2,215	Modified		Fair	\$ 177	2025	\$ 13.50	\$ 29,903		
	4	175	Shingles		Good	\$ 9	2036	\$ 12.00	\$ 2,100		
	5	135	TPO MA		Poor	\$ 8	2024	\$ 15.00	\$ 2,025		
	6	115	TPO MA	2018	Fair	\$ 7	2030	\$ 15.00	\$ 1,725		
		109,595									
Annual Budget Forecast						\$ 18,656		\$ 2,547,305			

				BASE	BASE			BUDGET ONLY SHOWS ROOF SECTION TO BE REROOFED WITHIN THE NEXT 10 YEARS																	
				REPLACE	REPLACE																				
				COST	COST	BASE YEAR		BASE YEAR + 3.5%		BASE YEAR + 7%		BASE YEAR + 10.5%		BASE YEAR + 14%		BASE YEAR + 17.5%		BASE YEAR + 21%		BASE YEAR + 24.5%		BASE YEAR + 28%		BASE YEAR + 31.5%	
			AREA	PER S.F.	TOTAL	2020		2021		2022		2023		2024		2025		2026		2027		2028		2029	
	FACILITY	ZONE	(SF)	(2019 \$)	(2019 \$)	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE	REPAIR	REPLACE
1.	Fergus High	* 1	10,590	\$ 25.93	\$ 274,599	\$ 336		\$ 348		\$ 360		\$ 371		\$ 383		\$ -	\$ 322,653	\$ 201		\$ 250		\$ 257		\$ 264	
		* 2	3,130	\$ 26.05	\$ 81,537	\$ 1,187		\$ 1,229		\$ 1,270		\$ 1,312		\$ 1,353		\$ -	\$ 95,805	\$ 719		\$ 895		\$ 920		\$ 945	
		* 3	5,065	\$ 26.42	\$ 133,817	\$ 286		\$ 296		\$ 306		\$ 316		\$ 326		\$ -	\$ 157,235	\$ 173		\$ 215		\$ 221		\$ 227	
		* 4	35,845	\$ 25.85	\$ 926,593	\$ 8,961		\$ 9,275		\$ -	\$ 933,079	\$ 302		\$ 344		\$ 344		\$ 365		\$ 376		\$ 387		\$ 397	
		5	2,435	\$ 14.00	\$ 34,090	\$ 52		\$ 54		\$ 56		\$ 57		\$ 59		\$ 59		\$ 63		\$ 65		\$ 67		\$ 68	
		6	3,380	\$ 14.00	\$ 47,320	\$ 194		\$ 201		\$ 208		\$ 214		\$ 221		\$ 221		\$ 235		\$ 242		\$ 248		\$ 255	
		7	370	\$ 14.00	\$ 5,180	\$ 1,040		\$ 1,076		\$ 1,113		\$ 1,149		\$ 1,186		\$ 1,186		\$ 1,258		\$ 1,295		\$ 1,331		\$ 1,368	
		* 8	14,170	\$ 25.99	\$ 368,278	\$ 3,543		\$ 3,667		\$ 3,791		\$ 3,915		\$ 4,039		\$ -	\$ 432,727	\$ 301		\$ 375		\$ 385		\$ 396	
		9	480	\$ 25.00	\$ 12,000	\$ 423		\$ 438		\$ 453		\$ 467		\$ 482		\$ -	\$ 14,100	\$ 256		\$ 319		\$ 328		\$ 337	
		* 10	1,215	\$ 26.52	\$ 32,222	\$ 10		\$ 10		\$ 11		\$ 11		\$ 11		\$ -	\$ 37,861	\$ 6		\$ 7		\$ 8		\$ 8	
		* 11	11,130	\$ 26.28	\$ 292,496	\$ 2,783		\$ 2,880		\$ 2,978		\$ 3,075		\$ 3,173		\$ -	\$ 343,683	\$ 4		\$ 5		\$ 5		\$ 5	
		3W	810	\$ 30.00	\$ 24,300	\$ 15		\$ 16		\$ 16		\$ 17		\$ 17		\$ -	\$ 28,553	\$ 9		\$ 11		\$ 12		\$ 12	
		5W	1,915	\$ 30.00	\$ 57,450	\$ 12		\$ 12		\$ 13		\$ 13		\$ 14		\$ -	\$ 67,504	\$ 8		\$ 10		\$ 10		\$ 11	
2.	Lincoln Admin	1	4,360	\$ 13.50	\$ 58,860	\$ 1,768		\$ 1,830		\$ 1,892		\$ 2,090		\$ 2,016		\$ -	\$ 69,161	\$ 1,070		\$ 1,332		\$ 1,370		\$ 1,407	
		2	12,060	\$ 13.50	\$ 162,810	\$ 1,900		\$ 1,967		\$ 2,033		\$ 2,100		\$ 2,166		\$ -	\$ 191,302	\$ 1,150		\$ 1,432		\$ 1,472		\$ 1,512	
		3	2,215	\$ 13.50	\$ 29,903	\$ 158		\$ 164		\$ 169		\$ 187		\$ 180		\$ -	\$ 35,135	\$ 96		\$ 120		\$ 123		\$ 126	
		4	175	\$ 9.00	\$ 2,100	\$ 9		\$ 9		\$ 10		\$ 10		\$ 10		\$ 10		\$ 11		\$ 11		\$ 12		\$ 12	
		5	135	\$ 15.00	\$ 2,025	\$ 243		\$ 252		\$ 260		\$ 269		\$ -	\$ 2,256	\$ 139		\$ 168		\$ 173		\$ 178		\$ 183	
		6	115	\$ 15.00	\$ 1,725	\$ 134		\$ 139		\$ 143		\$ 148		\$ 153		\$ 153		\$ 162		\$ 167		\$ 172		\$ 176	
					\$ 2,547,305																				
Annual Budget Forecast, This Page =						\$ 23,054	\$ -	\$ 23,861	\$ -	\$ 15,080	\$ 933,079	\$ 16,024	\$ -	\$ 16,133	\$ 2,256	\$ 2,112	\$ 1,795,719	\$ 6,256	\$ -	\$ 7,299	\$ -	\$ 7,505	\$ -	\$ 7,710	\$ -
* note: If the High school is reroofed with new metal panels the cost for adding a snow retention system has been added to the budget.																									



ROOF SECTION	AREA SF
1	10,590 +/-
2	3,130 +/-
3	5,065 +/-
4	35,845 +/-
5	2,435 +/-
6	3,380 +/-
7	370 +/-
8	14,170 +/-
9	480 +/-
10	1,215 +/-
11	11,130 +/-
TOTAL	87,810 +/-

WALL SECTION	AREA SF
3W	810 +/-
5W	1,915 +/-
TOTAL	2,725 +/-

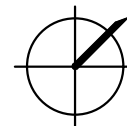
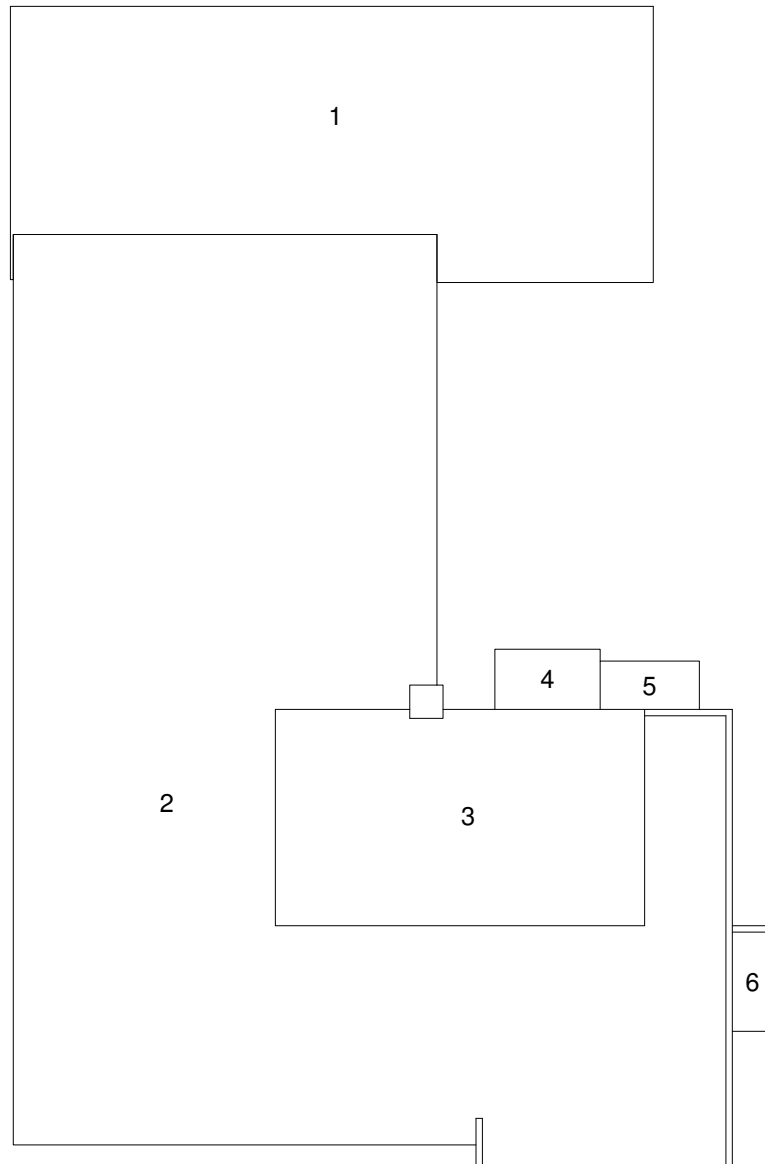


FERGUS HIGH SCHOOL

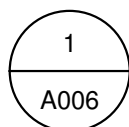
NOT TO SCALE



ROOF SECTION	AREA SF
1	4,360 +/-
2	12,060 +/-
3	2,215 +/-
4	175 +/-
5	135 +/-
6	115 +/-
TOTAL	19,060 +/-



NORTH REF



LINCOLN ADMINISTRATION BLDG.

NOT TO SCALE

BILLINGS, MT
p 406.248.7455
f 406.248.3779



LEWISTOWN PUBLIC SCHOOLS
ROOF ASSESSMENT

© 2018 | ALL RIGHTS RESERVED

DRAWN BY
STAIGLE
CHECKED BY
TODD

REF SHEET

SHEET
A006

ELECTRICAL

The main cause for concern is the age of the power distribution equipment throughout the school district. Each school in the district has multiple panels which are beyond their expected service life. In general, the expected service life of electrical equipment is 20 to 30 years. Factors that affect the service life include environmental conditions and maintenance history. Additionally, a circuit breaker's service life is also affected by the number of on-off cycles, the number of operations under load, overloads, and short circuits to which it is subjected. Well maintained equipment can continue to perform adequately well beyond its expected service life. However, maintaining and repairing equipment as it ages becomes a challenge as manufacturers phase out older product lines and replacement parts become scarce. Circuit breakers can present an additional safety concern as they age in that they may fail to reliably trip under overload or short circuit conditions which could result in property damage or personal injury.

The National Electric Code (NEC) requires that electrical equipment such as switchboards, panelboards, and motor control centers (MCC) that are likely to require examination, adjustment, servicing, or maintenance while energized to be marked to warn of arc flash hazards. The electrical equipment throughout the district schools is not labeled in such a fashion. It is recommended that the District preform an arc flash study at each school and label the equipment accordingly.

Article 110.26(B) of the NEC requires the working space to be clear and not used for storage. The working space, which is defined by Article 110.26(A), varies depending on the size of the equipment and the nominal voltage to ground. In general, the NEC required working space is no smaller than 3 ft. deep, 30 in. wide, and 6.5 ft. high. In the case where the equipment dimensions exceeds 30 in. wide by 6.5 ft. high, the working space extends to the width and height of the equipment. There are several examples throughout the school district of this working space being used for storage. The most glaring violation is located at Highland Park and is discussed below.



Figure 1: NEC Article 110.26 Violations

Garfield Elementary School

Electrical distribution at Garfield Elementary is provided at 208V/120V 3-phase by GE Spectra Series panelboard. This main panel was built around 2010 and is in good condition. Panel G, which is located in the custodian's office, is a GE A-Series II panel and is in good condition.



Figure 2: Main Distribution Panel



Figure 3: Panel G

In addition to the newer GE panelboards, there are several older Square D panels which are in good condition and are still supported by the manufacturer. These panels are both located in the boiler room and include a Type QO Load Center and a Type NQOD panelboard, Panel D.



Figure 4: Square D Type QO Load Center



Figure 5: Existing Square D Type NQOD - Panel D

The final group of panels are all well past the 30 year expected service life, with some dating back to the 1960s. Included in this group is the original main distribution panel located in the boiler room. This panel is a Square D, Type ML distribution panel, which provides electrical power to all of the older panels throughout the school. There are also three Square D Type MO4 panels, and a Square D Type NQB panel located throughout the halls. These panels are no longer supported by the manufacturer and no current circuit breakers compatible with these designs are available. It should also be noted that district personnel indicate the breakers installed in these panels are difficult to operate and do not clearly indicate whether they have tripped. Additionally, the panel directories are not accurate which can cause confusion, and potentially dangerous conditions, for maintenance staff. It is recommended that these panels be replaced given their age and the concerns raised by district personnel.



Figure 6: Existing Square D Type ML Panelboard

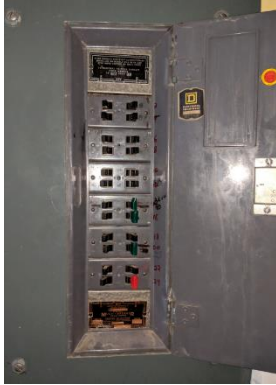


Figure 7: Typical Existing Square D Type MO4 Panelboard



Figure 8: Existing Square D Type NQB Panelboard

The typical classroom at Garfield Elementary is provided with only two hardwired data ports. These ports are generally located in opposite corners of the room. Wireless access is also provided by access points located throughout the halls. Where required, long Ethernet cables, which are hidden behind furniture, are used to provide more hardwired connections. Where additional connections are required, desktop Ethernet switches are used.



Figure 9: Typical Data and Phone Connection

Classroom lighting has been converted to LED lighting and is in good condition. However, due to the lack of accessible space above the ceiling, some low-voltage wiring associated with the lighting is installed exposed on the ceiling. It is recommended that surface raceway similar to what is used elsewhere in the district be installed to contain this wiring.



Figure 10: Example of Exposed Wiring

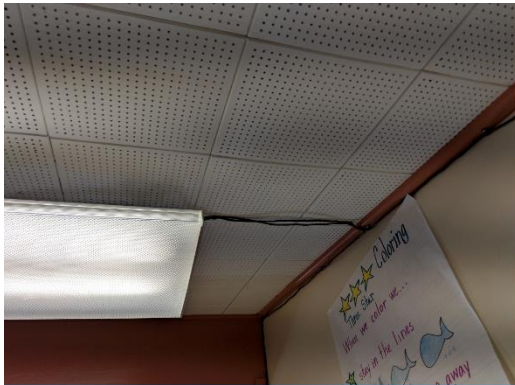


Figure 11: Example of Exposed Wiring

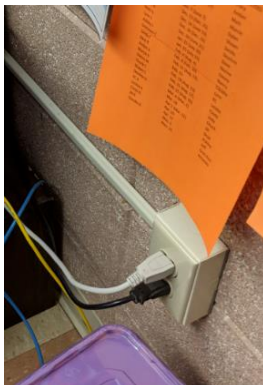


Figure 12: Surface Raceway Example

Lewis and Clark Elementary School

Electrical distribution at the Lewis and Clark Elementary is provided as a 240V, 3-phase, high-leg delta service via a 600A Westinghouse main distribution panel (MDP), which is located in an electrical closet off of the gymnasium. The panel is well past its expected service life and is no longer supported by the manufacturer. In addition, the panel enclosure does not prevent access to the ground bar. It is recommended that it be replaced.



Figure 13: Westinghouse MDP Interior

The MDP is adjacent to a 225A, Square D Type NQOD panel which appears to be in serviceable condition. While this product line has been replaced, replacement circuit breakers are still available from the manufacturer.



Figure 14: Square D Type NQOD (left) and Westinghouse MDP (right)

In addition to the MDP, there are three Westinghouse panels of similar vintage and condition which also need to be replaced. These panels are located in the boiler room and in the south hall.



Figure 15: Westinghouse Type NLAB Panel in South Hall



Figure 16: Westinghouse Type P-H Panel in Boiler Room



Figure 17: Westinghouse Type NLAB Panel in Boiler Room

The remaining panels include two GE A-Series panels, Panel M located in the boiler room and Panel C located in the Custodian's office, which appear to be in serviceable condition. The GE A-Series of panelboards has been replaced by the A-Series II, however it is still supported and replacement parts are available from ABB, which acquired GE Industrial Solutions in 2018.



Figure 18: GE A-Series Panel C



Figure 19: GE A-Series Panel M

The typical classroom is provided with only two hardwired data ports. These ports are generally located in opposite corners of the room. Wireless access is also provided by access points located throughout the halls. Where required, long Ethernet cables are used to provide more convenient access to the hardwired connections. The use and location of these cables varies, however in some classrooms they are simply draped from windows, or forced into seams between the HVAC equipment and the wall. Where additional connections are required, desktop Ethernet switches are used. Additional data ports are recommended to provide easier access, additional flexibility, and to minimize reliance on long Ethernet cables.

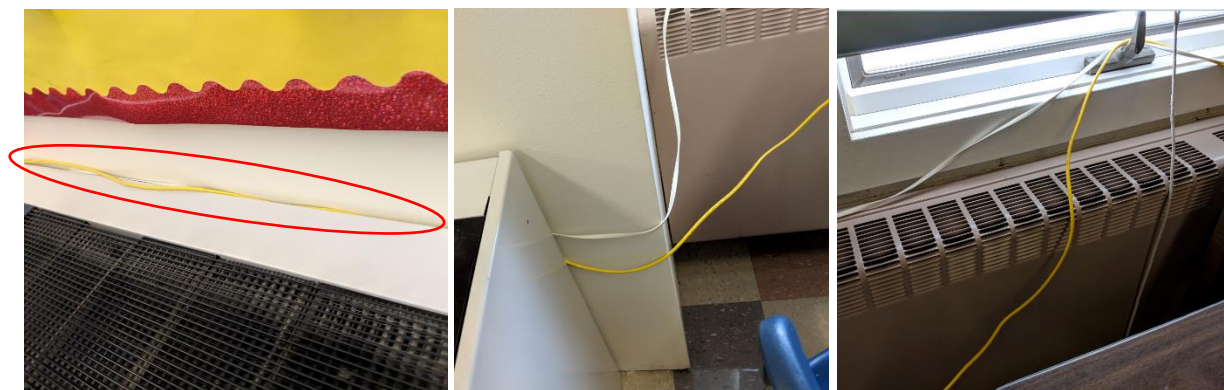


Figure 20: Long Ethernet Cable (Yellow) and Telephone Cable



Figure 21: Ethernet Switch Used to Provide Additional Ports

Lighting throughout the school is provided by a combination of recessed and surface mounted fluorescent fixtures which appear to be in good condition. Replacing with LED fixtures is recommended to increase energy efficiency and reduce maintenance requirements.



Figure 22: Typical Classroom Lighting



Figure 23: Gymnasium (Left) and Cooridor (Right) Lighting

Highland Park Elementary School

The electrical panels at Highland Park Elementary School include a GE Spectra Panelboard and a GE A-Series Panel located in the custodian's office. These panels appear to be in good and serviceable condition. Additionally replacement parts are available from the manufacturer. The Square D Types NQOD and NQOB located in the boiler room and the storage/lost and found room respectively, are also in good condition and have available parts and support from the manufacturer. The Square D Type MLN panel, located in the hall, is beyond its service life and should be replaced.



Figure 24: Spectra Series and A-Series Panels in Custodian Office



Figure 25: Square D Type NEQD Panel in Boiler Room



Figure 26: Square D Type NQOB in Storage/Lost and Found



Figure 27: Square D Type MLN in Hall

A GE A-Series II panel is located in the storage room off of the gym. This panel appears to be in serviceable condition and is a current product line fully supported by the manufacturer. This panel, however, is installed in such a way so as to be in violation of the NEC. More specifically the desk and the storage shelves in front of and above the panel violate NEC Article 110.26 which require the working space to be clear and not used for storage. By comparison to other Article 110.26 violations throughout the school district, this violation is striking because of the relative permanence of the desk and shelving. Most, if not all, of the other working space violations involve non-permanent storage of items, i.e. a box or cleaning equipment parked in front of a panel, which can be easily be moved to restore the integrity of the clear working space. However in this case, the desk needs to be completely relocated and the shelving need to be demolished.



Figure 28: Desk Located in the NEC Required Working Space



Figure 29: Shelving located in the NEC required Working Space

Lighting throughout the school is provided by a combination of surface and pendant mounted fluorescent fixtures. These fixtures appear to be in good condition, however replacing with LED fixtures is recommended to increase energy efficiency and reduce maintenance requirements.

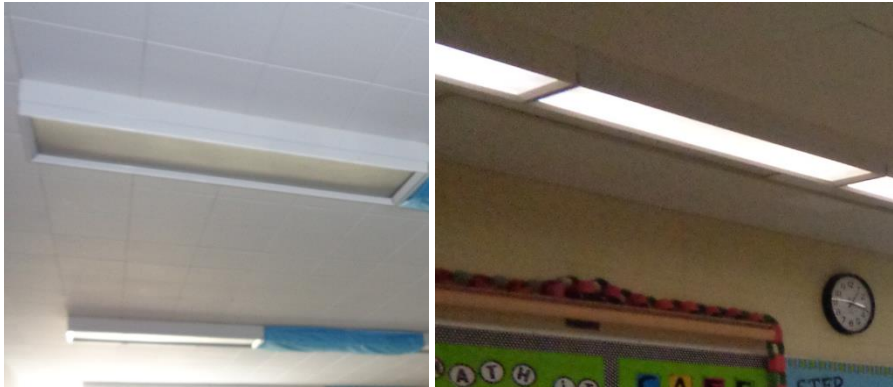


Figure 30: Typical Classroom Lighting

Junior High School

Electrical distribution at the Junior High is provided as a 240V, 3-phase, high-leg delta service via a Westinghouse Type CDP main distribution panel (MDP), which is located in the boiler room. This panel appears to be in serviceable condition. Replacement circuit breakers are still available from Eaton, who acquired the Westinghouse distribution unit in 1994. The MDP is installed next to a GE A-Series panel which also appears to be in serviceable condition. This panel is still supported with replacement parts available from ABB. In addition to these panels, there are several GE, Square D, Culter-Hammer and Westinghouse panels of varying vintage throughout the school. All of which are in good and serviceable condition. The two Federal Pacific (FPE) Stab-lok® load centers, located in the electrical panel space off stage in the auditorium and in the basement near the elevator, are in poor condition and should be replaced immediately.



Figure 31: GE A-Series Panel (Left) and Westinghouse MDP



Figure 32: FPE Stab-lok® Panel near Auditorium



Figure 33: FPE Stab-lok® Panel near Auditorium (Interior)

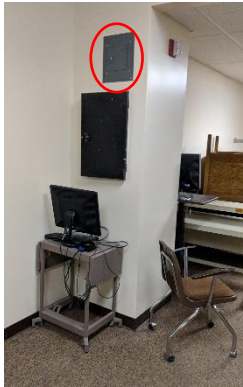


Figure 34: FPE Stab-lok® Panel in Basement near Elevator



Figure 35: FPE Stab-lok® Panel in Basement near Elevator (Interior)

A starter panel is located in the basement below the FPE panel. This panel uses a piece cardboard inside to shield an energized, uninsulated 240 V knife switch. This presents a potential safety hazard and should be addressed.

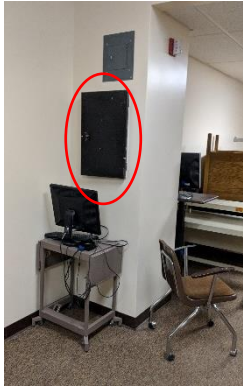


Figure 36: Starter Panel in Basement near Elevator



Figure 37: Starter Panel in Basement near Elevator (Interior)



Figure 38: Knife Switches behind Cardboard

An exposed contactor is located immediately inside the door to the old transformer vault behind the MDP in the boiler room. This contactor is located at a height where one would expect to find a light switch. The light switch for this space is a rotary switch located immediately adjacent to a conduit sleeve containing cables exiting the panelboard on the opposite side of the wall.



Figure 39: Entrance to the Old Transformer Vault

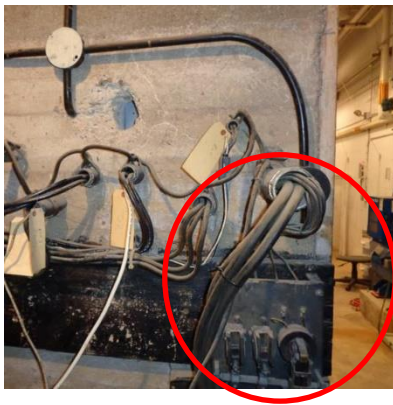


Figure 40: Rotary Switch Adjacent to Power Cables & Exposed Contactor

Since the exposed contactor is located in a locked room which is accessible only to qualified persons it is considered to be guarded against accidental contact per the NEC. However, due to its mounting height and the light switch location relative to the conduit sleeve, it is recommended that the light switch be relocated outside of the vault and labeled accordingly. This will reduce the likelihood of accidental contact with the exposed contactor. Additionally, the items being stored inside the room should be removed so that access to the space is not required by unqualified persons.



Figure 41: Storage in Vault

The typical junior high classroom is provided with only two hardwired data ports. These ports are generally located in opposite corners of the room. Wireless access is also provided by access points located throughout the halls. Where required, long Ethernet cables are used to provide more convenient access to the hardwired connections. Where additional connections are required, desktop Ethernet switches are used. Additional data ports are recommended to provide easier access, additional flexibility, and to minimize reliance on long Ethernet cables.

Lighting throughout the school is provided by a combination of recessed fluorescent fixtures, where a drop ceiling is available, and pendant mounted fluorescent fixtures. These fixtures are based on older T12 lamp technology. Replacing with LED fixtures is recommended to increase energy efficiency and reduce maintenance requirements.



Figure 42: Typical Fluorescent Lighting

It was reported during a site visit that windblown snow entered exterior louver and dripped onto network & server racks in the basement. It is recommended that additional investigation be performed to identify and correct the leak issue.

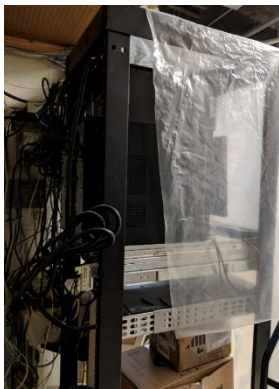


Figure 43: Servers Protected from Snow-related Leak

Fergus High School

The main distribution panel at Fergus High School is a 208V/120V 3-phase, 4 wire GE AV-Line switchboard located in the main electrical room off of the boiler room. This electrical room also houses three GE NLAB panelboards. In addition to the equipment in the electrical room, there are 16 other GE Type NLAB and Type NAB panels as well as two GE 8000 Line MCCs located throughout the school.



Figure 44: GE AV-Line Main Distribution Panel



Figure 45: Typical GE NLAB Panels



Figure 46: Typical GE 8000 Line MCC

The GE equipment all appears to be in good working condition however most of it has been in service for over 30 years. Some of the equipment has been obsoleted by the manufacturer which, over time, will make it challenging to make repairs and will eventually necessitate replacement. Specifically, the Type NAB and NLAB panels have been obsoleted by the manufacturer in the 1980s. There are still limited replacement parts available from ABB, however there is no indication as to when this support will end.

The typical classroom at Fergus HS is provided with standard 2x4 recessed fluorescent fixtures. Replacing with LED fixtures is recommended to increase energy efficiency and reduce maintenance requirements. Classrooms are typically provided with only two hardwired data ports. These ports are generally located in opposite corners of the room. Wireless access is also provided by access points located throughout the halls. Where required, long Ethernet cables are used to provide more convenient access to the hardwired connections. Where additional connections are required, desktop Ethernet switches are used. Additional data ports are recommended to provide easier access, additional flexibility, and to minimize reliance on long Ethernet cables.



Figure 47: Typical Classroom Lighting

MECHANICAL

Contents

Buildings Assessed.....	1
Overview.....	1
Site Summary / Recommendations.....	2
Lewistown High School.....	2
Jr. High.....	2,3
Lewis and Clark.....	3
Lincoln.....	3
Garfield.....	3,4
Highland Park.....	4
Recommendations.....	4
Preliminary cost assessment.....	4
Photos.....	5

Buildings Assessed:

1. Lewistown High School
2. Lewistown Jr. High
3. Lewis and Clark
4. Lincoln
5. Garfield
6. Highland Park

Overview:

The sites were visited on 4/10/2019 and 4/11/2019 by Rick DeMarinis and John Tobol to perform a conditional assessment of the HVAC system and provide recommendations to remedy the deficiency items as observed and identified by the school staff.

SITE SUMMARY:/RECOMMENDATIONS:

Lewistown High School,

1. Building is under negative pressure causing fumes to transport throughout building. Solution is to provide more ventilation/makeup air.
2. Wood shop dust collection system needs updating: Replace
3. Main water service does not have a backflow preventer. Install New
4. Heat Pump 7 (HP-7) controls are disconnected and need to be rewired.
5. Heat exchanger for DHW is leaking. Replace with new instantaneous system.
6. DHW storage tanks (2 1500 gal tanks) are 30+ years old and should be removed.
7. The Existing cooling tower and chiller should be replaced with new air cooled chiller system.
8. Lochinvar Power Fin boilers trip on air switch fault. Review combustion air damper operation. Correct operation.
9. Review necessity of 75 psi relief valve on Lochinvar boilers which increases the boiler operator classification to high pressure. Replace with 50 psi relief valves.
10. Controls in the building are a hybrid of pneumatic and digital. Upgrade controls to eliminate pneumatic systems including t-stats and damper/valve actuators.
11. Shop infrared heaters are in poor shape and installed incorrectly. Replace with unit heaters.
12. No makeup air provided to shops; Smoke-eater units are utilized to capture fumes and then recirculate filtered air back to the space. IAQ is poor Install tempered mke up air system.
13. Hard water causing problems with Bradley showers valves. Install water softening.
14. Gym temperature is not controlled well. Upper seating areas get hot, while floor is too cool. This indicates stratification that needs to be addressed. Revised temperature control sequence to limit supply air to 90F and replace existing air diffusers to direct more air down to the floor level.
15. Heat pumps are mostly original (33 years old) and should be replaced with high-efficiency models.
16. Convert the chilled water system to glycol to prevent catastrophic AHU coil breakage during cold weather that could occur with a failed outside air intake damper.
17. Art Room, Exhaust fan do not cover all the kilns, need to be replaced with one single hood.
18. Removal of the old boilers. The power fins would be replaced with new crest boilers. This will also standardize the boilers in the school system.

Lewistown JR. HIGH,

1. Controls upgrade estimate from ATS is \$47,000 to replace Trane Tracer controls. Existing t-stats are pneumatic and should be upgraded to DDC.
2. Trane AHU's with VAV boxes without reheat coils (23 of them). Heating is by perimeter steam radiation with old pneumatic control valves that are obsolete (50 of them?). Replace steam control valves.

3. Steam piping is mostly original from 1920's; some from 1950's and has asbestos. Replace Condensate piping.
4. Rooms get warm and cause chiller to run. Temperature control sequences need to be improved and commissioned.
5. Galvanized water piping is showing serious corrosion and will need to be replaced.
6. Sewage backflows into the building when there is flooding. A backwater valve is needed.
7. VAV box motors are failing and need to be replaced.
8. Compliant ventilation system needs to be installed. Auditorium has some radiators and gym has unit heaters. Install new package HVAC unit on the roof.
9. Restrooms have inadequate exhaust. Replace exhaust fans.
10. Exhaust fans in the showers are inadequate. Install new Exhaust system.
11. DHW heater is 25 years old. Replace with high efficiency sealed combustion unit.
12. No backflow preventer in building. Install new.

LEWIS and CLARK,

1. Patterson Kelly boiler (1500 MBH) installed about six years ago heats building; old Kewanee (1960) converted from steam to heating water service is the backup boiler. Remove the Kewanee and Install new crest backup .
2. Calcium deposits are a problem: water treatment is needed.
3. DHW heater is 12 years old. Replace with high efficiency type.
4. Restroom ventilation is inadequate. Replace

LINCOLN,

1. The Kitchen reheat unit is direct combustion. Replace with new unit.
2. Boiler condensate tank shows corrosion and needs replacement.
3. Sectional boilers are old enough that replacement sections are not available .replacement of these boilers is recommended.
4. The split ac units are a combination of old to very old units. The rooftop units are showing signs of possible failure. Replace with new units
5. The fan terminal unit are original and need to be replaced.
6. Condensate piping shows leaks. Replace

GARFIELD,

1. Some of the original condensate return piping is developing pin holes and should be replaced. Boiler room piping also needs replacement.

2. Existing condensate receiver is corroded badly and in need of replacement.
3. Restroom exhaust fans are not effective and need to be replaced.
4. Replace chiller pumps with VFD driven units for efficiency.
5. Due to numerous leaks in the roof system and design of existing, a new roof is warranted.
6. Any changes to the piping system needs to include measures for asbestos removal.
7. DHW heater is 17 years old. Replace

HIGHLAND PARK,

1. Hurst boilers have low water cutoff problems. Replace boilers and boiler room piping.
2. Ceiling mounted unit vent in classroom to be removed and replaced with floor mount and sized for the room size.
3. Exhaust is inadequate in the restroom. Replace exhaust fans.

RECOMMENDATIONS:

The following is a list of items that we feel are in need of an upgrade or removal and replacement of items that are at the end of there life expectance or are failing due to other reasons.

1. We recommend the controls for all of the buildings be upgraded to a DDC system that will be integrated into one BAS. Most of the schools Are still partially on pneumatic controls and the Jr. High is not on the BAS at All.

PRELIMINARY COST ASSESMENT:

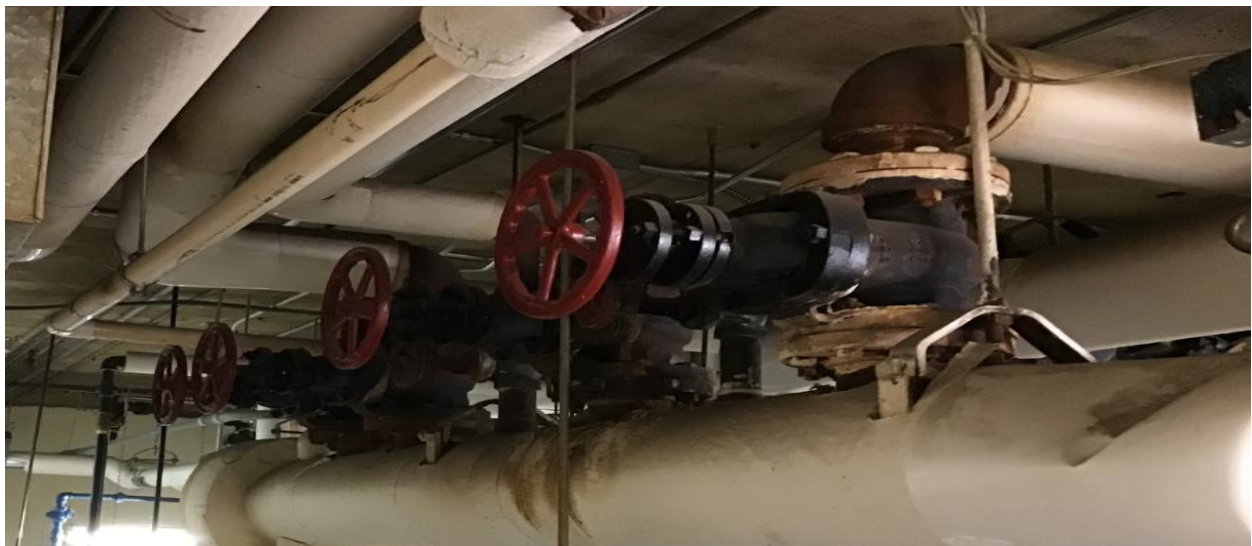
- 1.

PHOTOS: PHOTOS:GARFEILD



One of three existing boilers

Main Steam header



Condensate tank and pumps









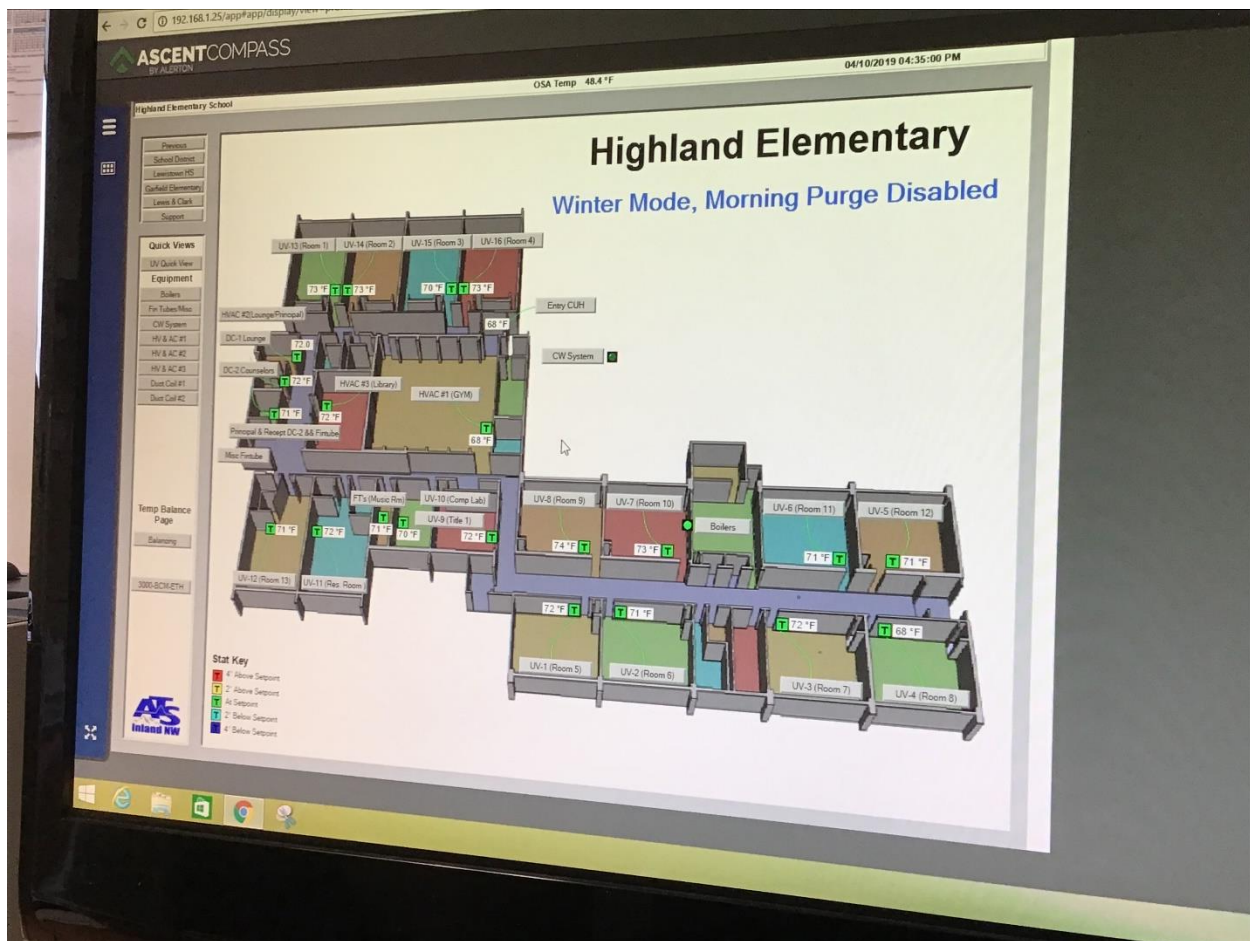
PHOTOS: HIGHLAND PARK











PHOTOS:LEWIS AND CLARK



Flush meter age



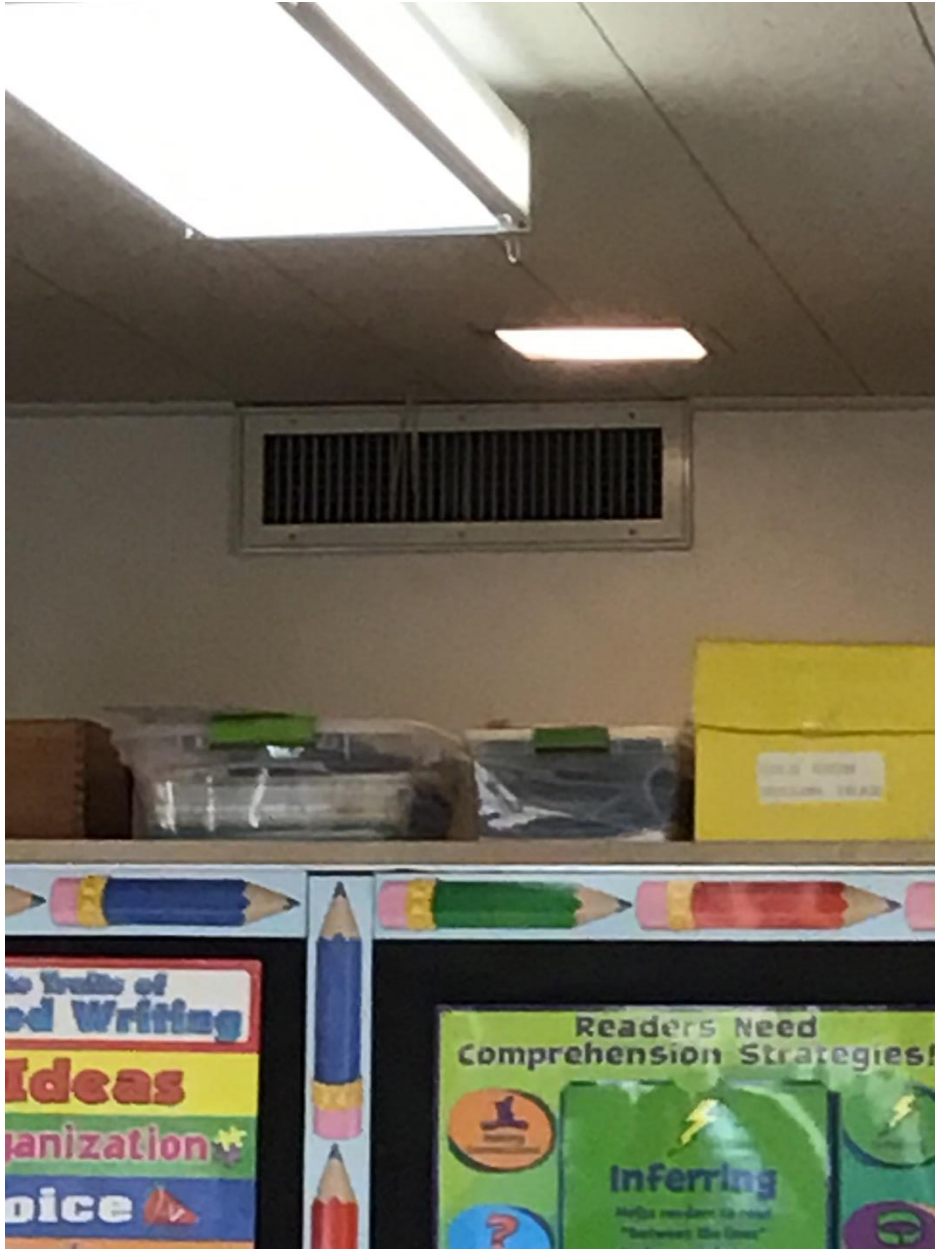
Existing back up boiler.



Baffle tanks and new expansion tank.



Existing chiller unit



Room ventilation grills

PHOTOS:JR. HIGH















PHOTOS:FERGUS HIGH SCHOOL



Building incoming water supply



Existing Heating boilers



Backup boilers



Chilled water pumps



Chiller Exchanger



Chiller



Shop Smoke Eater



Restroom Faucets



Bradley showers



Gym diffusers



Water source heat pumps

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

26

ITEM TITLE: APPROVE MULTIDISTRICT AGREEMENT BETWEEN LEWISTOWN ELEMENTARY AND FERGUS HIGH SCHOOL

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

SUMMARY:

The Board of Trustees needs to approve the Multidistrict Agreement between Lewistown Elementary Schools and Fergus High School.

SB 329 passed by the 2011 Legislature expanded Multidistrict Agreements that encourage cooperation between districts to create flexibility, efficiency and cost savings. HB39 from the 2013 session further clarified those agreements and extended their maximum term.

This agreement will allow the District to transfer money from specific budgeted funds to an Interlocal Agreement Fund (82). Once the funds are transferred to the Interlocal Fund, they can be used for purchases for either the Elementary or High School District, with the funds rolling over from year-to-year.

SUGGESTED ACTION: Approve Multidistrict Agreement between Lewistown Elementary and Fergus High School

☒ **Additional Information Attached**

NOTES:

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

Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 10th day of June, 2019 by and between Lewistown Elementary and Fergus High School (collectively hereinafter “Participating Districts”).

WHEREAS, the rising cost of purchasing/paying for salaries, technology, curriculum, transportation, utilities and supplies has impacted the Districts;

WHEREAS, the Districts have an opportunity to join and collectively purchase or pay for salaries, technology, curriculum, transportation, utilities and supplies for the participating Districts’ needs;

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of jointly purchasing/paying for salaries, technology, curriculum, utilities and supplies for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant or funds transfer.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2019 to June 30, 2022.* This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement. The Participating Districts will be provided with a monthly accounting summary of expenditures from the prime agency.

11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 90 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.

13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this _____ day of _____, 20__.

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

** Note: The term of the agreement may be for a period of up to 3 years.*

Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 10th day of June, 2019 by and between Lewistown Elementary and Fergus High School (collectively hereinafter “Participating Districts”).

WHEREAS, the rising cost of purchasing/paying for salaries, technology, curriculum, transportation, utilities and supplies has impacted the Districts;

WHEREAS, the Districts have an opportunity to join and collectively purchase or pay for salaries, technology, curriculum, transportation, utilities and supplies for the participating Districts’ needs;

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of jointly purchasing/paying for salaries, technology, curriculum, utilities and supplies for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant or funds transfer.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2019 to June 30, 2022.* This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement. The Participating Districts will be provided with a monthly accounting summary of expenditures from the prime agency.

11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 90 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.

13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this _____ day of _____, 20__.

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

** Note: The term of the agreement may be for a period of up to 3 years.*

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

27

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

ITEM TITLE: APPROVE INCREASE FOR SCHOOL FOOD MEAL PRICES FOR THE
2019-2020 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades/Amie Friesen

SUMMARY:

The Board of Trustees needs to approve the request from the School Food Service to increase:

-Elementary and JHS/FHS student lunches by \$.05

-Elementary student breakfast by \$.10

-Adult breakfast by \$.20

Recommendations are based on the fact that we have not raised the price of student lunches since the 2015-2016 school year. Our prices need to reflect the rise in the cost of supplies School Food is experiencing. Additionally, Elementary breakfast requires the same meal components as JHS/FHS. The cost of production is similar, but this is not seen in the breakfast prices. Finally, Adult breakfast meal prices have not been raised since 2013-2014 (adult lunches will not change, as they were increased in 2018-19).

2018-2019 School Meal Prices:

Adult Lunch \$4.00

Adult Breakfast \$1.80

JHS/FHS Student Lunch \$3.20

JHS/FHS Student Breakfast \$1.80

Elementary Student Lunch \$2.95

Elementary Student Breakfast \$1.55

2019-2020 School Meal Prices:

Adult Lunch \$4.00

Adult Breakfast \$2.00

JHS/FHS Student Lunch \$3.25

JHS/FHS Student Breakfast \$1.80

Elementary Student Lunch \$3.00

Elementary Student Breakfast \$1.65

SUGGESTED ACTION: Approve Increase for School Food Meal Prices for the 2019-2020 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2019

Agenda Item No.

28

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

ITEM TITLE: APPROVE CENTRAL MONTANA EDUCATION CENTER BUILDING USE
AGREEMENT WITH UNIVERSITY OF PROVIDENCE -

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades/Thom Peck

SUMMARY:

In anticipation of the Federal Government transfer of the Central Montana Education Center property on Airport Road from Montana State University – Northern to Lewistown Public Schools, an agreement needs to be in place for University of Providence to begin using and assume the expenses of the Building starting July 1st or when the transfer of the property takes place (whichever comes later). This document has been reviewed by both MTSBA and University of Providence legal staff

SUGGESTED ACTION: Approve Central Montana Education Center Building Use Agreement with University of Providence

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

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

AGREEMENT

THIS AGREEMENT is made and entered into by and between the Lewistown School District (“the District”) and the University of Providence (“the University”).

WHEREAS, the District is the owner of the property identified as former BLM Lewistown Field Office, Lewistown, Montana; and

WHEREAS, the University desires to utilize the above-referenced premises from the District; and

WHEREAS, pursuant to Section 20-6-607, MCA, the Trustees of the District are empowered to lease buildings, land, or facilities of the District under terms specified by the Trustees.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions set forth herein, the parties hereto agree as follows:

1. **PREMISES:** The District agrees to permit the University to use the District-owned property known as the former BLM Lewistown Field Office located at 773 Airport Road, Lewistown, Montana, 59457, in accordance with the terms and conditions of this Agreement. The property consists of a 13,226 square foot classroom building.

2. **TERM:** The term of this Agreement shall be for a period of ten years, beginning on July 1, 2019, and continuing through June 30, 2029. Renewal of this Agreement is not expected by either Party.

3. **CONSIDERATION:** In consideration for the use of said premises in accordance with the terms and conditions of this Agreement, the University agrees to maintain required insurance coverage and pay for required maintenance of the premises.

4. **USE OF PREMISES:** Any and all activities conducted on said premises shall

conform and comply with all School District policies as well as all federal, state, and local laws, ordinances and regulations, including all non-discrimination laws. District Policies will be provided to The University upon request. Specific School District policies of note include prohibition of tobacco use, limitation of access to registered sex offenders, school building security and preservation of student privacy. The University agrees further to keep the premises in a clean, safe, and sanitary condition.

5. **RESPONSIBILITIES:** The University agrees to provide for the care of the interior space being occupied by the offices and areas of use by staff. The University's use or storage of gasoline, hazardous materials, or other flammable or explosive materials on the premises is prohibited. The University shall not change or alter any part of the Premises, in any form, except with the written permission of the District. The building, placing, or constructing of any permanent structure or item by the University is prohibited. Any structural change which is not approved by the District in writing will be subject to removal at the University's expense.

The University is exclusively responsible for the following expenses it may incur as a result of use of its use of the premises: custodial services and supplies, post office box, internet, garbage and waste services, and telephone services.

The University will ensure students are not unattended in the premises. The University includes not issuing keys to students and maintaining staff supervision at all times students are present in the premises. The University is responsible for monitoring the premises for maintenance issues and report maintenance issues to the District. Any use of the premises by entities unaffiliated with the University or District or their assignees or sublessees will be in accordance with the District's facilities use policies. All use of the premises will be reported to

the District by October 1 of each year to ensure full compliance with the federally required Utilization Report.

The District and the University will share costs associated with the following on a prorated basis: city water, city sewer, utilities not otherwise designated as the sole responsibility of the University in this paragraph, snow removal from parking lot, lawn maintenance, and fire suppression system maintenance and inspection. A schedule of costs for the Parties is attached at Exhibit A.

6. **INSURANCE AND INDEMNITY**: The University and any assignees are obligated to provide insurance coverage for the contents of the building consisting of property, effects, documents, or possessions of the University or assignees, and the District shall not in any event be responsible for the loss of such property, effects, documents, or the University's possessions located on the premises. The University and assignees shall provide for a five hundred thousand (\$500,000) insurance policy for coverage for the contents of the building owned by the University and assignees. The University and assignees shall provide for insurance coverage for comprehensive general liability insurance in an amount not less than Two Million Dollars (\$2,000,000) for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The policies shall name the District as an additional insured. Proof of insurance will be submitted to the District upon execution of this Agreement.

The University and assignees agree to defend, indemnify and hold the District harmless from and against any and all claims, losses, liabilities or expenses, including without limitation attorneys' fees, which may arise, in whole or in part, out of (i) the negligence or willful misconduct of the University, its employees, assignees or agents, (ii) a breach by the University or assignees

of its obligations under this Agreement, (iii) violation of District policy, state law or federal law by the University or assignees. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.

The University and assignees shall maintain a workers' compensation insurance policy covering all employees while providing services on the premises in accordance with Title 39, chapter 71, MCA and other applicable provisions of Montana's Workers' Compensation Act. The University and assignees shall provide proof of such policy to District upon execution of the Agreement.

At not time during the term of this Agreement will District's insurance policies be considered to cover acts or omissions by the University or assignees. All insurance policies required by this Paragraph must remain valid for the entire term of the Agreement. The University and assignees must promptly notify District of any lapse in coverage. The University and assignees will not provide services on the premises in the event any insurance coverage lapses. period. Failure to honor the terms of this Paragraph is grounds for termination of the Agreement.

7. **ASSIGNMENT:** The University is authorized by the District to sublet the portion of the building required for operations to the Fergus County Job Service. This portion assigned will be documented to the District within 10 days of entry of the Fergus County Job Service. The University will ensure the Job Service complies with the requirements of this Agreement including insurance requirements outlined in Paragraph 6. Building expenses outlined in this Agreement will be prorated for the amount of the square footage used by Fergus County Job Service as documented by the District. The University may not otherwise transfer or assign this Agreement or sublet the premises without the written permission of the District.

8. **CHANGES:** District and The University may, at any time by written order, request to negotiate changes to the agreement.

9. **STATUS:** This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of any or all of the parties.

10. **TERMINATION:** This Agreement will terminate upon expiration of the Agreement in Paragraph 2. Each Party shall have the right to terminate this Agreement upon one year's written notice submitted to the other Party. Each Party shall have the right to terminate this Agreement if any other Party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from a non-defaulting Party specifying such default.

11. **RETURN OF PROPERTY:** Upon the expiration or earlier termination of this Agreement, The University shall deliver promptly to the District all property relating to the business and work of the District. Such property shall include but not be limited to all keys and other District-owned property. Upon termination of the Agreement, the University shall return Premises to the same condition in which it was received, ordinary wear and tear excepted, and free of the University's personal property, trash, and debris.

After five (5) days following the University's surrender of the Premises or termination of Agreement in any manner except by court order, and if the District reasonably believes that the University has abandoned any personal property remaining on the Premises, the District may remove the property to a place for safekeeping, and take any steps reasonable and proper under Montana law. The District shall be entitled to reimbursement from the University for actual costs of storage and safekeeping of the property.

12. **NOTICES**: All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or codified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant Party, which initially shall be the address set forth on the signature page to this Agreement. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a Party.

13. **SIGNAGE**: Any signage to be installed by the University must be first approved in writing by the School District Superintendent.

14. **PARTY REPRESENTATIVES**: The positions or persons noted shall serve as representatives for communication between the Parties regarding this Agreement. _____ shall serve as the School District representative for purposes of communication under this Agreement. _____ shall serve as the University representative for purposes of communication under this Agreement.

15. **ENTIRE AGREEMENT; MODIFICATION**: This Agreement contains the entire agreement between the parties, and may not be altered, modified, or amended, except by written agreement signed by the authorized representatives of the respective parties. Time is of the essence to the terms of this Agreement.

16. **PARTIAL INVALIDITY**: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force without being impaired or invalidated in a manner.

17. **CONSTRUCTION AND JURISDICTION**: This Agreement shall be construed under the laws of the State of Montana, and the parties agree that the courts of the State of Montana

shall have personal jurisdiction over the parties in relation to any claim or cause of action arising from or related to the provisions hereof, including, but not limited to, any action for breach or enforcement of the terms and conditions of this Agreement. In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court. The District's failure to require strict compliance with the conditions of this Agreement or to exercise any right provided, shall not be deemed a waiver of such default, nor limit the District's rights with respect to that or other default.

IN WITNESS WHEREOF:

LEWISTOWN SCHOOL DISTRICT, Lessor

By: _____
Chair, Board of Trustees

Date: _____

The University of Providence, Lessee

By: _____
Authorized Representative

Date: _____

EXHIBIT 'A'

ESTIMATED EXPENSES FOR THE EDUCATION CENTER IN LEWISTOWN: 13,326 SQ FT CLASSROOM BUILDING

UNIVERSITY OF PROVIDENCE RESPONSIBILITY:

CUSTODIAL SUPPLIES
CUSTODIAL SERVICES (WOULD INCLUDE MOWING LAWN)
POST OFFICE BOX
ANNUAL CARPET CLEANING
INTERNET/PHONE
WASTE SERVICES

DISTRICT RESPONSIBILITY TO BILL MONTHLY (WILL BILL PROVIDENCE/JOB SERVICE MONTHLY ON A PRORATED BASIS):

STREET MAINTENANCE TAXES = \$2,200/YR = \$184/MO
CITY WATER AND SEWER CLASSROOM BUILDING = \$1,500/YR = \$125/MO
IRRIGATION FOR LAWN SPRINKLERS = \$650/YR = \$55/MO
GAS/ELECTRIC = \$20,000/YR = \$1,667/MO (UNABLE TO GET ACTUAL FIGURES FROM
NORTHWEST ENERGY, AMOUNT BASED ON COSTS FOR A SIMILAR
BUILDING IN THE DISTRICT)
SNOW PLOW LOT = \$2,500/YR = \$209/MO (DEPENDS ON WINTER)
LAWN FERTILIZER/WEED KILLER (NUTRALAWN) = \$215/YR = \$18/MO
SPRINKLER SYSTEM MAINTENANCE = \$145/YR = \$12/MO
FIRE EXTINGUISHER INSPECTION = \$150/YR = \$13/MO
KENCO SECURITY & ALARM INSPECTION = \$400/YR = \$34/MO
ELEVATOR SERVICE/REPAIRS = \$2,000 = \$167/MO (UNABLE TO GET ACTUAL FIGURES,
AMOUNT BASED ON COSTS FOR A SIMILAR ELEVATOR IN THE DISTRICT)

MAJOR MAINTENANCE FEE = \$9,600/YR = \$800/MO

ALL AMOUNTS ARE **APPROXIMATE** AND BASED ON PREVIOUS YEAR'S BILLS. WHERE NOTED, THE SCHOOL DISTRICT DID NOT HAVE ACCESS TO PREVIOUS YEAR'S BILLS AND *ESTIMATED* COSTS ARE USED OR THE AMOUNTS ARE LEFT UNKNOWN. THIS IS NOT MEANT TO BE AN ALL INCLUSIVE LIST OF ROUTINE EXPENSES. THE UNIVERSITY WILL BE BILLED MONTHLY FOR ACTUAL COSTS INCURRED IN ADDITION TO THE MAJOR MAINTENANCE FEE.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/19

Agenda Item No.

29

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**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday June 10, 2019

<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>
BROWN-CHAUVET, Lori	KinderSteps Teacher	Garfield School	Approve appointment on schedule -MA Step 9 1.0 FTE for the 2019-2020 school year	7/1/2019	Matt Lewis	New Position
KOLAR, Lorna	Paraprofessional	Fergus High School	Accept Letter of Resignation	5/21/2019	Tim Majerus	Letter on file
LARSON, Darla	Food Server	Garfield School	Accept Letter of Resignation	5/31/2019	Amie Friesen	See Attached Letter
MARKS, Amber	Special Education Teacher	Garfield/Headstart	Approve appointment on schedule-MA Step 4 (Actual Step 0) 1.0 FTE for the 2019-2020 school year	7/1/2019	Matt Lewis	Replacing Nikki Casale
ODERMANN, Robert	Transportation Director	Transportation	Approve appointment as per recommendation - Transportation Director Salary \$52,000.00 1.0 FTE for 260 days for the 2019-2020 school year	7/1/2019	Thom Peck	Replacing Steve Klippenes
POSER-BROWN, Lora	Library Media Specialist	L & C, Jr. High School	Approve appointment on schedule - BA + 30 Step 4 (Actual Step 1) 1.0 FTE for the 2019-2020 school year	7/1/2019	Scott Dubbs	Replacing Chuck Cloud
RAMEY, Tom	Head Custodian	Fergus High School	Approve appointment on schedule - FHS Head Custodian Step 1 up to 8 hours per day for up to 20 days for the 2018-2019 school year	6/3/2019	Jason Fry	Replacing Tom Blackadar
RAMEY, Tom	Head Custodian	Fergus High School	Approve appointment on schedule - FHS Head Custodian Step 1 up to 8 hours per day for 260 days for the 2019-2020 school year	7/1/2019	Jason Fry	Replacing Tom Blackadar
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation	August 5-16th, 2019	Chelsey Rogers	See Attached Memo
RHOADES, Rebekah	Business Manager	Central Office	Approve out of state travel to Valley Forge, PA for Freedom's Foundation Innovative Entrepreneurs, Dynamic Economy class. (https://www.freedomsfoundation.org/teachers/all-programs/2019-programs/entrepreneurs/)	7/15/19-7/19/19	Thom Peck	No cost to the District, requesting to use professional leave.
RUTTEN, Kristin	IMC Technician	Central Office	Approve appointment on schedule - IMC Technician Step 0 up to 8 hours per day for 215 days for the 2019-2020 school year	8/1/2019	Rebekah Rhoades	Replacing Nancy Mattheis
THOMAS, Lindy	High School Teacher	Fergus High School	Approve appointment on schedule - BA + 30 (Actual Step 1) 1.0 FTE for the 2019-2020 school year	7/1/2019	Tim Majerus	Replacing Chelsey Rogers

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday June 10, 2019

<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>
TOMBARGE, Jodi	Bus Driver	Transportation	Accept Letter of Resignation	5/24/2019	Steve Klippenes	See Attached Letter
UHLER, Caleb	Paraprofessional	Highland Park School	Accept Letter of Resignation	5/31/2019	Matt Ventresca	See Attached Letter

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 2018-2019 SCHOOL CALENDAR

A. Pupil Instruction

First Semester						90 Days	Second Semester						89 Days
FIRST QUARTER						DAYS	THIRD QUARTER						DAYS
First Week	Aug	23	--	Aug	24	2	First Week	Jan	24	--	Jan	25	4
Second Week	Aug	27	--	Aug	31	5	Second Week	Jan	28	--	Feb	1	5
Third Week	Sept	4	--	Sept	7	4	Third Week	Feb	4	--	Feb	8	5
Fourth Week	Sept	10	--	Sept	14	5	Fourth Week	Feb	11	--	Feb	15	5
Fifth Week	Sept	17	--	Sept	21	5	Fifth Week	Feb	18	--	Feb	21	4
Sixth Week	Sept	24	--	Sept	28	5	Sixth Week	Feb	25	--	Mar	1	5
Seventh Week	Oct	1	--	Oct	5	5	Seventh Week	Mar	4	--	Mar	8	5
Eighth Week	Oct	8	--	Oct	12	5	Eighth Week	Mar	11	--	Mar	15	5
Ninth Week	Oct	15	--	Oct	17	3	Ninth Week	Mar	18	--	Mar	22	5
Tenth Week	Oct	22	--	Oct	26	5							43
						44							
SECOND QUARTER						DAYS	FOURTH QUARTER						DAYS
First Week	Oct	29	--	Nov	2	5	First Week	Mar	25	--	Mar	28	4
Second Week	Nov	5	--	Nov	7	3	Second Week	Apr	1	--	Apr	5	5
Third Week	Nov	12	--	Nov	16	5	Third Week	Apr	8	--	Apr	12	5
Fourth Week	Nov	19	--	Nov	20	2	Fourth Week	Apr	15	--	Apr	17	3
Fifth Week	Nov	26	--	Nov	30	5	Fifth Week	Apr	23	--	Apr	26	4
Sixth Week	Dec	3	--	Dec	7	5	Sixth Week	Apr	29	--	May	3	5
Seventh Week	Dec	10	--	Dec	14	5	Seventh Week	May	6	--	May	10	5
Eighth Week	Dec	17	--	Dec	21	5	Eighth Week	May	13	--	May	17	5
Ninth Week	Jan	3	--	Jan	4	2	Ninth Week	May	20	--	May	24	5
Tenth Week	Jan	7	--	Jan	11	5	Tenth Week	May	28	--	May	31	4
Eleventh Week	Jan	14	--	Jan	18	5							45
						47							
													Totals
													179

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

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences <i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>	1.50
January 21	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
1 Floating PIR		1.00
		8.00

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day