

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, November 14, 2022

REGULAR BOARD MEETING

Meeting ID

meet.google.com/ccw-qomy-djp

Phone Numbers

[\(US\)+1 605-743-0395](tel:+16057430395)

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 — Fergus High and Jr. High Cross Country Team and Coaches
5. Recognition – Fergus High Golf Team and Coaches
6. Discussion – Future Office Space for Central Montana Resource Learning Center Coop
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board
10. Discussion – Bond Update
11. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

12. Report—Investment
13. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

15. Minutes of the October 10, 2022, Regular Board Meeting

APPROVAL OF CLAIMS

16. Claims

INDIVIDUAL ITEMS

17. Consider Adding Boys Cross Country and Girls Softball as District Funded Sports Effective July 1, 2023
18. Approve Changes to the IMC Salary Matrix
19. Approve Opening a Medical Plan Bank Account at First Bank for the Purpose of Boulder Dental Self Insurance and allowing Rebekah Rhoades and Polly Alexander as Signers and Dror Baruch with Agent Only Access
20. Approve Second Reading – Board Policy 5314 - Substitutes
21. Approve Second Reading – Board Policy 7329 – Petty Cash Funds
22. Approve Second Reading – Board Policy 7625 – Use of Enhanced Tax Credit Receipts
23. Approve Second Reading – Board Policy 3413 – Student Immunizations

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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MONDAY, November 14, 2022

**REGULAR BOARD MEETING
CONTINUED
PAGE 2**

24. Approve Second Reading – Board Policy 3416 – Administration of Medication
25. Approve Additions to the Substitute List for the 2022-2023 School Year
26. 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

11/14/2022

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL AND JR. HIGH SCHOOL CROSS COUNTRY TEAMS AND COACHES

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

SUMMARY:

Suzie Flentie, Head Cross Country Coach and the Fergus High School and Jr. High School Cross Country Teams and Coaches will be recognized.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL GOLF TEAM AND COACHES

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Brett Thackeray, Head Cross Country Coach and the Fergus High School Golf Team and Coaches will be recognized.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

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

ITEM TITLE: DISCUSSION – FUTURE OFFICE SPACE FOR CENTRAL MONTANA RESOURCE LEARNING CENTER COOP

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Chelsey Rogers, Director of CMRLCC, will provide information for discussion to the Board, regarding the future plans for office space.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

7

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

11/14/2022

Agenda Item No.

8

- 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

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Agenda Item No.

9

- 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.

The Activities Committee met on November 1 at 8 a.m.

The Building and Grounds Committee met on November 9 at 8 a.m.

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:								
Music	1				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	
Assessment	2			X		X		
Classified Salary/Benefit Review	2	X						X

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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

ITEM TITLE: DISCUSSION – BOND PROGRESS

Requested By: Board of Trustees Prepared By: Committee

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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Agenda Item No.

11

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

- Parking, Pick-up/Drop-off MOU's
- OPI - Special Education Compliance Letter for Monitoring
- OPI Letter on Montana's NAEP scores
- "My Voice" Student Survey
- 20 Day Plans

SUGGESTED ACTION:

 Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

12

- 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 earned and distributed for October 2022 was as follows:

Elementary	\$570.62
<u>High School</u>	<u>\$670.71</u>
Total	\$1,241.33

STIP Elementary Bond Interest for October 2022 was as follows:

\$57,222.88

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

13

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

ITEM TITLE: SUPERINTENDENT'S REPORT

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

SUMMARY:

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

- ❖ Parent/Teacher Conferences Feedback
- ❖ MCEL Feedback
- ❖ Music Curriculum Update
- ❖ Counselors Meeting
- ❖ Infinite Campus User Group hosted by LPS
- ❖ FFA, Speech, Debate, & Drama, JH Wrestling, and JH Girls Basketball Started
- ❖ Veteran's Day Celebration at LJH Auditorium – 2 pm
- ❖ MSU Pre-Practicum Teachers – November 7-11 & College Interest Gathering
- ❖ Picture Re-Takes – Monday – Wednesday, November 14-16
- ❖ District Honor Band & Choir hosted by FHS – Monday, November 14
- ❖ MTSS HS/MS Forum @ Great Falls – Tuesday, November 15
- ❖ 3rd Grade “Talking Zoo” Tuesday, November 22– 8:45-9:30 am
- ❖ High School Winter Activities begin November 17 (GBB, WR, and BBB)
- ❖ FHS Band & Choir Holiday Concert, December 6 @ 7 p.m.
- ❖ Garfield Winter Concert – December 8 @ 1 pm
- ❖ 1:30 p.m. Release on November 23 and No School—November 24 & 25, 2022
- ❖ Superintendent Evaluation Form
- ❖ SRO position
- ❖ Home Athletic Events:
 - November 15 – LJH Wrestling Invitational
 - November 15 – LJH GBB v. Malta
 - November 17 – JH GBB v. St. Francis
 - FB State Championship?? Saturday, November 19

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

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Agenda Item No.

14

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

 Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

15

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

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 10, 2022, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

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

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and via Google Meet
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, October 10, 2022

REGULAR BOARD MEETING

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

TRUSTEES PRESENT:

Whitney Brady, Phil Koterba, Doreen Heintz, CJ Bailey, Zane Fulbright

TRUSTEES ABSENT:

Kris Birdwell, Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon – LEA Representative

OTHERS PRESENT:

Heidi Weber – KXLO Radio and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Bailey/Koterba)
4. Recognition – Student Body Officers Representing Lewis and Clark, Lewistown Jr. High School and Fergus High School and Senior Class Officers
Superintendent Peck introduced all of the Student Body officers elected for this school year and explained the process used to become elected.
5. Report—Student Representative
Elsie Crouse, Student Representative to the Board, provided an update on the events and activities at Fergus High School.
6. Report – LEA
Luke Brandon, Representative of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
7. Report—Committees of the Board
The Building and Grounds Committee met on October 7, 2022 to review bids for the Elementary Bond Construction at the Junior High School.
8. Discussion – Bond Update
Shane Swandal with Hulteng provided an update to the Elementary Bond progress, which included Phase 1 of Lewis and Clark and Phase 1 of the Junior High School. He explained the bids that were received for the JHS Phase 1 and what will need to be rebid due to lack of bids. A brief explanation of the budget was also shared. He reported that construction is on schedule.
9. Calendar Items, Concerns, Correspondence, Etc.
Mr. Peck provided the following to the Board:
 - Great Falls College/MSU Dual Credit Spanish Agreement
 - MSU Northern Dual Credit Courses
 - Smarter Balance Analysis Spring 2022
10. Report—Investment
Interest earned and distributed for September was \$352.38 in the Elementary and \$422.96 in the High School. STIP Elementary Bond Interest

for August was not available and will be reported at the November Board Meeting.

11. Report—Superintendent

Superintendent Thom Peck reported on the Student Count Day held October 3, 2022. Mr. Peck is working on the TEAMS accreditation report and the Office of Civil Rights report will be done again this Spring. Homecoming was a great success. The LJHS Bond will be kicking off on October 13th. There will be a few Board Members attending MCEL in October. Mr. Peck reported that the MSU Rural Practicum Students will be coming to Lewistown Public Schools the second week of November. The Board was updated on various dates and events taking place throughout the District. The school financial audit was completed and came back with no findings.

PUBLIC PARTICIPATION

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

Tia Carr acknowledged Mr. Majerus, Wendy Pfau and Michelle Trafton at for their serious consideration and changes made to removing latex from Fergus High School that allowed her to attend events during Homecoming.

ACTION ITEMS

MINUTES

13. Minutes of the September 12, 2022, Regular Board Meeting
– Approved unanimously (Brady/Koterba)
Corrections: Item #7 – recommended, not determined and include Girls Wrestling
Item #8 – Correct to Shane Swandal

APPROVAL OF CLAIMS

14. Claims -- Approved unanimously (Fulbright/Brady)
Claims Committee for October through December 2022 will be Board Chair Doreen Heintz, Jeff Southworth, Whitney Brady and Zane Fulbright.

INDIVIDUAL ITEMS

15. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2022-2023 – (Bailey/Brady) No – Fulbright, Yes – Koterba, Heintz, Bailey, Brady
16. Approve First Reading – Board Policy 5314 – Substitutes – Approved unanimously (Fulbright/Bailey)
17. Approve First Reading – Board Policy 7329 – Petty Cash Funds – Approved Unanimously (Bailey/Fulbright)
18. Approve First Reading – Board Policy 7625 – Use of Enhanced Tax Credit Receipts – Approved unanimously (Fulbright/Bailey)
19. Approve First Reading – Board Policy 3413 – Student Immunization – Approved Unanimously (Fulbright/Bailey)
20. Approve First Reading – Board Policy 3416 – Administration of Medication – Approved Unanimously (Bailey/Brady)
21. Approve Additions to the Substitute List for the 2022-2023 School Year – Approved unanimously (Bailey/Fulbright)
22. Approve Personnel Report with the Amendment to change Jaymie Phillips to Assistant Coach replacing Bridget Sparks – Approved unanimously (Fulbright/Koterba)

ADJOURNMENT

The meeting was adjourned at 7:25 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, November 14, 2022, at the Lincoln Board Room.

DOREEN HEINTZ
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

16

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Chris Gobble

SUMMARY:

Approve claims paid through November 11, 2022, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2022 include: Board Chair Doreen Heintz, Whitney Brady, Jeff Southworth and Zane Fulbright.

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

11/14/2022

Agenda Item No.

17

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

ITEM TITLE: CONSIDER ADDING BOYS CROSS COUNTRY AND GIRLS SOFTBALL AS DISTRICT FUNDED SPORTS EFFECTIVE JULY 1, 2023

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

SUMMARY:

The Board of Trustees needs to consider approving Fergus High School Boys Cross Country and Girls Softball as district funded sports effective July 1, 2023. Because funds have already been received in advance for the FY23 school year, it is the recommendation to add these sports as District paid and dissolve the attached Memorandum of Understanding effective 7/1/2023.

SUGGESTED ACTION: Consider Approving Fergus High School Boys Cross Country and Girls Softball as District Funder Sports effective July 1, 2023.

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						

**MEMORANDUM OF UNDERSTANDING
FOR
PRIVATELY FUNDED GIRL'S SOFTBALL
AND BOY'S CROSS COUNTRY**

This Memorandum of Understanding is entered into by Lewistown School District No. 1, hereafter referred to as "the District" and the Girl's Fastpitch Softball/Boy's Cross Country Association, hereafter referred to as "the Association" for the purpose of delineating the responsibilities in maintaining and privately funding girl's softball and boy's cross country as Montana High School Association (MHSA) sanctioned sports at Fergus High School.

The District shall be responsible for the entire operation of the MHSA-sanctioned girl's softball and boy's cross country programs. These responsibilities include but are not limited to the following:

- Securing a contract with the Lewistown Youth Baseball/Softball Association and the Lewistown Park and Recreation Department.
- Selection and evaluation of coaches.
- Selection of team members.
- Determining the event scheduling.
- Providing arrangements for individual competitions and meets including food, lodging, and transportation.
- Each programs awards.
- The District shall charge athletes a participation fee with the revenue being deposited in the District's activity account.
- The purchase of uniforms for both sports.
- Bus travel for Boys Cross Country when traveling with the Girls Cross Country Team.

The District will maintain the program in accordance with the rules and regulations established by the Lewistown Public Schools Board of Trustees, the Montana High School Association and Fergus High School.

The Association's responsibility will be to raise funds for the purpose of financing the girl's softball and boy's cross country programs and managing the home field and events under the direction of Fergus High School's athletic director. These responsibilities include, but are not limited to the following:

- Said funds shall be deposited with Fergus High School as follows: The Association will make an initial deposit of \$25,000.00 by October 15, 2008. Thereafter, by March 1st following the completion of each season, the Association will make a payment to ensure that the cash balance of the account is equal to or greater than \$25,000 at the end of each fiscal year. Failure to meet the March 1st fiscal deadline will immediately terminate girl's softball and boys' cross country as school-sanctioned sports.
- The Association shall be responsible for field preparation, concession workers, scorekeepers, and announcers. The Association will retain the revenue from concessions

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

18

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

ITEM TITLE: APPROVE CHANGES TO THE IMC SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to consider approving changes to the IMC Salary Matrix. See attachment for more details.

SUGGESTED ACTION: Approve changes to the IMC salary matrix.

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						

**CLASSIFIED PAY MATRIX RECOMMENDATIONS
11/14/22 BOARD MEETING**

AS OF 7/1/22

	0	1	2	3	4	5	6	7	8	9	10	11+
IMC TECH	13.78	14.18	14.58	14.98	15.39	15.77	16.18	16.18	16.18	16.18	16.18	16.18
IMC TECH+15	14.18	14.58	14.98	15.39	15.77	16.18	16.58	16.58	16.58	16.58	16.58	16.58
IMC TECH+30	14.58	14.98	15.39	15.77	16.18	16.58	16.99	16.99	16.99	16.99	16.99	16.99
IMC TECH+45	15.39	15.77	16.18	16.58	16.99	17.38	17.78	17.78	17.78	17.78	17.78	17.78

PROPOSED EFFECTIVE 11/14/22

	0	1	2	3	4	5	6	7	8	9	10	11+
IMC TECH	17.02	17.52	18.03	18.55	19.05	19.57	20.08	21.10	21.10	21.10	21.10	22.12
IMC TECH+15	17.52	18.03	18.55	19.05	19.57	20.08	20.59	21.62	21.62	21.62	21.62	22.63
IMC TECH+30	18.03	18.55	19.05	19.57	20.08	20.59	21.10	22.12	22.12	22.12	22.12	23.14
IMC TECH+45	19.05	19.57	20.08	20.59	21.10	21.62	22.12	23.14	23.14	23.14	23.14	24.16

After receiving the results from the classified salary study completed by Associated Employers, it was determined that the following position requires immediate attention. The study provided both a market data comparison and a minimum, midpoint and maximum range for positions. The salary for this position fell drastically under both the market data and minimum recommendation. The change above will help to bring the wages closer to the recommended thresholds. This position's job duties, skill level and minimum requirements have changed over the recent years and an updated job description was used in this process.

The study reviewed all LPS job descriptions and found equitable positions for comparison. The comparisons were made to positions both in our area, as well as State and Nationally (adjusted for cost of living). This study will also be used for ongoing revisions/review of the classified salary matrix.

The overall budget impact for these adjustments is as follows:

Impact to Fund 101	\$4,609.60
Impact to Fund 201	\$2,270.40
Total Impact	\$6,880.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

19

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

ITEM TITLE: APPROVE OPENING A MEDICAL PLAN BANK ACCOUNT AT FIRST BANK FOR THE PURPOSE OF BOULDER DENTAL SELF INSURANCE AND ALLOWING REBEKAH RHOADES AND POLLY ALEXANDER AS SIGNERS AND DROR BARUCH WITH AGENT ONLY ACCESS

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

SUMMARY:

The Board of Trustees needs to approve opening a Medical Bank Account at First Bank for the purpose of maintaining claims and premiums for our self-insured dental plan through Boulder Dental. The Board of Trustees will need to allow Rebekah Rhoades and Polly Alexander as signers on the account and provide Dror Baruch with Boulder Dental Agent-Only access to the account. Boulder Dental was recently sold to another individual and changes to the bank account are required due to this change. Our account was previously held at Bank of the Rockies in Helena, Montana.

SUGGESTED ACTION: Approve Opening a Medical Plan Bank Account at First Bank for the Purpose of Boulder Dental Self Insurance and Allowing Rebekah Rhoades And Polly Alexander as Signers and Dror Baruch with Agent Only Access.

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

11/14/2022

Agenda Item No.

20

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

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 5314 -SUBSTITUTES

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

SUMMARY:

The Board of Trustees needs to approve the second reading of revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been **highlighted**.

SUGGESTED ACTION: Approve Second Reading – Board Policy 5314 - Substitutes

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 School District

PERSONNEL

5314

Substitutes

The Board will regularly approve a list of acceptable substitutes for classified and certified staff that meet the guidelines as prescribed in this policy. Appearance on the substitute list authorizes the administration to call upon a substitute to temporarily work for the District, but does not guarantee employment.

All substitute employees will be required to undergo fingerprint and background checks. All substitute employees are subject to District Policies during their term of service to the District. All substitute employees shall abide by student and staff confidentiality standards during their term of service to the District.

Substitute Certified Staff

The Board authorizes the use of substitute teachers that appear on the list as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment.

The Board annually establishes a rate of pay for substitute teachers. No fringe benefits are given to substitute teachers. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

~~The Board establishes the daily rate of pay for substitute teachers as follows: (effective July 1, 2006).~~

- ~~• \$65.00 per day for certified teachers (current or not) or a Master's degree or higher.~~
- ~~• \$60.00 per day for non-certified, degrees less than a Masters, and non-degreed.~~
- ~~• Additional \$5.00 per day after fifteen (15) days of service in the district during one school year and an active substitute from year to year.~~
- ~~• Minimum payment will be one half (1/2) day for up to four (4) hours. Any time over four (4) hours will be considered a full day.~~
- ~~• July 1, 2007, and every July 1st thereafter, extend same % increase as classified staff, then rounded to the nearest half dollar up or down.~~
- ~~• No fringe benefits are given to substitute teachers.~~

~~Certified substitutes will receive the additional Certified Paraprofessional stipend per hour when~~

~~substituting for classified positions.~~

Substitutes for Classified Staff

The Board authorizes the use of substitute employees that appear on the list to replace classified employees who are temporarily absent. The principal shall arrange for the substitute to work for the absent employee. Under no condition is an employee to select or arrange for their own substitute.

Substitutes for classified positions will be paid by the hour and established by the Board annually. No fringe benefits are given to substitutes for classified positions.

Legal Reference: 10.55.716, ARM Substitute teachers
10.57.107, ARM Emergency Authorization of Employment

Policy History:

Adopted on: June 28, 2004
Revised on: February 27, 2006
Revised on: January 14, 2008
Revised on: July 9, 2012
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

21

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

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 7329 – PETTY CASH FUNDS

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

SUMMARY:

The Board of Trustees needs to approve the second reading of revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Second Reading – Board Policy 7329 – Petty Cash Funds

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 School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Thirty-Five Dollars (\$35), postage, delivery charges, and freight. Individual personal reimbursements which exceed Thirty-Five Dollars (\$35) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to:

- ~~\$ 50 – Adult Education Office~~
- \$100 – District Business Office
- \$100 – ~~Elementary Buildings~~ – Highland Park, Garfield, Lewis & Clark (per building)
- \$100 – Highland Park, Garfield, Lewis & Clark – PTO Donation for student rewards (per building, as needed)
- \$100 – Lewistown Junior High School
- \$250 – School Food Service (\$100-Central Kitchen; \$75-Junior High; \$75-High School)
- \$400 – Fergus High School

Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to One Thousand Two Hundred Dollars (\$1,200~~600~~) and Four Hundred Dollars (\$400~~300~~), respectively. Fergus High School is also authorized to keep a Six Hundred Dollar (\$600~~400~~) petty cash box on hand for concessions and other non-athletic events. The High School and Junior High School Secretary are authorized to temporarily request and hold an additional One Thousand Dollars (\$1,000) for large events (homecoming, playoff games, tournaments, etc).

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers (and cash on hand from buildings that do not remain open during the summer) returned to the Business Manager for processing.

The District Business Office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

- Adopted on: June 28, 2004
- Revised on: September 22, 2008
- Revised on: November 10, 2008
- Revised on: June 28, 2010

Revised on: February 11, 2013
Revised on: October 14, 2013
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

22

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

ITEM TITLE: APPROVE SECOND READING – NEW BOARD POLICY 7625 –USE OF ENHANCED TAX CREDIT RECEIPTS

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

SUMMARY:

The Board of Trustees needs to approve the second reading of NEW Board Policy 7625 as a result of the new enhanced tax credit being offered on a limited basis.

SUGGESTED ACTION: Approve Second Reading – New Board Policy 7626 – Use of Enhanced Tax Credit Receipts

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 School District

FINANCIAL MANAGEMENT

7625

Use of Enhanced Tax Credit Receipts

On receiving a donation from an enhanced tax credit, the District shall seek preapproval, in a manner prescribed by the Department of Revenue (DOR), that the amount of tax credit sought by the taxpayer is available under the aggregate limit set in statute. Upon preapproval by the DOR, the District shall issue a receipt, in a form prescribed by the DOR, to each contributing taxpayer indicating the value of the donation received and documenting the preapproval of the credit.

The District shall use the funds received from an enhanced tax credit for innovative educational programs specified in law which are defined as:

- (a) transformational learning as defined in Section 20-7-1602, MCA;
- (b) advanced opportunity as defined in Section 20-7-1503, MCA;
- (c) any program, service, instructional methodology, or adaptive equipment used to expand opportunity for a child with a disability as defined in Section 20-7-401, MCA;
- (d) any courses provided through work-based learning partnerships or for postsecondary credit or career certification under Policy 2600; and
- (e) technology enhancements, including but not limited to any expenditure incurred for purposes specified in Section 20-9-533, MCA.

Legal Reference: Title 15, Chapter 30, Part 31, MCA- Tax Credit for Qualified Education Contributions

Policy History:

Adopted on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

23

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

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 3413 – STUDENT IMMUNIZATIONS

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

SUMMARY:

The Board of Trustees needs to approve the second reading of revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~.

SUGGESTED ACTION: Approve Second Reading – Board Policy 5314 - Substitutes

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 School District

STUDENTS

3413

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, tetanus, and varicella (chickenpox). Haemophilus influenzae type "b" immunization is required for students under age five (5), before enrolling in preschool. Proof of immunization must be in compliance with the school rules for attendance through the Montana Department of Health and Human Services.

Upon initial enrollment, an immunization records form for each student will be provided. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). ~~Exemptions for religious reasons must be filed annually.~~ The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus Influenza Type "B", and tetanus vaccine and a conditional waiver for attendance has been completed.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Legal Reference:	20-3-324 (20), MCA	Powers and duties
	20-5-402 - 410, MCA	Health
	20-5-403, MCA	Immunization required – release and

acceptance of immunization records

Policy History:

Adopted on: June 28, 2004
Revised on: September 26, 2005
Revised on: May 11, 2015
Revised on: July 13, 2015

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

24

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

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 3416 –ADMINISTRATION OF MEDICATION

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

SUMMARY:

The Board of Trustees needs to approve the second reading of revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~; information being added has been written in **RED**.

SUGGESTED ACTION: Approve Second Reading – Board Policy 3416 – Administration of Medication

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						

PERSONNEL

Administration of Medication

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed by the student’s health care provider.

ELEMENTARY SCHOOLS (K-6)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day:

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed ~~Permission for Medication~~ Medication Authorization form. This form will specify:
 - A. demographic information on the student,
 - B. diagnosis,
 - C. type of medication,
 - D. dosage prescribed,
 - E. purpose of medication,
 - F. time for administration,
 - G. possible side effects,
 - H. anticipated number of days to be given at school (starting and ending date),
 - I. additional instructions for administering,
 - J. signature of physician/dentist, and
 - K. signature of parent/guardian

2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal, school nurse, or designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone

3. number of the pharmacy, the student's name, the physician's name, and the dosage to be given.
4. Students taking over-the-counter medication must present the medication in its original container to the principal, school nurse, or designee with the required form signed by parent/guardian. The school will not supply any patent medicine such as aspirin or Tylenol.
5. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
6. School personnel delegated by the school nurse to administer medication must:
 - A. be taught, supervised and evaluated for the performance of the delegated nursing task
 - B. routinely record:
 - 1) Time and date student took medication
 - 2) Medication not given and reason
 - 3) Signature
7. Parents are to be notified if:
 - a. medication not given and reason
 - b. any side effects or unusual symptoms
8. At parent/guardian request, the student may carry an inhaler or epi-pen with them, but must comply with procedures No.'s 1-4 and meet the Montana requirements to possess and/or self-administer asthma or severe allergy medication.
9. School personnel reserve the right to review and deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
10. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medications.

Permission to administer medication must be reauthorized at the start of a new school year by consent of parent/guardian and accompanying physician's order.

The school nurse or other authorized personnel will provide training to staff regarding the administration of medications and/or side effects of such pharmacological treatment.

JUNIOR HIGH AND HIGH SCHOOL (7-12)

Junior High and High School students who are older and more mature should be responsible for taking of their own medication. Circumstances for self-administration will be specified by parent instructions on ~~Permission for Medication~~ **Medication Authorization** form.

SPECIAL EDUCATION (K-12)

Special consideration will be given to students who are physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take their own medication.

As individual/children's needs may vary, it is requested that parent/guardian contact the school nurse, and specify on the ~~Permission for Medication~~ **Medication Authorization** form additional instructions for the administering of medication at school. The following procedures will be complied with for Special Education students:

1. The school must be provided with a completed and signed ~~Permission for Medication~~ **Medication Authorization** form from the parent/guardian and physician, noting any special instruction or assistance required to be brought to the attention of the school nurse and/or appropriate school personnel.
2. All other procedures identified under elementary schools will be in effect for special education students, including assuming the responsibility for taking their own medication with supervision as appropriate.

~~Policies 3416F (1-4) are samples of the Permission for Medication, Montana Authorization to Carry and Self-Administer Asthma Medication, Student Asthma Action Card, and Emergency Plan. These forms are considered a part of this policy.~~

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;

- Written authorization for self-administration of medication from a student's parent or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Emergency Administration of Medication

In case of an emergency, a school nurse or trained delegate, exempt from the nursing license requirement under 37-8-103(1)(c), MCA, may administer emergency medication to any student in need thereof on school ground, in a school building, or at a school function, according to a standing order of an authorized physician or a student's private Healthcare Provider.

A building administrator or school nurse will enter any medication to be administered in an emergency or an individual student medication record and retain the documentation.

Pursuant to Montana Law (20-5-421) Lewistown Public Schools may maintain a stock supply of Auto-Injectable Epinephrine (Epi Pens) to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. The district shall adhere to the requirements as stated in the law.

Pursuant to Montana Law (2-5-426) Lewistown Public Schools may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. The district shall adhere to the requirements as stated in the law.

Adopted: December 12, 1994
Readopted: August 23, 2004
Revised on: November 14, 2005 and December 10, 2012

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2022

Agenda Item No.

25

- 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 additions to the substitute list for the 2022-2023 School Year as listed below:

Substitute Teacher

Brianna Winegar
Collin Barth
Heather Neuman

Substitute School Food:

Sherrri Sebek
Rhonda Mowdy
Amber (Judy) Dobbs
Heather Neuman
Susan Phillips

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

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

11/14/2022

Agenda Item No.

26

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

ITEM TITLE: APPROVE PERSONNEL REPORT

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

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 14, 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>
BLACKADAR, Lesley	Food Server/Kitchen Aide	Fergus High School	Approve appointment on Schedule - FOOD SERVER/KITCHEN AIDE Step 1 for 3 hours per day for up to 15 hours per week for up to 151 days	10/17/2022	Amie Freisen	Replacing Barbara Jenkins
HUTCHINS, Mandie	Food Server/Kitchen Aide	Central Kitchen	Approve appointment on Schedule - FOOD SERVER/KITCHEN AIDE Step 4 for 3 hours per day for up to 15 hours per week for up to 141 days	11/7/2022	Amie Freisen	Replacing Rick Wilson (pm hours)
MACBLANE, (Martin) Haley	Food Server/Kitchen Aide	Highland Park Elementary School	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE Step 0 for up to 3 hours per day for up to 15 hours per week for up to 135 days	11/15/2022	Amie Freisen	Replacing Heather Neuman
MOLINE, Shelby	High Needs Paraprofessional	Garfield Elementary School	Accept Letter of Resignation	10/19/2022	Matt Lewis	See Attached Letter
MOWDY, Rhonda	Food Server/Kitchen Aide	Garfield Elementary School	Accept Letter of Resignation	11/14/2022	Amie Freisen	See Attached Letter
MRNAK, Clint	Assistant Wrestling Coach	Lewistown Jr. High School	Approve appointment on schedule - ASSISTANT WRESTLING COACH, \$35,269.00 X 0.0650-\$1,763.45	11/15/2022	Paul Bartos/Jeff Friesen	Replacing Wyatt Blythe who is Head Coach
SANFORD, Scott	Football Grounds - Field Line Prep	Fergus High School	Approve appointment on schedule - FOOTBALL GROUNDS stipend - \$700.00	9/1/2022	Paul Bartos	
WIEGERT, Kim	FHS Concessions Orders	Fergus High School	Approve appointment on schedule - CONCESSIONS ORDERS stipend - \$500.00	11/15/2022	Paul Bartos	
WILSON, Richard (Rick)	Maintenance V	Central Office	Approve appointment on schedule - MAINTENANCE V, step 0 for 8 hours per day for up to 191 days.	11/9/2022	Jason Fry	Replacing Dan Konart
ZACARIAS, Paloma	Second Cook	Central Kitchen	Approve appointment on Schedule - Step 0 for 6 hours per day for up to 30 hours per week for up to 135 days	11/15/2022	Amie Freisen	Replacing Tanna Figueroa (previous position)

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

From: **Shelby Moline** <shelby.moline@lewistown.k12.mt.us>
Date: Mon, Oct 10, 2022 at 11:13 AM
Subject: Letter of Resignation
To: Matt Lewis <mlewis@lewistown.k12.mt.us>

Good morning Matt,

This email is unfortunately my letter of resignation from LPS, as I've accepted a full time position at First Bank of MT. My last day will be October 19th.

Thank you again for this opportunity!

Shelby Moline

--

Matthew Lewis, Principal
Garfield Elementary School
Lewistown, Montana
(406) 535-2366

mlewis@lewistown.k12.mt.us

--

Rebekah Rhoades
Business Manager/District Clerk
Lewistown Public Schools
215 7th Ave South
Lewistown, MT 59457

406-535-8777 x1116
406-535-7292 (fax)

<https://mail.google.com/mail/u/0/?ik=a91fe3c1d2&view=pt&search=all&permthid=thread-f%3A1746322896152791319&simpl=msg-f%3A17463228961...> 1/1

Hello Amie,

Please accept this is my formal resignation from my lunch server duties. My last day will be 11/3/22. I appreciate The job opportunity you have given me.

Please also note my missing clock-ins.

10/19/22 10:47 am lunch server to 1:18 pm clock out.

10/20/22 9:40 am deep cleaning kitchen with Julie. I was able to clock out.

Thank you,
Heather

--
Amie Friesen
Lewistown Public Schools
Food Service Director

--
Rebekah Rhoades
Business Manager/District Clerk
Lewistown Public Schools
215 7th Ave South
Lewistown, MT 59457

406-535-8777 x1116

<https://mail.google.com/mail/u/0/?ik=a91fe3c1d2&view=pt&search=all&permthid=thread-f%3A1747955087813753273&simpl=msg-f%3A17479550878...> 1/2

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
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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	

OCTOBER 2022						
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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
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				

FEBRUARY 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				

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
						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						

MAY 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			

JUNE 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	

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)

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)	First Semester				88 days	Second Semester				91 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	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
				40					44	
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
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					47	
				48						
Total Days 179										

PUPIL INSTRUCTION-RELATED DAYS (PIR)	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 & 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>
		8.0	

HOLIDAYS & VACATIONS	<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)		