

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, September 12, 2022**

**REGULAR BOARD MEETING**

Meeting ID

[meet.google.com/ccw-qomy-dip](https://meet.google.com/ccw-qomy-dip)

Phone Numbers

(US)+1 605-743-0395

PIN: 421 669 826#

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

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition – Introduction of New Teachers
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Discussion – Bond Update
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

10. Report—Investment
11. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the August 8, 2022, Regular Board Meeting  
Minutes of the August 18, 2022, Special Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Approve Disposal/Destruction of Documents per the State Record Retention Schedule
16. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
17. Approve Additions to the Substitute List for the 2022-2023 School Year
18. 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**

09/12/2022

**Agenda Item No.**

4

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

**ITEM TITLE:** RECOGNITION – INTRODUCTION OF NEW TEACHERS

**Requested By:** Board of Trustees    **Prepared By:** Superintendent

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**SUMMARY:**

School Board of Trustees are introduced to the new teachers at Lewistown Public Schools for the 2022-2023 School Year.

- Kelli Akremi – 4<sup>th</sup> Grade (Polly Weichel, Mentor)
- Emily Lane – 2<sup>nd</sup> Grade (Beth Kirsch & Sarah Cloud, Mentors)
- Julia Grubb – Title I, FHS (Sydney Wagner, Mentor)
- Alison Gremaux – 5<sup>th</sup> Grade (Cindy Gremaux, Mentor)
- Emily Standley – English, LJH (Nicole Wichman, Mentor)
- Benjamin Saunders – CARES Classroom, HP (Lisa Shelagowski, Mentor)

**SUGGESTED ACTION:** Informational

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

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**NOTES**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Elsie Crouse

SUMMARY:

Fergus High School Student Representative to the Board of Trustees will provide a report on upcoming activities at Fergus High School.

SUGGESTED ACTION: Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

6

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees    Prepared By: LEA REPRESENTATIVE

SUMMARY:

The Lewistown Education Association (LEA) would like to update the Board of Trustees on the activities and happenings for their organization.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/12/2022

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee

**SUMMARY:**

The Board of Trustees has the opportunity to provide updates on their various committees.

Attached is the list for Standing Committees of the Board for the 2022-2023 School Year.

**SUGGESTED ACTION:** Informational Report

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

NOTES:

**STANDING COMMITTEES OF THE BOARD**

**2022-2023 School Year**

Committee	Number on Comm.	CJ Bailey	Whitney Brady	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth
Building & Grounds	3	X					X	X
Insurance Risk Committee	2		X		X			

**OTHER COMMITTEES WITH BOARD REPRESENTATION**

**2022-2023 School Year**

Committee	Number on Comm.	CJ Bailey	Whitney Brady	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth
Activities	3			X		X		X
Curriculum Committees:								
No Curriculum Committee meetings will take place in 2022-23								
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	
Assessment	2			X		X		
Classified Salary/Benefit Review	2	X						X

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/12/2022

Agenda Item No.

8

ITEM TITLE: DISCUSSION – BOND PROGRESS

Requested By: Board of Trustees Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees will discuss the progress of the Elementary Bond.

**SUGGESTED ACTION:** Informational

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Additional Information Attached

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NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

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

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

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

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**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.

- Letter from Community Member regarding two trees at L&C
- OPI letter on Approval of Driver's Education Application
- MSU Pre-Practicum Rural Teacher Program and Cooperating Teachers
- Spring 2022 SBAC Scores as compared to State and previous years

**SUGGESTED ACTION:**

\_\_\_\_\_

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

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

10

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest for August 2022 will be reported as follows:

Elementary	\$784.57
<u>High School</u>	<u>\$1,001.05</u>
Total	\$1,785.62

STIP Elementary Bond Interest for July 2022 was not available at the time of posting, so will be presented at the Board Meeting.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

Meeting Date

09/12/2022

Agenda Item No.

11

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

ITEM TITLE: Report---Superintendent

Requested By: Superintendent    Prepared By: Thom Peck

**SUMMARY:**

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

- ❖ Current Enrollment: K-6 = 685 (+11), 7-8 =175 (+27), 9-12 = 364 (+25) TOTAL = 1251 (+63) 2<sup>nd</sup> Grade = 116 and 5<sup>th</sup> Grade = 112
- ❖ Board Tours – Set Date?
- ❖ School Pictures Schedule – Monday, September 26 (HP & LJH); Tuesday, September 27 (Garfield & L&C) and Wednesday, September 28 (FHS and Board)
- ❖ MCEL—October 19-21, 2022—Hybrid in Missoula (Doreen & Zane)
- ❖ MTSS Grant - District Implementation Team
- ❖ School Safety Emphasis – Audit, Protocols and Plan
- ❖ Associated Employers Study – Classified Salary Matrix – September 21
- ❖ Counseling and Music Curriculum
- ❖ Modified 4 Day Week Study Committee
- ❖ Homecoming Week—September 19-23, 2022  
GO—Divisionals @ Billings, 9/23; State Class 'A' Tournament—September 30 – October 1 – Hamilton
- ❖ Home Athletic Games/Meets:
  - Mon. 9/12 – JV FB v. Fairfield
  - Tue. 9/13 – JH FB v. St. Francis
  - Sat. 9/17 – JH FB Jamboree and VB v. Laurel
  - Mon. 9/19 – JVFB v. Laurel and JV Golf
  - Wed. 9/21 – CORONATION at 2:30 pm
  - Fri. 9/23 – Pep Assembly & Parade, FB v Sidney
  - Sat. 9/24 – VB v. Havre and Homecoming Dance
  - Tue. 9/27 – JH XC and XC – Fergus Invite
- ❖ Ministerial Breakfast was held on Wednesday, Sept. 7, 2022

**SUGGESTED ACTION:** Informational

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Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

12

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

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

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

SUMMARY:

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

SUGGESTED ACTION:

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

NOTES:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

13

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

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the August 8, 2022, Regular Board Meeting
- Minutes of the August 18, 2022, Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and Via Google Meet**

215 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, August 8, 2022**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Whitney Brady, Zane Fulbright, Doreen Heintz, Jeff Southworth,  
Kris Birdwell, Phil Koterba

TRUSTEES ABSENT:

None

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah  
Rhoades, Chris Guglielmo, Jason Fry and others via Google Meet

OTHERS PRESENT:

Shane Swandal – Hulteng, John Carlson and other interested parties both in  
person and via Google Meet.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

3. MOTION TO SET THE AGENDA – Approved Unanimously (Bailey/Koterba)

4. DISCUSSION – BOND PROGRESS

Superintendent Peck updated the Board on the progress of the Elementary  
Bond. Issues with the supply chain have created some delays on the timing of  
the projects. Lewis & Clark Elementary Phase I Classroom Addition and the  
JHS roof have started construction. A letter is being sent to parents and  
families advising them that construction has started. Phase II bidding will take  
place in the near future.

Shane Swandal spoke about the GMP for the Phase I bidding that will be voted  
on later in the meeting.

5. REPORT—COMMITTEES OF THE BOARD

The Policy Committee met on July 22, 2022 to review the Board Goals and  
Strategic Objectives. Edits have been made and the 2<sup>nd</sup> Reading will be voted  
upon later in the meeting.

The Building and Grounds Committee met on July 29, 2022 to approve Phase I  
Lewis & Clark Classroom Addition bid proposals and approve the Steel  
Inspection Contract.

The Activities Committee will be meeting at the end of August.

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Superintendent Peck shared the following:

- Teacher Education CTE Pathway – Spring of 2023
- MHSA Confirmation Letter on Fergus and Winnett/Grass Range Football Coop for the next 3 years (SY22, SY23, SY24)

7. REPORT—INVESTMENT

Interest earned and distributed for July was \$2,202.55 the Elementary and \$2,274.69 in the High School for a total of \$4,477.24. The Elementary Bond Interest in the STIP account was \$22,610.80 for June 2022.

8. REPORT—SUPERINTENDENT

Thom Peck, Superintendent, updated the Board on staffing throughout the District. Mr. Peck shared that the School District will be partnering with the Lewistown Fire and Police for emergency communications, especially due to the “dead spot” in the FHS basement. Preliminary enrollment data is showing an increase in enrollment for the upcoming school year. Mr. Peck explained that the Return to School Plan will remain as it was at the end of the 2021-22 school year. The Covid Response Team will begin meeting again. Principals will be attending the Guest Teacher Orientation. The back to school schedule and various dates and events taking place throughout the District were shared. Mr. Peck will need to know Trustee MCEL plans by Tuesday, September 6<sup>th</sup>.

## **PUBLIC PARTICIPATION**

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

John Carlson discussed information written in the newspaper regarding federal school food funding and requirements imposed upon those schools that receive that funding (LGBTQ, etc). He recommended that the School District be forward thinking and prepared for any imposition that may come down.

## **ACTION ITEMS**

### **MINUTES**

10. MINUTES OF THE JULY 11, 2022, REGULAR BOARD MEETING – approved unanimously (Southworth/Fulbright).

### **APPROVAL OF CLAIMS**

11. CLAIMS – the claims referenced in the 2022-2023 Bill Schedule and submitted through August 5, 2022, were approved unanimously (Bailey/Birdwell). The Finance Committee for July-September 2022 will be Board Chair Doreen Heintz, CJ Bailey, Whitney Brady, and Kris Birdwell.

### **INDIVIDUAL ITEMS**

12. APPROVE LEWISTOWN PUBLIC SCHOOLS 2021-2022 ANNUAL REPORT – approved unanimously (Southworth/Brady).
13. APPROVE FERGUS HIGH SCHOOL 2022-2023 STUDENT HANDBOOK – approved unanimously (Birdwell/Koterba)

MOVE TO AMEND THE 2022-23 HANDBOOK TO REMOVE THE LAST SENTENCE ON HALL PASSES ON PAGE 9 – approved unanimously (Brady/Fulbright)

MOVE TO RESTORE THE LANGUAGE ON HEAD COVERINGS FROM THE 2021-22 HANDBOOK IN THE LANGUAGE IN THE 2022-223 HANDBOOK – Fulbright – Motion dies for lack of second

14. APPROVE CONTRACT WITH SLETTEN CONSTRUCTION COMPANY TO INCLUDE THE FOLLOWING CHANGES PER DISTRICT LEGAL COUNSEL: 3.1.3

“APPROVED OR REQUIRED” ADD BY THE OWNER, 3.3.2.1 ADD- WITHOUT ADDITIONAL COST TO THE OWNER THE CONSTRUCTION MANAGER SHALL CONDUCT REGULAR ON-SITE MEETINGS, 6.3.1 – approved (Birdwell/Koterba) Abstain - Southworth and Bailey

15. APPROVE BIDS FOR GUARANTEED MAXIMUM PRICE FOR PHASE ONE CLASSROOM CONSTRUCTION AT LEWIS AND CLARK ELEMENTARY SCHOOL – approved (Birdwell/Fulbright) Abstain – Southworth and Bailey
16. APPROVE MEMORANDUM OF UNDERSTANDING TO ALLOW PARKING FOR STUDENT PICKUP AND DROP OFF AT THE CHURCH OF LATTER DAY SAINTS AND THE CHURCH OF THE NAZARENE – approved unanimously (Birdwell/Brady)
17. APPROVE SECOND READING 2022-2027 SCHOOL BOARD OF TRUSTEES STRATEGIC GOALS AND OBJECTIVES – approved unanimously (Bailey/Southworth) MOTION TO TABLE – approved unanimously (Bailey/Brady)
18. APPROVE EXTENSION OF ROY BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT – approved unanimously (Bailey/Fulbright)
19. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Fulbright/Southworth)
20. APPROVE BUY SELL AGREEMENT WITH CHRISTINE JENNI – approved unanimously (Bailey/Birdwell)
21. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Fulbright/Bailey)
22. APPROVE PERSONNEL REPORT – approved unanimously (Fulbright/Brady)

#### **ADJOURNMENT**

The meeting was adjourned at 7:56 p.m. (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, September 12, 2022, at the Lincoln Board Room.

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**DOREEN HEINTZ**  
**BOARD CHAIR**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Monday, August 18, 2022**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (5:15 P.M.)**

1. ROLL CALL  
TRUSTEES PRESENT:  
Board Chair Doreen Heintz, Phil Koterba, Whitney Brady, Zane Fulbright, CJ Bailey  
TRUSTEES ABSENT:  
Kris Birdwell, Jeff Southworth  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager Rebekah Rhoades  
OTHERS PRESENT:  
Cory Smith, Ryan Peterson and others online via Google Meet
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.
3. PRESENTATION – SCHOOL SAFETY  
Cory Smith, School Resource Officer, discussed school safety as it relates to Lewistown Public Schools and how the District can improve their response if an incident were to occur. Ryan Peterson, Fergus County Emergency Services Coordinator, shared what Fergus County is doing to improve Emergency Services response.

**PUBLIC PARTICIPATION**

4. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD  
There was no public comment.

**ACTION**

**INDIVIDUAL ITEMS**

5. APPROVE SECOND READING 2022-2027 SCHOOL BOARD OF TRUSTEES STRATEGIC GOALS AND OBJECTIVES WITH THE CHANGE UNDER PAGE 2, GOAL AREA 4: TECHNOLOGY, STRATEGIC OBJECTIVES #5 TO DELETE “DETERMINE HOW THE DISTRICT SHOULD” – Approved Unanimously (Fulbright/Bailey)

Trustee Birdwell arrived at 5:53pm

6. APPROVE ELEMENTARY TRUSTEES’ FINANCIAL SUMMARY FOR THE 2021-2022 FISCAL YEAR – Approved Unanimously (Fulbright/Bailey)
7. APPROVE HIGH SCHOOL TRUSTEES’ FINANCIAL SUMMARY FOR THE 2021-2022 FISCAL YEAR – Approved Unanimously (Birdwell/Koterba)

AMEND THE MOTION TO CORRECT THE PROGRAM 390 STATE AND TECHNICAL EDUCATION EXPENDITURES ON PAGE 18 – Approved Unanimously (Birdwell/Fulbright)

8. APPROVE ELEMENTARY BUDGET FOR THE 2022-2023 FISCAL YEAR – Approved Unanimously (Koterba/Bailey)
9. APPROVE HIGH SCHOOL BUDGET FOR THE 2022-2023 FISCAL YEAR – Approved Unanimously (Bailey/Brady)
10. APPROVE BUS STOPS REQUIRING STUDENTS TO CROSS IN FRONT OF BUS – Approved Unanimously (Fulbright/Bailey)
11. APPROVE PERSONNEL REPORT – Approved Unanimously (Bailey/Fulbright)

**RE-ENROLLMENT HEARING – EXECUTIVE SESSION**

12. Board Chair Doreen Heintz called for an Executive Session at 7:20 p.m. to conduct a student re-enrollment hearing stating that the individual’s right to privacy clearly exceeds the public’s right to know.

**ACTION ITEM (reconvened in open session at 7:53pm)**

34. Move to re-enroll student to district following the conditions recommended by Superintendent Peck – Approved Unanimously (Birdwell/Brady)

**ADJOURNMENT**

The meeting was adjourned at 7:54 p.m. (Bailey – unanimous).

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**DOREEN HEINTZ**  
**BOARD CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER**

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

14

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees    **Prepared By:** LuAnn Schrauth

**SUMMARY:**

Approve claims paid through September 2, 2022, as approved by the Finance Committee.

Members of the Finance Committee for July-September 2022 include: Board Chair Doreen Heintz, CJ Bailey, Whitney Brady, and Kris Birdwell.

**\*\*Need to select new Finance Committee members for October-December 2022.**

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

15

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**    Approve Disposal/Destruction of Documents per the State Record Retention Schedule

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

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

# RECORDS DESTRUCTION DOCUMENT (RM88)

NO. SD#1 FORM#8

PAGE 1 OF 2 PAGES

**1. AGENCY NAME AND DIVISION/PROGRAM:**

Lewistown Public Schools  
215 7<sup>th</sup> Ave South  
Lewistown, Mt 59457

**2. AGENCY CONTACT:**

NAME: Rebekah Rhoades  
PHONE #: 406-535-8777 EMAIL:rrhoades@lewistown.k12.mt.us

**3. NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete     
  Incinerate     
  Shred as Classified     
  Toss without Restriction  
 Other: Explain

**4. SUBMITTED BY:** I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

SIGNATURE:

NAME AND TITLE:

DATE:

**5. LIST OF RECORD SERIES**

**NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.**

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
7	SDR VIII -2, 24	CLAIMS	8	2010-2012	.05	
7	SDR VIII - 2, 23	CLAIMS APPROVAL LISTS	8	2010-2012	.05	
7	SDR VIII - 1, 8	A-101 ( COUNTY TREASURER RECEIPTS	8	2011-2014	.05	
7	SDRIII-5 , 68	YEAR END ENCUMBERANCES	8	2009-2013	.05	
7	SDRIII-1 , 9	BANK STATEMENTS	8	2011-2014	.05	
7	SDRIII-2, 41B	FOOD SERVICE RECORDS	8	2009-2012	.05	
7	SDRII-1, 9	POLL AND TALLY BOOKS	4	2014, 2016, 2017	.05	
7	SDRIII-2, 24	CLAIMS TRANSMITTALS	8	2008-2012	.05	

**6. DISPOSAL AUTHORIZATION:** Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name:      Date:

**7. DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:



Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/12/2022

Agenda Item No.

16

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

The Board of Trustees needs to approve the below request for out-of-district student attendance.

Student	Grade	District of Residence	District of Choice
BC	9	Denton	Fergus High School
BD	4	Grass Range	Lewistown Elementary
BE	11	Grass Range	Fergus High School
BF	2	Moore	Lewistown Elementary

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

Additional Information Attached

**NOTES:**

<i>Board Action</i>	Motion	Second	Ave	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2022-2023 SCHOOL YEAR

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers

**SUMMARY:**

The Board of Trustees needs to approve the substitute list for the 2022-2023 School Year as per attached list.

Student Teacher  
Jordayne Miller

**SUGGESTED ACTION:** Approve the Substitute List for the 2022-2023 School Year

**Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						



**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

09/12/2022

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

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

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Brady						
Southworth						
Heintz						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday September 12, 2022**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>DUGGINS, Kyrstin</b>	Paraprofessional	Lewis & Clark Elementary School	Approve appointment on schedule --PARA EDUCATOR. Step 0 for up to 7.5 hours per day for up to 175 days	9/13/2022	Danny Wirtzberger	Replacing Michelle Kempkes-Paris
<b>GRUENER, Matthew</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 31, 2022 - June 2, 2023	Thom Peck	Matthew will be teaching in the classroom and assisting in the behind-the-wheel driving instruction
<b>JENKINS, Barbara</b>	Food Server	Fergus High School	Accept Letter of Resignation	9/14/2022	Amie Friesen	See Attached Letter
<b>KONERT, Daniel</b>	Maintenance	Lewistown Public Schools	Accept Letter of Resignation	2/3/2023	Jason Fry	See Attached Letter
<b>LEWIS, Matt</b>	Principal	Garfield Elementary School	Approve out-of-state travel to attend the National Association of Elementary School Principals (NAESP) conferences.	10/3/2022 - 7/13/2023	Matt Lewis	See Attached Letter
<b>POSER-BROWN, Lora</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 31, 2022 - June 2, 2023	Thom Peck	Lora will be teaching in the classroom and assisting in the behind-the-wheel driving instruction
<b>RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS</b>	EXTRA CURRICULAR ASSIGNMENTS - Spring Sports	Fergus High School	Approve appointment on schedule as recommended	9/13/2022	Paul Bartos	See Attached List
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	Bus Drivers	Lewistown Public Schools	Approve appointment as recommended on attachment	8/29/2022	Rob Odermann	See attached list
<b>RUSSELL, Rebekah</b>	Math Boost Volunteer	Lewis and Clark Elementary School	After School Program	9/13/2022	Danny Wirtzberger	
<b>SCHRAUTH, LuAnn</b>	Purchasing Accounts Payable	Central Office	Accept Letter of Resignation	10/4/2022	Rebekah Rhoades	See Attached Letter
<b>STROUF, Donna</b>	Food Server	Lewistown Jr. High School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 for up to 2.5 hours per day for up to 186 days	8/29/2022	Amie Friesen	Replacing Mandi Kindsford
<b>TUCKER, Jacqueline</b>	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --PARA EDUCATOR. Step 0 for up to 7.5 hours per day for up to 175 days	9/13/2022	Matthew Ventresca	New Position

**FERGUS HIGH SCHOOL  
STUDENT ACTIVITIES  
CONTRACT RECOMMENDATIONS**

<b>CMY MENTOR ADVISOR</b>	<i>Yvette Hersel</i>	Advisor	0.0350	\$ 1,234.42
<b>SOFTBALL</b>	<i>Mike Mangold</i>	Head Coach	0.125	\$ 4,408.63
	<i>Kirsten Miller</i>	Assistant	0.085	\$ 2,997.87
<b>TENNIS</b>	<i>Sherry Briedenbach</i>	Head Coach	0.145	\$ 4,408.63
	<i>Shannon Fisk</i>	Head Coach	0.105	\$ 4,408.63
<b>TRACK &amp; FIELD</b>	<i>Steve Olson</i>	Head Coach	0.145	\$ 5,114.01
	<i>Vic Feller</i>	First Assistant	0.105	\$ 3,703.25
	<i>Gary Ceerle</i>	Assistant - 1	0.085	\$ 2,997.87
	<i>Orin Johnson</i>	Assistant - 2	0.085	\$ 2,997.87

**LEWISTOWN PUBLIC SCHOOLS****EXTRA DUTY CONTRACTS**

2022-2023 SCHOOL YEAR

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baldwin	Scott	Activity Bus Driver	
Bentley	Cheryl	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Boyles	Joe	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Fiscus	Brady	Activity Bus Driver/In-Town Driving	
Hogg	Terry	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Lehner	Michael	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Manning	Zach	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Mikeson	Sandy	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Neuman	Heather	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Noel	Cindy	Activity Bus Driver/In-Town Driving	
Odermann	Robert	Activity Bus Driver/In-Town Driving	
Overland	Michael	Activity Bus Driver	\$14.00 per hour
Perrine	Michael	Activity Bus Driver/In-Town Driving/Fueling	\$14.00 per hour
Rector	Kirby	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Sramek	Stacey	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Stansberry	Christopher	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Watson	Jade	Activity Bus Driver/In-Town Driving	
White	Albert	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Wood	Fred	Activity Bus Driver/In-Town Driving	\$14.00 per hour



# Garfield Elementary School

415 East Boulevard Street  
Lewistown, Montana 59457

Phone: (406)535-2366 Fax: (406)5352367



Matthew Lewis, Principal

Lanna Schoenfelder, Secretary

August 18, 2022

Dear Lewistown School Board:

As the Zone 7 Director for the National Association of Elementary School Principals (NAESP) I am requesting your permission to travel on the following dates to fulfill my obligations for the upcoming 2022-2023 school year.

- October 3rd - 8th, 2022 - National Distinguished Principal Awards in Washington DC
- November 6th - 8th, 2022 - Wyoming Elementary Principals Conference, Casper, Wyoming
- March 23rd - March 9th, 2023 - National Leaders Conference in Washington DC
- April 27th - April 29th, 2023 - European Council of International Schools, Leadership Conference, Dusseldorf, Germany
- July 7th - 13th 2023 - National Association of Elementary Schools Principals Conference in National Harbor, MD

There are other State Conferences from Zone 7, such as Minnesota, South Dakota, Colorado, and Nebraska that I will try to attend as well this year. As soon as I have dates confirmed, I will submit additional requests for permission to attend. There is no financial obligation to the district for any of these requests. If you have any questions or updates regarding these activities please let me know and I will be happy to provide you with a summary. Thank you for your support in this endeavor.

Sincerely,

Matthew Lewis, Principal  
Garfield Elementary School

Dear Lewistown Public Schools,

I regret to inform you that my last day of work will be September 14<sup>th</sup>. I have accepted another position, but have enjoyed my time in the District.

Sincerely,

A simple, handwritten signature consisting of a single, curved line.

Barb Jenkins

September 1, 2022

From: Daniel J. Konert  
1530 Vixen Ln  
Lewistown, MT 59457

To: Lewistown Public Schools Dist #1  
Board of Trustees and Administration

Please accept this letter as my formal notification that I will be retiring from Lewistown Public Schools **February 3, 2023**. That will be my last day of work.

With 17+ years in the Maintenance Department it has been a great job and challenging at times keeping aging mechanical equipment and 8 buildings operational year-round. It's amazing how much dedication my maintenance co-workers put in keeping the buildings clean, safe and operational for staff and students.

Unlike most district employees my job has allowed me to work with all staff and teachers in all grade levels at all 8 buildings. It has been a privilege to be part of the amazing staff and employees of the Lewistown Public schools.

Sincerely,

Daniel J. Konert

August 29, 2022

Dear Rebekah,

I am finding this letter hard to write as I have truly enjoyed my time working for Lewistown Public Schools. Don & I have decided that it is time to move to our next stage in life – early retirement!

My last day working for the district will be Tuesday, October 4, 2022.

Thanks again for a great opportunity. I have been blessed to work with such a great group of people that I will sincerely miss.

Thanks,



LuAnn Schrauth

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## PIR DAYS (Pupil Instruction-Related)

- August 22 New Staff Orientation
- August 29-30 All Staff Orientation/PIR
- October 20-21 Staff Development Days  
*Teachers Convention (Billings)*
- Oct 31-Nov 11 Parent-Teacher Conferences  
*Schedules vary by school*  
*PIR November 3rd*  
*No school November 3rd-4th*
- March 27-31 Parent-Teacher Conferences  
*Schedules vary by school*  
*Full school days for students*
- May 15 PIR Day

## HOLIDAYS & VACATIONS

*No School for Teachers or Students*

- September 5 Labor Day
- November 4 Vacation Day
- November 23-25 Thanksgiving Vacation
- Dec 23 - Jan 2 Winter Break
- February 24 Vacation Day
- April 10 Easter Vacation
- May 29 Memorial Day

- New Teacher Orientation
- First/Last Day of School  K-4 First Day
- End of Quarter
- Quarter Mid-Term
- End of Semester (2nd & 4th quarters)
- School Dismissed at 1:30 pm
- FHS Graduation Day
- PIR Day (No School for Students)
- Vacation Day (Day Off/No School)
- Paid Holiday (Day Off/No School)
- Flex Day (No School for Students)

<b>PUPIL INSTRUCTION (INCLUDING FLEX DAYS)</b>	<b>First Semester</b>	<b>88 days</b>	<b>Second Semester</b>	<b>91 days</b>		
	<b>FIRST QUARTER</b>	<b>DAYS</b>	<b>THIRD QUARTER</b>	<b>DAYS</b>		
	First Week	Aug 31 to Sept 2	3	First Week	Jan 23 to Jan 27	5
	Second Week	Sept 6 to Sept 9	4	Second Week	Jan 30 to Feb 3	5
	Third Week	Sept 12 to Sept 16	5	Third Week	Feb 6 to Feb 10	5
	Fourth Week	Sept 19 to Sept 23	5	Fourth Week	Feb 13 to Feb 17	5
	Fifth Week	Sept 26 to Sept 30	5	Fifth Week	Feb 20 to Feb 23	4
	Sixth Week	Oct 3 to Oct 7	5	Sixth Week	Feb 27 to March 3	5
	Seventh Week	Oct 10 to Oct 14	5	Seventh Week	March 6 to March 10	5
	Eighth Week	Oct 17 to Oct 19	3	Eighth Week	March 13 to March 17	5
	Ninth Week	Oct 24 to Oct 28	5	Ninth Week	March 20 to March 24	5
		<b>40</b>			<b>44</b>	
<b>SECOND QUARTER</b>	<b>DAYS</b>	<b>FOURTH QUARTER</b>	<b>DAYS</b>			
First Week	Oct 31 to Nov 2	3	First Week	March 27 to March 31	5	
Second Week	Nov 7 to Nov 11	5	Second Week	April 3 to April 7	5	
Third Week	Nov 14 to Nov 18	5	Third Week	April 11 to April 14	4	
Fourth Week	Nov 21 to Nov 22	2	Fourth Week	April 17 to April 21	5	
Fifth Week	Nov 28 to Dec 2	5	Fifth Week	April 24 to April 28	5	
Sixth Week	Dec 5 to Dec 9	5	Sixth Week	May 1 to May 5	5	
Seventh Week	Dec 12 to Dec 16	5	Seventh Week	May 8 to May 12	5	
Eighth Week	Dec 19 to Dec 22	4	Eighth Week	May 16 to May 19	4	
Ninth Week	Jan 3 to Jan 6	4	Ninth Week	May 22 to May 26	5	
Tenth Week	Jan 9 to Jan 13	5	Tenth Week	May 30 to June 2	4	
Eleventh Week	Jan 16 to Jan 20	5			<b>47</b>	
		<b>48</b>				
<b>Total Days 179</b>						

<b>PUPIL INSTRUCTION-RELATED DAYS (PIR)</b>	August 22	New Staff Orientation	
	August 29-30	All Staff Orientation/PIR	2.0
	October 20-21	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 31-Nov 11	Parent-Teacher Conferences <i>Schedules vary by school No school November 3rd &amp; 4th</i>	1.5
	March 27-31	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
	May 15	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
		<b>8.0</b>	

<b>HOLIDAYS &amp; VACATIONS</b>	<i>Dates Inclusive</i>	September 5	Labor Day
		November 4	Vacation Day
		November 23-25	Thanksgiving Vacation
		Dec 23-Jan 2	Winter Break
		February 24	Vacation Day
		April 10	Easter Vacation
		May 29	Memorial Day
July 4	Vacation Day (12-mo employees)		