

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

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

**MONDAY, June 12, 2023**

**REGULAR BOARD MEETING**

**PAGE 1**

Meeting ID

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

Phone Numbers

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

PIN: 421 669 826#

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Discussion – Bond Update
5. Discussion – Forming a Kindness and Respect Committee for Fergus High School
6. Report—Committees of the Board
7. Report – Budget and ESSER Fund Update
8. Report—Investment
9. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

11. Minutes of the May 8, 2023, Regular Board Meeting

**APPROVAL OF CLAIMS**

12. Claims

**INDIVIDUAL ITEMS**

13. Consider Termination and Removal of Temporary Emergency Policies Numbered 1900-1912
14. Approve First Reading Board Policy 2050 – Student Instruction
15. Approve First Reading Board Policy 2167 – Correspondence Courses
16. Approve First Reading Board Policy 2168 – Online and Distance Learning
17. Approve First Reading Board Policy 2170 – Digital Academy
18. Approve First Reading Board Policy 2170P – Digital Academy
19. Approve First Reading Board Policy 3100 – Early Enrollment for Exceptional Circumstances

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**REGULAR BOARD MEETING**  
**CONTINUED PAGE 2**

20. Approve First Reading Board Policy 3121 – Enrollment and Attendance Records
21. Approve First Reading Board Policy 3121P – Enrollment and Attendance Records  
Average Number Belonging
22. Approve First Reading Board Policy 3413 – Student Immunization
23. Approve First Reading Board Policy 3417 – Communicable Diseases
24. Approve First Reading Board Policy 5230 – Prevention of Disease Transmission
25. Approve First Reading Board Policy 5130 – Staff Health
26. Approve First Reading Board Policy 5223 – Personal Conduct
27. Approve First Reading Board Policy 5321 – Leaves of Absence
28. Approve First Reading Board Policy 1310 – District Policies and Procedures
29. Approve First Reading Board Policy 2221 – School Emergencies
30. Approve First Reading Board Policy 2221P - School Closure
31. Approve First Reading Board Policy 4330 – Community Use of Facilities
32. Approve First Reading Board Policy 8131 – Indoor Air Quality
33. Approve First Reading Board Policy 8301 – Direct Safety
34. Approve First Reading Board Policy 8303 – Facility Cleaning and Maintenance
35. Approve Meal Prices for 2023-2024 School Year
36. Approve Heat Pump Bid for Fergus High School to Midland Mechanical
37. Approve 5.0 GPA Scale for Fergus High School Advanced Placement and Dual Credit  
Classes beginning with Sophomore Class or Class of 2026
38. Approve Contract with Hulteng CCM, Inc. for Owner's Representative Services
39. Approve Extension of Grass Range Bus Route into the Lewistown School District
40. Approve Extension of Lewistown Bus Route into the Grass Range School District

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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**REGULAR BOARD MEETING**  
**CONTINUED PAGE 3**

41. Approve Extension of Moore Bus Routes into the Lewistown School District
42. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
43. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Inter local Fund
44. Approve Individual Transportation Contracts for the High School District
45. Approve Second Semester Claim for Individual Contract Bus Reimbursement
46. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
47. Approve Substitute and Activity Bus Driver Rates
48. Approve Lewistown Public Schools MTSBA Membership
49. Approve Fergus High School Student Activity Account Changes
50. Approve Personnel Report

**ADJOURNMENT**

*A hard copy of the complete Agenda is available at the LPS Central Office or on the  
Lewistown Public Schools Website:*

*<http://www.lewistown.k12.mt.us/content/266>*

### **PUBLIC PARTICIPATION**

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

4

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

ITEM TITLE: DISCUSSION – BOND UPDATE

Requested By: Board of Trustees    Prepared By: Committee

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**SUMMARY:**

Discussion will take place regarding updates and progress on the elementary bond presented by Shane Swandal, Hulteng Corporation.

**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**

06/12/2023

**Agenda Item No.**

5

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

ITEM TITLE: DISCUSSION – FORMING A KINDNESS AND RESPECT COMMITTEE FOR FERGUS HIGH SCHOOL

Requested By: Board of Trustees    Prepared By: Committee

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**SUMMARY:**

The Board of Trustees will discuss forming a Kindness and Respect Committee for Fergus High School.

**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**

06/12/2023

**Agenda Item No.**

6

☐ 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

☒ **Additional Information Attached**

**NOTES:**

**STANDING COMMITTEES OF THE BOARD**  
**2023-2024 School Year**

| Committee                | Number<br>on Comm. | CJ<br>Bailey | Kris<br>Birdwell | Whitney<br>Brady | John<br>Carlson | Zane<br>Fulbright | Kevin<br>Hodge | Lisa<br>Koch |
|--------------------------|--------------------|--------------|------------------|------------------|-----------------|-------------------|----------------|--------------|
|                          |                    |              |                  |                  |                 |                   |                |              |
| Building & Grounds       | 3                  |              |                  |                  |                 |                   |                |              |
|                          |                    |              |                  |                  |                 |                   |                |              |
| Insurance Risk Committee | 2                  |              |                  |                  |                 |                   |                |              |

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2023-2024 School Year**

| Committee                        | Number<br>on Comm. | CJ<br>Bailey | Kris<br>Birdwell | Whitney<br>Brady | John<br>Carlson | Zane<br>Fulbright | Kevin<br>Hodge | Lisa<br>Koch |
|----------------------------------|--------------------|--------------|------------------|------------------|-----------------|-------------------|----------------|--------------|
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Activities                       | 3                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Curriculum Committees:           |                    |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Health Insurance Program         | 2                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| School Calendar                  | 1                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Vocational Advisory Council      | 1                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Gaining                          | 3                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Policy Review                    | 3                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Assessment                       | 2                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |
| Classified Salary/Benefit Review | 2                  |              |                  |                  |                 |                   |                |              |
|                                  |                    |              |                  |                  |                 |                   |                |              |

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT – BUDGET AND ESSER FUND UPDATE

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

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2023-2024 General Fund Budgets and ESSER II and III balances.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

**NOTES:**

## 2023-2024 PRELIMINARY BUDGET PROJECTIONS As of 6/8/2023

### ELEMENTARY

|                                             |                |                       |
|---------------------------------------------|----------------|-----------------------|
| Current Year (2022-2023) Budget             | \$7,018,871.96 |                       |
| 2023-2024 Projected Budgets                 | \$7,216,778.62 | without a vote        |
| FY23 Budget vs FY24 Budget                  | \$197,906.66   | higher without a vote |
| FY24 Projected Expenditures                 | \$7,277,279.70 |                       |
| <u>Preliminary</u> Budget Shortfall/Surplus | (\$60,501.08)  | without a vote        |

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### HIGH SCHOOL

|                                             |                |                      |
|---------------------------------------------|----------------|----------------------|
| Current Year (2022-2023) Budget             | \$3,352,482.33 |                      |
| 2023-2024 Projected Budgets                 | \$3,465,179.94 | without a vote       |
| FY23 Budget vs FY24 Budget                  | \$112,697.61   | lower without a vote |
| FY24 Projected Expenditures                 | \$3,636,677.80 |                      |
| <u>Preliminary</u> Budget Shortfall/Surplus | (\$171,497.86) | without a vote       |

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**Unknowns: Retirements/Staff Resignations (ongoing), Kindergarten Enrollment, Title I Funding**

Projections include: 27% increase in P&L Insurance, Legislative Bills, 5.9% Health Insurance increase for certified staff, 5.9% Health Insurance increase for classified staff, All Staff moved in Years of Experience, New Classified Matrix, 4% increase for all Classified Admin (no salary matrix), Certified and Certified Admin salary matrix increases, Spring Enrollment, Use of Permissive Building Reserve Fund to pay for Counselor wages at both the Elementary and High School, use of ESSER Funds to pay for additional staffing (see below)

#### ESSER Funds Used

ESSER III - 2.5 fte (\$117,000 HS) + 1.5 fte (\$81,000 Elem) + 1.0 fte Tech (\$58,000)  
TOTAL ESSER: \$256,000

## ESSER II and III SUMMARY

|                                               | Grant Amount          | Remaining Budget as of 6/30/21 | Remaining Budget as of 6/30/22 | Remaining Budget as of 5/31/23 | Budget LESS "Still Plan to Purchase" |
|-----------------------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|
| ESSER II - ELEMENTARY - Basic - 775           | \$795,469.00          | \$886,931.00                   | \$81,528.36                    | \$475.00                       | \$475.00                             |
| ESSER II - HIGH SCHOOL - Basic - 775          | \$245,824.00          |                                |                                |                                |                                      |
| ESSER II - HIGH SCHOOL - Supplemental - 776   | \$10,561.00           | \$10,561.00                    | \$10,561.00                    | -\$0.30                        | -\$0.30                              |
| ESSER II - ELEMENTARY - Special Needs - 777   | \$24,456.00           | \$27,463.00                    | \$27,463.00                    | -\$1,950.72                    | -\$1,950.72                          |
| ESSER II - HIGH SCHOOL - Special Needs - 777  | \$3,007.00            |                                |                                |                                |                                      |
| <b>TOTAL</b>                                  | <b>\$1,079,317.00</b> | <b>\$924,955.00</b>            | <b>\$119,552.36</b>            | <b>-\$1,476.02</b>             | <b>-\$1,476.02</b>                   |
| ESSER III - ELEMENTARY - Basic - 785          | \$1,428,416.00        | \$1,870,084.80                 | \$1,870,876.80                 | \$1,166,760.86                 | \$10,395.86                          |
| ESSER III - HIGH SCHOOL - Basic - 785         | \$441,668.80          |                                |                                |                                |                                      |
| ESSER III - HIGH SCHOOL - Supplemental - 786  | \$10,561.00           | \$10,561.00                    | \$10,561.00                    | \$10,561.00                    | \$0.00                               |
| ESSER III - ELEMENTARY - Learning Loss - 787  | \$358,094.00          | \$451,819.20                   | \$0.00                         | \$0.00                         | \$0.00                               |
| ESSER III - HIGH SCHOOL - Learning Loss - 787 | \$110,417.20          |                                |                                |                                |                                      |
| <b>TOTAL</b>                                  | <b>\$2,349,157.00</b> | <b>\$2,332,465.00</b>          | <b>\$1,881,437.80</b>          | <b>\$1,177,321.86</b>          | <b>\$10,395.86</b>                   |
|                                               |                       |                                |                                | <b>TOTAL REMAINING</b>         | <b>\$8,919.84</b>                    |

| ESSER II                                                     | ESSER III                                         | ESSER III - LEARNING LOSS             |
|--------------------------------------------------------------|---------------------------------------------------|---------------------------------------|
| Bottle Filler Fountains & Filters                            | 2022-2023 Budget Shortfall - Elementary           | K-8 - Summer School - 2021            |
| Indirect Costs                                               | 2022-2023 Budget Shortfall - High School          | FHS Credit Recovery Summer 2021       |
| Laminator                                                    | 2023-2024 Budget Shortfall - Elementary           | Assessment Software (FY22)            |
| FHS - Lunch Tables                                           | 2023-2024 Budget Shortfall - High School          | Curriculum Training                   |
| JHS - Weights for new Electives                              | Indirect Costs                                    | DISTRICT - Math Curriculum K-12       |
| JHS - Lunch Tables                                           | TECH - Securely (FY24)                            | DISTRICT - PE/Health Curriculum (JHS) |
| Boiler Room/Service Entry Outside Doors at JHS               | TECH - 200 Chromebooks (2022-2023 and 2023-24)    | DISTRICT - English Curriculum K-12    |
| Replace Carpet @ HP                                          | TECH - 25 Desktops (FY24)                         | Indirect Costs                        |
| Floor Scrubber - Ride On - FHS                               | TECH - Additional Technology Support (FY24)       |                                       |
| Bus Radios                                                   | JHS/FHS - Counselors increase (FY24)              |                                       |
| FHS Intercom                                                 | K-6 - Title .5fte (FY24)                          |                                       |
| Kaivac Machine                                               | FHS - Title Teacher 1.0fte (FY24)                 |                                       |
| Network Improvements                                         | 9-12 - Summer MTD A - (FY24)                      |                                       |
| Bus Diagnostic Tools                                         | Assessment Software (FY24)                        |                                       |
| New Lockers in Locker Room at JHS                            | Health and Music Curriculum (FY24)                |                                       |
| 1.0 fte Additional Technology Support                        | Highland Park Roof                                |                                       |
| Curriculum                                                   | HS Heat Pump Project                              |                                       |
| Securely Device Monitoring                                   | Staff Curriculum Development                      |                                       |
| Staff Laptops, Desktops, Monitors and Servers                | SUPPLEMENTAL - Filters or Custodial Supplies      |                                       |
| Student Chromebooks                                          | TECH - 25 Desktops (FY23)                         |                                       |
| Bus Student Tracking software                                | TECH - Securely (FY23)                            |                                       |
| Garfield .5 fte Title Teacher (FY22)                         | 1.0 fte Additional Technology Support (FY23)      |                                       |
| Miscellaneous Cleaning and Instructional Supplies            | JHS/FHS - 1.0 Counselors increase (FY23)          |                                       |
| JHS/FHS - 1.0 fte Counselors increase (FY22)                 | K-6 - .5fte Title Teacher (FY23)                  |                                       |
| FHS - Floor Square Scrub                                     | FHS - Title Teacher 1.0fte (FY23)                 |                                       |
| Air Filters                                                  | 9-12 - Summer MTD A - (FY23)                      |                                       |
| HP Special Ed Sensory Room Door                              | Assessment Software (FY23)                        |                                       |
| 2021-2022 Budget Shortfall - Elementary - Utilities Expense  | Miscellaneous Cleaning and Instructional Supplies |                                       |
| 2021-2022 Budget Shortfall - High School - Utilities Expense |                                                   |                                       |
| Associated Employers Wage Study                              |                                                   |                                       |
| Heated Power Washer                                          |                                                   |                                       |
| Staff Professional Development                               |                                                   |                                       |
|                                                              | SUPPLEMENTAL - Custodial Supplies                 |                                       |
| SUPPLEMENTAL - Filters                                       |                                                   |                                       |
| SPECIAL NEEDS - FHS - 1.0 fte SLR Classroom Para             |                                                   |                                       |

\*This list is NOT all encompassing

\*\*Items we still plan to purchase are listed in RED

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

8

☐ 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 May 2023 was not available at the time of posting.

May 2023 Bond Interest was not available at the time of posting.

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

**SUMMARY:**

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

- ❖ Correspondence – EMT & Spanish Dual Credit and OPI Letter
- ❖ New Accreditation Process - "Profile of a Graduate" and Integrated Strategic Action Plan
- ❖ Staffing Update – Receiving/Accounts Payable, Para (FHS), Bus Drivers, Food Service @ Garfield, 1<sup>st</sup> Grade, 5<sup>th</sup> grade, Pre-K Special Ed, FHS English, FHS Spanish and LJH Special Education
- ❖ Summer Camps – Wrestling, Volleyball, Girls Basketball, Boys Basketball, Football and Tennis. Summer League for Softball
- ❖ Driver's Ed – 21 Students, May 22 – June 30; Used Jeep Cherokee replaced "Ole Red"
- ❖ Summer Program: Extended School Year – 17 students all at FHS, August 7 – 18th
- ❖ Kinder Screening – June 6-7
- ❖ Delegate Assembly – June 7-9 (Matt Lewis, Josh Day and Thom Peck)
- ❖ MTSBA Board Training – June 26-30?
- ❖ OPI Summer Institute @ MSU June 19-23 (MTSS Grant)
- ❖ AASA – "Redefining Ready!" Cohort – College & Career Readiness indicators & strategies
- ❖ OPI E-Grants Training in Lewistown, July 20
- ❖ New Teacher Orientation – Monday, August 21st
- ❖ August 28 – All District PIR day and Staff/Board Members Pictures

**SUGGESTED ACTION:** Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

10

☐ 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

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

11

☒ 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 May 8, 2023 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ Additional Information Attached

NOTES:

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room and via Google Meet**

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

**MONDAY, May 8, 2023**

**REGULAR BOARD MEETING**

**CALL TO ORDER**

1. **ROLL CALL**  
**TRUSTEES PRESENT:**  
CJ Bailey, Whitney Brady, Zane Fulbright, Kris Birdwell,  
**TRUSTEES ABSENT:**  
Doreen Heintz, Jeff Southworth  
**STAFF PRESENT:**  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Jeff Friesen, Steven Ziegowski, Diane Lewis, Jennifer Pfau and various others in person and via Google Meet.  
**OTHERS PRESENT:**  
KXLO Radio, Lewistown News Argus, Julia Kuneau – Student Representative, Alex Naber, Jacque Sherman, John Carlson, Lisa Koch 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 (Fulbright/Birdwell)
4. **RECOGNITION OF CHEERLEADERS AND COACHES**  
Jennifer Pfau, Head Cheer Coach, introduced the Fergus Cheer Team and summarized their year and accomplishments.
5. **RECOGNITION OF BPA MEMBERS AND ADVISOR**  
Diane Lewis, BPA Advisor, introduced members of the BPA Club and shared their achievements throughout the year.
6. **STUDENT PRESENTATION – ALEX NABER, EAGLE SCOUT PROJECT.**  
Alex Naber, Fergus High School Student, presented to the board her Eagle Scout Music Classroom Project. She will be fundraising \$15,000-\$18,000 to improve the Fergus High Band Room, to be completed by July 2024. The Board will follow up with Alex regarding moving forward with the project.
7. **DISCUSSION – BOND UPDATE**  
Shane Swandal, Hulteng, updated the board on the status of the bond construction L&C Phase I, Junior High Phase I and L&C Phase II. Included in the Board packet were the most recent bids accepted by Sletten Construction.  
  
Tony Houtz, Cushing Terrell, presented information on the design planning for Garfield Elementary classroom additions and safety improvements.
8. **REPORT—STUDENT REPRESENTATIVE**  
Julia Kuneau, Student Representative to the Board, reported on the happenings at Fergus High School. Julia expressed concern regarding the 5.0 grade scale and the negative implications on those students that have already completed AP

classes that will not get transcript credit for those courses. Julia also noted that the front doors are no longer locked and requested follow up as to why that has happened.

9. REPORT—LEA  
Luke Brandon, LEA President, was not at the meeting to present.
10. REPORT—COMMITTEES OF THE BOARD  
There were no committee meetings.
11. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
Mr. Peck distributed information on the following:
  - OPI Letter – Guest Teachers Education and Support
  - OPI Letter – Waiver for Montana Made Assessment System(MAST)
  - Legislative Update and Adjournment
  - 20 Day Plans
  - Thank You Letter from Doreen Heintz, Board Chair
12. REPORT—BUDGET UPDATE  
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees on preliminary information regarding the 2023-2024 General Fund Budgets and an update on the use of ESSER Funds and their balances.
13. REPORT—INVESTMENT  
Interest earned and distributed for April 2023 was \$1,125.72 in the Elementary and \$1,100.83 in the High School for a total of \$2,226.55. Elementary Bond interest for March 2023 was \$78,163.92 and interest for April 2023 was \$76,675.88.
14. REPORT—SUPERINTENDENT  
Mr. Friesen presented information on a Rural School Based Mental Health (RBHI) Screening that will be implemented at the Junior High School in 2023-2024. RBHI is a program funded by the State that identifies mental health risk, but also helps to fill in the void for those students identified as high risk where existing staff may not be able to help. Discussion took place with the Board, Jacque Sherman and Steve Ziegowski regarding how the program would be implemented.

Superintendent Peck would like to schedule a Board Training with MTSBA on Wednesday, May 31st. The Board of Trustees was updated on staffing throughout the District. There will be school on May 15<sup>th</sup> to make up for instructional time lost during snow days. The Retirement Dinner will be taking place on Thursday, May 23, 2023. Graduation is May 28<sup>th</sup> and Board Members were requested to attend. Central Office staff will start the summer schedule on June 5, 2023, working four 10-hour days, Monday-Thursday. Mr. Peck updated the Board on dates of various events taking place throughout the District.

Trustee Fulbright requested information regarding the process for selecting candidates to interview for the Principal position. Thom explained that there were 13 people on the hiring committee. A paper screening was used and candidates to interview were selected during that process.

## **PUBLIC PARTICIPATION**

15. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS  
There was no public participation.

## **ACTION ITEMS MINUTES**

16. MINUTES OF THE APRIL 17, 2023, REGULAR BOARD MEETING  
– approved unanimously (Birdwell/Fulbright).

## **APPROVAL OF CLAIMS**

17. CLAIMS – the claims referenced in the 2022-2023 Bill Schedule and submitted through May 5, 2023, were approved unanimously (Brady/Fulbright). The Finance Committee for April – June 2023 is Board Chair Doreen Heintz, Zane Fulbright, Whitney Brady, and Kris Birdwell.

## **INDIVIDUAL ITEMS**

18. CANVASS OF ELECTION RESULTS AS OF MAY 8, 2023 – TRUSTEE ELECTION AND ELEMENTARY GENERAL FUND ELECTION – SEE APPENDIX ‘A’ – approved unanimously (Birdwell/Fulbright).
19. APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER’S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS FOR THE 2023-24 SCHOOL YEAR – approved unanimously (Birdwell/Fulbright).
20. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DIPPOSE OF SURPLUS PROPERTY – Approved Unanimously (Fulbright/Brady).
21. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – Approved Unanimously (Fulbright/Brady).
22. APPROVE MHSA APPLICATION FOR BOYS AND GIRLS COOP WRESTLING – Approved Unanimously (Birdwell/Brady)
23. POSTPONE CONSIDERATION OF APPROVAL 5.0 GPA SCALE FOR FERGUS HIGH SCHOOL ADVANCED PLACEMENT AND DUAL CREDIT CLASSES UNTIL THE JUNE 2023 REGULAR BOARD MEETING – Approved Unanimously (Birdwell/Fulbright)
24. APPROVE MHSA CATASTROPHIC INSURANCE, CONCUSSION INSURANCE AND DUES – Approved Unanimously (Fulbright/Brady)
25. APPROVE MONTANA SEAL OF BILITERACY FOR GRADUATES STARTING CLASS OF 2023 – Approved Unanimously (Fulbright/Birdwell)
26. APPROVE ADDITIONS TO THE SUBSTITE LIST FOR THE 2022-2023 SCHOOL YEAR – Approved Unanimously (Fulbright/Brady)
29. APPROVE PERSONNEL REPORT – approved unanimously (Brady/Fulbright).

**ADJOURNMENT (8:29pm) – Birdwell/Fulbright**

## **OATH OF OFFICE (8:30 p.m.)**

REBEKAH RHOADES, BUSINESS MANAGER, ADMINISTERED THE OATH OF OFFICE TO: KRIS A. BIRDWELL, JOHN M. CARLSON AND LISA KOCH. KEVIN HODGE WAS UNABLE TO ATTEND THE MEETING, SO WILL BE SWORN IN AT A LATER DATE.

## **ORGANIZATION MEETING (FOLLOWING THE REGULAR BOARD MEETING)**

1. CALL TO ORDER  
Superintendent Thom Peck called the Organizational Meeting to order.
2. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Whitney Brady, Kris Birdwell, Zane Fulbright, John Carlson, Lisa Koch  
TRUSTEES ABSENT:  
Kevin Hodge  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades and various others via Google Meet.

OTHERS PRESENT:

3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR  
Superintendent Thom Peck, called for nominations for Board Chair. Trustee Birdwell nominated CJ Bailey, Trustee Brady seconded. Motion carried unanimously.
4. CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR  
Trustee Bailey nominated Kris Birdwell for Vice Chair, Trustee Carlson seconded. The motion carried unanimously.
5. APPOINTMENT OF THE DISTRICT CLERK  
Trustee Fulbright moved to nominate Rebekah Rhoades as District Clerk, Trustee Bailey seconded. The motion carried unanimously.

**ADJOURNMENT**

The meeting was adjourned at 7:36 p.m. The next regular meeting will be held at 6:00 p.m. on Monday, June 12, 2023, at the Lincoln Board Room.

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**CJ BAILEY**  
**BOARD CHAIR**

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

# APPENDIX 'A' - CANVASSED ELECTION RESULTS

## Detail Results

Machine ID: A Machine #: 4519033255 Fergus County, Montana  
School Election  
05/02/2023

05/02/2023 20:02:21

First Ballot Date Time: 05/02/2023 14:32:23 Total Sheets Processed: 2765  
Last Ballot Date Time: 05/02/2023 19:52:00 Total Ballots Cast: 2765 + 6 = 2771  
Blank Sheets Cast: 1

| Contest                          | Votes                   |
|----------------------------------|-------------------------|
| <b>TRUSTEE 3YR LEWISTOWN</b>     |                         |
| (Vote For 3)                     |                         |
| KRIS A. BIRDWELL                 | 2158 + 6 = 2164         |
| JOHN M. CARLSON                  | 1264 + 3 = 1267         |
| DOREEN HEINTZ                    | 1189 + 1 = 1190         |
| LISA KOCH                        | 1461 + 2 = 1463         |
| RANDY RUFF                       | 851 + 1 = 852           |
| Write-in                         | 35                      |
| Write-in                         | 3                       |
| Write-in                         | 1                       |
| Over Votes                       | 0                       |
| Under Votes                      | 1333 + 5 = 1338         |
| <b>Total</b>                     | <b>8295 + 21 = 8316</b> |
| <b>TRUSTEE UNEXP LEWISTOWN</b>   |                         |
| (Vote For 1)                     |                         |
| SCOTT A. DUBBS                   | 1206                    |
| KEVIN HODGE                      | 1206 + 6 = 1212         |
| Write-in                         | 20                      |
| Over Votes                       | 39                      |
| Under Votes                      | 294                     |
| <b>Total</b>                     | <b>2765 + 6 = 2771</b>  |
| <b>ELEMENTARY LEVY LEWISTOWN</b> |                         |
| (Vote For 1)                     |                         |
| FOR                              | 1246 + 3 = 1249         |
| AGAINST                          | 1444 + 2 = 1446         |
| Over Votes                       | 0                       |
| Under Votes                      | 75 + 1 = 76             |
| <b>Total</b>                     | <b>2765 + 6 = 2771</b>  |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

12

☒ 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 June 9, 2023, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2023 include: Whitney Brady, Kris Birdwell and Zane Fulbright.

**\*\*\*Need to Select New Finance Committee Members for July-September 2023\*\*\***

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

13

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

**ITEM TITLE:** CONSIDER TERMINATION AND REMOVAL OF TEMPORARY EMERGENCY POLICIES NUMBERED 1900-1912.

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

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**SUMMARY:**

These Emergency Policies were initially distributed to districts in March 2020 to temporarily guide district operations and delivery of instruction during the period of emergency. Model Emergency Policy 1900 states the policies are in effect until terminated by a vote of the board of trustees.

The declared national emergency was likely the final declared emergency in effect in Montana school districts. The termination of the national emergency means the policies are no longer in effect under the provision stated above. As a result, the presence of the policies in the manual could cause confusion among students, parents, staff, and taxpayers. Removing these items will help ensure clarity regarding district operations and avoid unnecessary distractions. Local boards of trustees have the authority to terminate the Emergency Policies with one reading in accordance Emergency Policy 1901.

The removal of the policies does not mean the issues covered in the emergency policies will no longer be addressed in the policy manual. MTSBA has adjusted standard policies within the MTSBA Model Policy Manual to reflect areas of need. The revised policies help prepare districts for future emergencies while ensuring policy coverage on important topics if the board decides to terminate a temporary Emergency Policy. The adjustments to the standard MTSBA Model Policies include updates as summarized in the attached chart.

**SUGGESTED ACTION:**    **Consider termination and removal of temporary emergency policies numbered 1900-1912.**

☒ **Additional Information Attached**

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |



## **MTSBA TEMPORARY MODEL MERGENCY POLICIES / STANDARD MODEL POLICIES CONVERSION CHART**

### **Student Instruction – Addressing topics covered in Emergency Policies 1902, 1906, and 1908**

Model Policy 2050 – Student Instruction Innovations

Model Policy 2167 – Correspondence Courses

Model Policy 2168 – Online and Distance Learning

Model Policy 2170 – Digital Academy

Model Policy 3100 – Early Enrollment for Exceptional Circumstances

Model Policy 3121 – Enrollment and Attendance Records

### **Student Health and Safety – Addressing topics covering Emergency Policies 1903 and 1905**

Model Policy 3413 – Student Immunization

Model Policy 3417 – Communicable Diseases

### **Staff Absences, Conduct, Health, and Safety – Addressing Topics covered in Emergency Policies 1903, 1905, 1909, and 1910**

Model Policy 5230 – Prevention of Disease Transmission

Model Policy 5130 – Staff Health

Model Policy 5223 – Personal Conduct

Model Policy 5321 – Leaves of Absence

### **District Operations - Addressing topics covering in Policies 1900, 1901, 1903, 1907, and 1911**

Model Policy 1310 - District Policies and Procedures

Model Policy 2221 – School Emergencies and Closures

Model Policy 4330 – Community Use of Facilities

Model Policy 8131 – Indoor Air Quality

Model Policy 8301 – District Safety

Model Policy 8303 – Cleaning and Disinfecting

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE FIRST READING OF BOARD POLICY 2050 – STUDENT INSTRUCTION

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 2050 – Student Instruction.

**SUGGESTED ACTION:** Approve the first reading of board policy 2050.

☒ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**INSTRUCTION****Student Instruction**

The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade. The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services

provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

#### Offsite Instruction

The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year. Offsite delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Offsite instruction is available to students:

1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
3. attending school in the district under a mandatory attendance agreement as provided in 20-5-321;
4. attending school in the nearest district offering offsite instruction that agrees to enroll the student when the student's district of residence does not provide offsite instruction in an equivalent course in which the student is enrolled. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not

limited to dual credit, advanced placement, and career certification. Attendance under this provision is subject to approval of the Trustees.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at when circumstances require.

#### Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments consistent with District Policy 1005FE, or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation ~~inconsistent~~ discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Legal Reference:       Article X, Section 1, Montana Constitution  
                               Section 20-1-101, MCA – Definitions  
                               Section 20-1-301, MCA – School Fiscal Year  
                               Section 20-9-311, MCA – Calculation of Average Number Belonging  
                               Section 20-7-118, MCA - Offsite Provision of Educational Services

Section 20-7-1601, MCA – Transformational Learning –Legislative Intent

ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning  
Policy 2100 – School Calendar  
Policy 2140 – Guidance and Counseling  
Policy 2168 – Distance Learning  
Policy 2420 – Grading and Progress Reports

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

15

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 2167 – CORRESPONDENCE COURSES

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 2167 – Correspondence Courses.

**SUGGESTED ACTION:** Approve the first reading of policy 2167 – Correspondence Courses.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**INSTRUCTION****Correspondence Courses**

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association or the Distance Education Accrediting Commission, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for correspondence courses may be granted, provided the following requirements are met:

Prior permission has been granted by the principal;

The program fits the education plan submitted by the regularly enrolled student;

Credit is granted for the following approved schools:

- a. Schools approved by the National University Extension Association or through one of the schools approved by the Distance Education Accrediting Commission;
  - b. Community colleges, vocational-technical institutes, four-(4)-year colleges and universities and state-approved private schools in the state of Montana; and
- for a particular course offering.

The District shall not be obligated to pay for a student's correspondence courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121. No correspondence courses are allowed that serve to supplant required coursework in grades 9-12.

Cross Reference:                    2410 and 2410P High School Graduation Requirements  
                                             3121 Enrollment and Attendance

Legal Reference:                   § 20-7-116, MCA Supervised correspondence study  
                                             ARM 10.55.906 High School Credit  
                                             § 20-9-311, MCA Calculation of average number belonging (ANB)  
                                             -- three-year averaging.

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE FIRST READING OF BOARD POLICY 2168 – ONLINE AND DISTANCE LEARNING

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 2168 – Online and Distance Learning.

**SUGGESTED ACTION:** Approve first reading of board policy 2168 – Online and Distance Learning..

☒ **Additional Information Attached**

**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

## INSTRUCTION

Distance, Online, and Technology-Delivered Learning

For purposes of this policy, “distance learning” is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video).

The District may receive and/or provide distance, online, and technology-delivered learning

1. The distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
  2. The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via distance, online, and/or technology-delivered programs;
  3. The District will provide qualified instructors and/or facilitators as described in ARM 10.55.907(3)(a)(b)(c);
  4. The District will ensure that the distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in ARM 10.55.907(3)(d); and
  5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a32 e).
- The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student’s educational program.

Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;

4. The course is needed as credit retrieval and cannot fit into the student's schedule; and
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| Cross Reference: | 2170 Montana Digital Academy                                      |
|                  | 2410 and 2410P High School Graduation Requirements                |
|                  | 2100 School Calendar and Year                                     |
|                  | 3121 Enrollment and Attendance                                    |
| Legal Reference: | § 20-9-311(4)(d), MCA Calculation of Average Number Belonging     |
|                  | ARM 10.55.705 Administrative Personnel; Assignment of School      |
|                  | Administrators/Principals                                         |
|                  | ARM 10.55.906 High School Credit                                  |
|                  | ARM 10.55.907 Distance, Online, and Technology Delivered Learning |

Policy History:

Adopted on:

Reviewed on:

32 Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

17

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

ITEM TITLE: APPROVE FIRST READING OF BOARD POLICY 2170 –DIGITAL ACADEMY

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 2170 - Digital Academy Classes.

**SUGGESTED ACTION:** Approve the first reading of board policy 2170P – Digital Academy Classes.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**INSTRUCTION**

NEW 2170

Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required. Further, the

online learning solutions providers ensure that:

A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.

B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well

as a suitable number of online courses in which a student may enroll.

C. The curriculum requirements of the state and school district are met.

D. All online courses taken by the students will be approved by the administration in advance of enrollment.

E. All teacher-led online courses include licensed, highly qualified teachers.

Cross Reference:        2100 School Calendar and Day  
                                 2170P Digital Academy Procedures  
                                 3520 Student Fees and Fines  
                                 3121 Enrollment and Attendance

|                  |                 |                                                                           |
|------------------|-----------------|---------------------------------------------------------------------------|
| Legal Reference: | §20-7-1201, MCA | Montana digital academy – purposes - governance                           |
|                  | §20-7-1202, MCA | Funding – rulemaking authority                                            |
|                  | §20-9-213, MCA  | Fees                                                                      |
|                  | § 20-9-311, MCA | Calculation of average number belonging (ANB)<br>-- three-year averaging. |

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE FIRST READING OF BOARD POLICY 2170P –DIGITAL ACADEMY

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 2170P - Digital Academy Classes.

**SUGGESTED ACTION:** Approve the first reading of board policy 2170P – Digital Academy Classes.

☒ **Additional Information Attached**

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## INSTRUCTION

Digital Academy Classes

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit recovery. The District will allow students in grades 7-12 to enroll in the Montana Digital Academy program under the following conditions:

1. The student must be an enrolled student in the District.
2. A part-time student must be enrolled for a minimum of 180 aggregate hours of instruction as provided in 20-9-311(4)(a)(i). This can be an onsite or an MTDA class.
3. Determination of Montana High School Association (MHSA) eligibility will be based on eligibility rules established by MHSA. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.
4. The student will be required to take the class(es) during the Digital Academy course within the schedule.

OR: The student will have the option of taking the MTDA class(es) in the school building, during school time, or outside of the school building at a remote location, depending how and when such MTDA class(es) is/are offered.

5. Any MTDA course offered may be made available to a student in the discretion of the Superintendent or designee and all courses offered by MTDA shall be considered approved by the Board of Trustees for the applicable school fiscal year.
6. The District shall pay fees for students enrolled in an MTDA class that required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. Classes defined as being required for graduation include classes taken for purposes of credit recovery. Classes defined as being required for graduation do not include classes offered by the District onsite as determined by the Superintendent or designee and will therefore be considered an elective class, subject to a

student fee as referenced in this policy.

7. The District shall charge students a reasonable fee for an elective MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

Policy History:

Adopted on:

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

19

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 3100 – EARLY ENROLLMENT FOR EXCEPTIONAL CIRCUMSTANCES

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 3100 – early childhood enrollment exceptional circumstances.

**SUGGESTED ACTION:** Approve the first reading of board policy 3100 – Early Enrollment for Exceptional Circumstances..

☒ Additional Information Attached

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**STUDENTS**Early Childhood Education Enrollment Exceptional Circumstances

It is the policy of the District to provide enhanced educational opportunities to students under the age of 5 when either individual exceptional circumstances exist and/or when Community-Based exceptional circumstances are present. Prohibition: This policy cannot be used to provide what is otherwise characterized or referred to as a pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria are met.

The administration shall ensure admission, enrollment and assignment of all qualifying children a half-time or full-time kindergarten program as an integral part of the elementary school program. The administration shall also ensure provision of a free appropriate public education in the least restrictive environment possible, pursuant to terms of each student's individualized education program, for all children enrolled under this policy who are qualified for services under the Individuals with Disabilities Education Act. The administration shall include children enrolled pursuant to this policy in the district's calculation of average number belonging (ANB) as reported to OPI.

Student-Specific Exceptional Circumstances: To be used when the board of trustees wants to define exceptional circumstances specific to the individual characteristics of each student or sub group of students.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in Section 20-5-101(3), MCA, that merit waiving the age provisions of Section 20-5-101(1), MCA for qualifying children under 6 years of age. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. Note: When enrolling on the basis of an individual student's characteristics under this Option A, the District must be sure to document each qualifying student's characteristics to ensure that

criteria listed in this portion of the policy can be substantiated.

1. A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.

2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:

a. Meets the income eligibility guidelines for free or reduced price meals under the National School Lunch Program; and

b. Secondary Education Act;

c. Is Gifted and Talented within the meaning of that term as used in 20-7-901, MCA;

d. Is an enrolled member of a federally recognized American Indian Tribe;

e. Is homeless as defined in 42 U.S. Code § 11302, or, as determined by the administration, exhibits other characteristics or lives in circumstances that are uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or typical which place the child at risk of failing to achieve at adequate levels;

f. Is an at-risk student as defined in Section 20-1-101(4), MCA.

The trustees shall annually review this policy based on changing circumstances pertaining to the criteria used for determination of the program. The administration is authorized to enroll students in a manner consistent with this policy and to develop procedures to implement this policy.

|                  |                                                                                              |
|------------------|----------------------------------------------------------------------------------------------|
| Legal Reference: | § 20-4-101, MCA Definitions                                                                  |
|                  | § 20-5-101, MCA Admittance of child to school                                                |
|                  | § 20-6-501, MCA Definition of various schools                                                |
|                  | § 20-7-117, MCA Kindergarten and preschool programs                                          |
|                  | § 20-9-309, MCA Basic system of free quality public elementary and secondary schools defined |
|                  | Article X, section 1, of the Montana constitution                                            |
|                  | Individual with Disabilities Act Federal Rehabilitation Act of 1973                          |

National School Lunch Act (Public Law 396, 79th 36 congress, chapter 281 Title III, ESEA (English language Acquisition, language Enhancement, and Academic Achievement Act) McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, U.S.C. § 11301 et seq.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE FIRST READING OF BOARD POLICY 3121 – ENROLLMENT AND ATTENDANCE RECORDS

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3121 – Enrollment and Attendance Records.

**SUGGESTED ACTION:** Approve the first reading of board policy 3121 – Enrollment and Attendance Records.  
☒ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**STUDENTS**Enrollment and Attendance Records

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

Lewistown School District may only include, for ANB purposes, **any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,** including but not limited to an enrolled student who is:

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

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4) (d) and 20-9-324(18) (b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;

A resident of the district attending a Montana Job Corps program under an interlocal agreement with the District under 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the District under 20-9-707, MCA.

A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.

A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:

- the student has not graduated;
- the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
- the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet **one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.** ~~the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals~~

~~with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in 20-9-707, MCA.~~

### Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section “extracurricular activity” means:

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- c. a school theater production.

### Homeless Youth and Foster Children

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

Cross References:      Policy 3510      School Sponsored Activities  
                                  Policy 2600      Work Based Learning

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

accredited Montana Job Corp Program

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

Chapter 297      2021 General Legislative Session

Chapter 269      2021 General Legislative Session

Chapter 247      2021 General Legislative Session

Chapter 406      2021 General Legislative Session

Policy History:

Adopted on: June 28, 2004

Revised on: November 13, 2017

**EWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

21

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 3121P – ENROLLMENT AND ATTENDANCE RECORDS.

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3121P – Enrollment and Attendance Records. .

**SUGGESTED ACTION:** Approve the first reading of board policy 3121P – Enrollment and Attendance Records.

☒ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**STUDENTS**

Page 1 of 2

Enrollment and Attendance RecordsAverage Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, **which is based on attendance records of the preceding year. Funding for districts is based ANB, which based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.**

For a child to be counted for ANB purposes:

- 1) The child must meet the definition of pupil as found in 20-1-101 (16), MCA;
- 2) **Attending 180 to 359 aggregate hours = One-quarter time enrollment**
- 3) **Attending 360 to 539 aggregate hours = One-half time enrollment**
- 4) **Attending 540 to- 719 aggregate hours = Three-quarter time enrollment**
- 5) **Attending 720 aggregate hours or more = Full-time enrollment**

**A school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under subsection 20-9-311(4) (a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4) (d).**

~~2) Kindergarten: Students enrolled in a program that provides one hundred eighty (180) hours or more of pupil instruction are counted for ANB purposes;~~

~~3) Grades 1-12:~~

~~a) Students enrolled less than one (1) hour per day are not counted for purposes of ANB;~~

~~b) Students enrolled between one (1) and two (2) hours per day are counted as parttime enrolled (one-half (2) ANB);~~

~~c) Students enrolled for two (2) hours or more per day are counted as full-time~~

enrolled (full ANB);

~~4) Students will be dropped from enrollment on their eleventh (11th) consecutive school day of absence immediately prior to and including the official count date.~~

#### Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- 1) Is enrolled and is currently receiving organized and supervised pupil instruction;
- 2) Is in a home or facility which does not offer a regular educational program; and
- 3) Has instructional costs during the absence, which are financed by the District's general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10th) day of absence.

#### Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1st) Monday in October and the first (1st) Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the Student Information System provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

|                  |                                                  |                                                                                                                                         |
|------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Legal Reference: | 10.20.102, ARM<br>20-1-101, MCA<br>20-9-311, MCA | Calculation of Average Number Belonging (ANB)<br>Definitions<br>Calculation of average number belonging (ANB) – three<br>year averaging |
|------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

Policy History:

Adopted on: June 28, 2004

Revised on: January 13, 2014

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

22

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 3413– STUDENT IMMUNIZATION

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3413 – Student Immunization. .

**SUGGESTED ACTION:** Approve the first reading of board policy 3413 – Student Immunizations.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**STUDENTS**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) **provided by Section 20-5-405, MCA**. Exemptions for religious reasons must be filed **in a manner provided by Section 2—5-405, MCA. annually**. The statement for an exemption shall be maintained as part of the student's immunization record **in accordance with FERPA as specified in Policy 3600P**.

**All students who are enrolled under an exemption and have a disease listed in this Policy, have been exposed to a disease listed in his Policy, or may be exposed to a disease listed in this Policy while attending school may be excluded from school by the local health officer or the DPHHS until the excluding authority is satisfied that the students no longer risks contracting or transmitting that disease. 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 varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, ~~Haemophilus Influenza Type "B"~~, and tetanus vaccine, ~~except that Haemophilus influenza type "b" vaccine is required for children under 5 years of age.~~ 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.

This policy does not apply to or govern vaccinations against COVID-19. The Board does not require immunization against COVID-19 in order to enroll in the District in accordance with Montana law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual's COVID-19 vaccination status. Students enrolled in dual credit courses in accordance with District policies may be subject to distinct immunization requirements of the applicable post-secondary institution.

Legal Reference:                      § 20-3-324(20), MCA Powers and duties  
                                                 § 20-5-402 - 426, MCA Health  
                                                 § 20-5-403, MCA Immunization required – release and  
                                                 acceptance of immunization records  
                                                 § 20-5-405, MCA Exemptions  
                                                 Chapter 418 2021 General Legislative Session

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**

06/12/2023

**Agenda Item No.**

23

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 3417 – COMMUNICABLE DISEASES.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3417 – Communicable Diseases. .

**SUGGESTED ACTION:** Approve the first reading of board policy 3417 – Communicable Diseases

☒ **Additional Information Attached**

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**STUDENTS**Communicable Diseases

In all proceedings related to this policy, the District shall respect a student's right to privacy. All applicable district policies and handbook provision governing confidentiality of student medical information remain in full effect.

The District is required to provide educational services to all school-age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The District shall provide soap and disposable towels or other hand-drying devices shall be available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses' toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short term in nature, to chronic, life threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. Management of common communicable diseases will be in accordance with ~~Montana~~ Department of Health **DPHHS** guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease which is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be isolated immediately from other students or

staff and/or sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition. Offsite instruction will be provided during the period of absence in accordance with Policy 2050.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

Legal Reference: 16.28.101, et seq, ARM Communicable Disease Control

Policy History:

Adopted on: June 28, 2004

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

24

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 5230 – PREVENTION OF DISEASE TRANSMISSION.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 5230 – Prevention of Disease Transmission..

**SUGGESTED ACTION:** Approve the first reading of board policy 5230 – Prevention of Disease Transmission.

☒ **Additional Information Attached**

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids.

These procedures, **developed in consultation with public health and medical personnel**, shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The ~~administration~~ **District** shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

**The District shall provide soap and disposable towels or other hand-drying devices shall be available at all handwashing sinks. Common-use towels are prohibited. The District shall provide sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.**

**If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:**

- (a) isolate the staff member immediately from students or staff**
- (b) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.**

Healthy Hand Hygiene Behavior

**All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:**

- (a) Arrival to the facility and after breaks**
- (b) Before and after preparing, eating, or handling food or drinks**
- (c) Before and after administering medication or screening temperature**

(d) After coming in contact with bodily fluid

(e) After recess

(f) After handling garbage

(g) After assisting students with handwashing

(h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

#### Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff privacy rights. All applicable district policies and handbook provision governing confidentiality of staff medical information remain in full effect.

|                  |                          |                                    |
|------------------|--------------------------|------------------------------------|
| Legal Reference: | 37.114.101, et seq., ARM | Communicable Disease Control       |
|                  | 37.111.825, ARM          | Health Supervision and Maintenance |

#### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

25

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

ITEM TITLE: APPROVE THE FIRST READING OF BOARD POLICY 5130 – STAFF HEALTH.

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 5130 – Staff Health.. .

**SUGGESTED ACTION:** Approve the first reading of board policy 5130 – Staff Health.

☒ Additional Information Attached

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**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

**Staff Health**

**Medical Examinations**

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits. Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

**Physical Examinations**

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a thirty-(30)-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time, or temporary part-time drivers, are required by state law to have a satisfactory medical examination prior to employment.

**Communicable Diseases**

The term "communicable disease" refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.

If a staff person has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immunocompromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health, if the immunocompromised person needs appropriate accommodation to protect their health and safety. An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness, in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

**Confidentiality**

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person) will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

|                        |                          |                                              |
|------------------------|--------------------------|----------------------------------------------|
| <b>Cross Reference</b> | <b>5005</b>              | <b>Section 504 of the Rehabilitation Act</b> |
| Legal Reference:       | 29 U.S.C. 794            | Section 504 of the Rehabilitation Act        |
|                        | 42 U.S.C. 12101, et seq. | Americans with Disabilities Act              |
|                        | Title 49, Chapter 2, MCA | Illegal Discrimination                       |
|                        | Title 49, Chapter 4, MCA | Rights of Persons with Disabilities          |
|                        | 20-10-103(4), MCA        | School bus driver qualifications             |
|                        | <b>37.111.825, ARM</b>   | <b>Health Supervision and Maintenance</b>    |

**Policy History:**

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

26

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

ITEM TITLE: APPROVE THE FIRST READING OF BOARD POLICY 5223 – PERSONAL CONDUCT.

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 5223 – Personal Conduct. .

**SUGGESTED ACTION:** Approve the first reading of board policy 5223 – Personal Conduct.

☒ Additional Information Attached

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**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

## Lewistown School District

### PERSONNEL

5223

#### Personal Conduct

School District employees will abide by all district policies, state, and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

All employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of participating in a closed (executive) session of the Board, may be subject to discipline up to and including discharge. Discretion should be employed even within the school system's own network of communication. Employees shall not record or cause to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building.

### Firearms and Weapons

Employees of the District shall not injure or threaten to injure another person; damage another's property or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921(16). For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a weapon or through its use is capable of intimidating threatening or producing bodily harm or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

For the purposes of this policy, "school property" means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. "Building" specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the

words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

This section does not apply to a law enforcement officer acting in the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference: Professional Educators of Montana Code of Ethics  
 5121 Applicability of Personnel Policies  
 3311 Firearms and Weapons  
 5232 Abused and Neglected Children  
 4332 Conduct on School Property

© MTSBA

Legal Reference: § 20-1-201, MCA School officers not to act as agents  
 Title 2, Chapter 2, Part 1 Standards of Conduct  
 § 39-2-102, MCA What belongs to employer  
 § 45-8-361, MCA Possession or allowing possession of  
 a weapon in a school building  
 § 45-5-501, MCA Definitions  
 § 45-5-502, MCA Sexual Assault  
 ARM 10.55.701(2)(d) Board of Trustees  
 § 45-8-213, MCA Privacy in communications

Policy History:

Adopted on: June 28, 2004

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

27

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 5321– LEAVES OF ABSENCE.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 5321 – Leaves of Absence Sick and Bereavement Leave. .

**SUGGESTED ACTION:** Approve the first reading of board policy 5321 – Leaves of Absence Sick and Bereavement Leave.

☒ **Additional Information Attached**

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**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

## Lewistown School District

### PERSONNEL

5321

Page 1 of 2

#### Leaves of Absence

##### Sick and Bereavement Leave

Certified employees shall be granted leave according to the terms of the current collective bargaining agreement.

Classified employees shall be granted sick leave benefits in accordance with ' 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. ~~"Immediate family" is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild.~~ Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency's discretion, to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the governing collective bargaining agreements.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination. The administration is authorized to request documentation or evidence supporting a leave request.

Immediate family is defined as an employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

~~An employee who has a death in the immediate family shall be eligible for bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall~~

~~not exceed three (3) months, unless prescribed by a physician.~~

### Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state.
2. Leave will only be granted in units of half or full days.
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week.
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

### Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the legislature does not acquire tenure.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive their regular salary or take annual leave during jury time. If the employee elects not to take annual leave, however, all juror and witness fees and allowances (except for expenses and mileage) must be remitted to the employer. An employer may request the court to excuse an employee from jury duty if he or she is needed for the proper operation of the school.

|                  |                   |                                                                       |
|------------------|-------------------|-----------------------------------------------------------------------|
| Legal Reference: | 42 USC 2000e      | Equal Employment Opportunities                                        |
|                  | 2-18-601(10), MCA | Definitions                                                           |
|                  | 2-18-618, MCA     | Sick leave                                                            |
|                  | 2-18-618, MCA     | Jury Duty – Service as Witness                                        |
|                  | 39-2-104, MCA     | Mandatory Leave of Absence for employees<br>Holding public office     |
|                  | 49-2-310, MCA     | Maternity leave - unlawful acts of employers                          |
|                  | 49-2-311, MCA     | Reinstatement to job following pregnancy-<br>related leave of absence |

Policy History:

Adopted on: June 28, 2004

Revised and readopted on: September 13, 2004

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

28

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 1310 – DISTRICT POLICIES AND PROCEDURES.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 1310 – District Policies and Procedures. .

**SUGGESTED ACTION:** Approve the first reading of board policy 1310 – District Policies and Procedures.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## Lewistown School District

### THE BOARD OF TRUSTEES

1310

#### District Policy and Procedures

The policies in this manual are adopted, implemented, and enforced in accordance with the supervisory authority vested in with the Board of Trustees in accordance with Article X, section 8 of the Montana Constitution and related statutes, regulations and court decisions.

#### Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. ~~Policy proposals shall first be referred to the Superintendent. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy.~~ Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2nd) reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed ~~annually~~ on a regular basis by the Board.

#### Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

Proposals for new policies or changes to existing policies shall be referred to the Superintendent for detailed study prior to consideration by the Board.

#### ~~Waiver~~ Suspension of Policies

On a case-by-case basis and under exceptional circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. ~~If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.~~

### Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

|                   |                |                                    |
|-------------------|----------------|------------------------------------|
| Legal References: | 20-3-323, MCA  | District policy and record of acts |
|                   | 10.55.701, ARM | Board of Trustees                  |

#### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

29

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 2221 – SCHOOL EMERGENCIES.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 2221 – School emergencies.

**SUGGESTED ACTION:** Approve the first reading of board policy 2221 – School Emergencies

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**INSTRUCTION**School Closure

The Superintendent may order the closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a District's full entitlement of funding. The Trustees may order the emergency closure of schools for one school day each year, without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency. The 1-school-day closure under this subsection is not subject to the reduction in BASE aid pursuant to Section 20-9-805, MCA.

In the event of a declared emergency, the School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of the state of Montana. The School District shall comply with auditing requirements and reserves the authority to assert its rights to manage school district funds or seek state and federal funds in a manner consistent with the full flexibility available under all applicable laws.

If a declaration of emergency is declared by the Board of Trustees, it may later adopt a resolution that a reasonable effort has been made to reschedule the pupil-instruction time lost because of the unforeseen emergency. If the trustees adopt the resolution, the pupil-instruction time lost during the closure need not be rescheduled to meet the minimum requirement for aggregate hours that a school district must conduct during the school year in order to be entitled to full BASE aid. At least 75% of the pupil-instruction time lost due to the unforeseen emergency must have been made up before the trustees can declare that a reasonable effort has been made.

For the purposes of this and related policies, "reasonable effort" means the rescheduling or extension of the school district's instructional calendar to make up at least 75% of the hours of pupil instruction lost due to an unforeseen emergency through any combination of the following as outlined in accordance with Policies 2050 and 2100:

- (a) extending the school year beyond the last scheduled day;
- (b) the use of scheduled vacation days in the district's adopted school calendar
- (c) the conduct of pupil instruction on Saturdays;
- (d) extending instructional hours during the school day.

Cross Reference:                   2100 School Calendar and Day  
                                          2050 Student Instruction  
                                          8110 Bus Routes and Schedules

Legal Reference:                 Section 20-9-801-802, MCA Emergency School Closure  
                                          Section 20-9-806, MCA School closure by declaration of emergency  
                                          Section 20-9-805, MCA Rate of reduction in annual apportionment entitlement.

Policy History:

Adopted on: June 28, 2004

Revised on: September 26, 2005

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

30

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 2221P – SCHOOL CLOSURE

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 2221P – School Closure..

**SUGGESTED ACTION:** Approve the first reading of board policy 2221P – School Closure.

☒ **Additional Information Attached**

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**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

**INSTRUCTION**

Page 1 of 2

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan out communication procedure to all administrators.

The provisions of this procedure may be terminated, amended, or adjusted, by the Board of Trustees in the event of circumstances requiring extended school closure due to a declaration of emergency.

Work Schedules and Responsibilities for School Closures

**Superintendent**

Only the Superintendent shall have the authority to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation, day or night. All orders which are of doubtful origin should be confirmed with the Superintendent.

**Central Administrative Personnel**

Central administrative personnel shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional hours may be required, especially of the maintenance supervisor, business manager, and personnel director, depending on the nature of the emergency. If it is absolutely impossible for a central administrator to report for duty, the administrator may take the day as a personal leave day or vacation day with the permission of the Superintendent.

**Building Level Administrators, Non Teaching “Exempt” Personnel, and Key Support Staff**

All building level administrators and non teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with

the head custodian and at least one (1) secretary, insofar as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school [in the event that school has been closed] is properly and safely cared for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day shall then adjust his/her work year, by memorandum to the Superintendent, by the number of hours not worked on the day or days of school closure.

**12-Month Classified Employees**

In the event of a school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to the key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

**10- and 11-Month Classified Employees**

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they shall complete a District leave request form to declare the day as either personal leave, vacation, or leave without pay.

**Aides, Food Service Workers, and Other 9 1/4 Month Classified Employees**

These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, 9 1/4 month employees should not report for duty unless otherwise directed by their immediate supervisor. 9 1/4 month employees shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

**Teachers (Teachers, Librarians, Psychologists, Counselors)**

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

31

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 4330– COMMUNITY USE OF SCHOOL FACILITIES..

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 4330 – Community use of School Facilities. .

**SUGGESTED ACTION:** Approve the first reading of board policy 4330 – Community Use of School Facilities..

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**COMMUNITY RELATIONS**Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other noncommercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in each building office, for scheduling dates to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes. Requests for use of the school facilities must be submitted to the building principal in advance of the event.

The School Facilities and Grounds Use and Liability Release Agreement can be obtained by contacting the District Office. The School Facilities and Grounds Use and Liability Release Agreement must be completed, signed, and returned to the School office administration prior to the use of the facilities or grounds.

Legal Reference:           20-7-805, MCA Recreational use of school facilities secondary  
                                  Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

32

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 8131 – INDOOR AIR QUALITY.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 8131 – Indoor Air Quality.

**SUGGESTED ACTION:** Approve the first reading of board policy 8131 – Indoor Air Quality

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## **Lewistown School District**

### **NONINSTRUCTIONAL OPERATIONS**

8131

#### Indoor Air Quality

The District shall ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems shall undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District shall change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District shall clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District shall maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal Reference:                      37.111.826, ARM                      Indoor Air Quality

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

33

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

ITEM TITLE: APPROVE THE FIRST READING OF BOARD POLICY 8301 – DIRECT SAFETY

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 8301 – Direct Safety. .

**SUGGESTED ACTION:** Approve the first reading of board policy 8301 – Direct Safety

☒ Additional Information Attached

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**NOTES:**

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bailey              |        |        |     |     |         |       |
| Birdwell            |        |        |     |     |         |       |
| Hodge               |        |        |     |     |         |       |
| Brady               |        |        |     |     |         |       |
| Koch                |        |        |     |     |         |       |
| Carlson             |        |        |     |     |         |       |
| Fulbright           |        |        |     |     |         |       |

District Safety

For purposes of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. ~~Occupational Safety and Health Act (OSHA) requirements.~~ Injuries and accidents will be reported to the District office.

The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. ~~The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted.~~ This plan will be distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. ~~All teachers shall discuss safety drill procedures with their class at the beginning of each year and shall have them posted in a conspicuous place next to the exit door. A record shall be kept of all fire drills.~~ The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. The Superintendent will develop necessary safety and health standards which comply with the Montana Safety Culture Act.

~~The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security~~

Safety Program

~~As a result of the Montana Safety Culture Act, the District is mandated to bring workers and employees together to create and implement a workplace safety philosophy.~~ ~~The Superintendent shall develop safety and health standards which comply with the Montana Safety Culture Act. [Optional]: The Superintendent shall ensure District employees are provided~~

equipment, tools, and devices designed to ensure a safe and health workplace in accordance with this policy. Failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice. Therefore, it is the responsibility and duty of the District to participate in development and implementation of safety programs meeting the specific needs of the workplace, thereby establishing a safety culture which will create a safe work environment for all future generations. To ensure a safe school setting and to comply with regulations governing schools in Montana, the following safety measures shall be implemented in the District:

- (a) Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.
- (b) All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.
- (c) Chemicals must be stored as specified by the chemical's Safety Data Sheet.
- (d) The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.
- (e) First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.
- (f) Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by DPHHS.
- (g) Playground inspection results must be made available for review by the local health authority or DPHHS upon request.
- (h) Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.

**(i) Playground equipment must be maintained in a safe condition.**

~~1. An accident- and injury-free work environment through:~~

~~a. A hazard-free workplace;~~

~~b. A safety-conscious workforce.~~

~~2. Reduction in costs associated with occupational accidents through:~~

~~a. A reduction in accident frequency;~~

~~b. A reduction in injury severity.~~

~~3. Accident and injury protection to students and the general public.~~

~~The achievement of these objectives is based on good planning and effective implementation of a formal loss control program which ensures safety is an integral part of day-to-day operations and work procedures. This can be accomplished, only if all District personnel take an active interest and participate in the loss control program and abide by the applicable federal, state, local, and District regulations. It is imperative that all employees recognize their individual responsibility to prevent accidents and take all necessary actions to do so.~~

~~An accident resulting in personal injury, property and equipment damage represents needless waste. The success of the District loss control program can be measured directly by its ability to prevent unnecessary loss. It is important that all employees proactively devote their serious attention and effort toward making this program an integral part of day-to-day work activities.~~

**Accident Reports**

The building principal or program supervisor will submit to the Superintendent written reports of all accidents occurring on school premises or at school-sponsored activities or involving staff members who may be elsewhere on school business. Reports will provide details of property damage as well as personal injury.

A report of all serious accidents will be telephoned to the Superintendent as soon as possible by the principal or program supervisor. The information to be transmitted will include:

1. Date, time, and place of accident;

2. Name and address of injured person;

3. Name of teacher in attendance;

4. Type of accident;

5. Treatment given;

6. Description of accident.

The telephone report should be followed by a complete, written accident report prepared in duplicate.

Each principal and program supervisor will maintain a log of reportable accidents occurring on school property and/or to students and staff members while under school jurisdiction.

The Superintendent will inform the Board of serious accidents and provide statistical reports on the number and types of accidents occurring in the schools.

|                  |                             |                                                                                                                     |
|------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------|
| Legal Reference: | § 20-1-401, MCA             | Disaster drills to be conducted<br>regularly – districts to identify<br>disaster risks and adopt school safety plan |
|                  | § 20-1-402, MCA             | Number of disaster drills required –<br>time of drills to vary                                                      |
|                  | §§ 39-71-1501, et seq., MCA | Montana Safety Culture Act<br>37.111.812, ARM Safety Requirements                                                   |

Policy History:

Adopted on: June 28, 2004

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

34

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

**ITEM TITLE:** APPROVE THE FIRST READING OF BOARD POLICY 8303 – FACILITY CLEANING AND MAINTENANCE.

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW board policy 8303 – Facility Cleaning and Maintenance.

**SUGGESTED ACTION:** Approve the first reading of board policy 8303 – Facility Cleaning and Maintenance.

☒ **Additional Information Attached**

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

Facility Cleaning and Maintenance

District personnel shall routinely both clean by removing germs, dirt and impurities and, when necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel shall clean with the cleaners typically used and will use all cleaning products according to the directions on the label. When necessary, personnel shall disinfect with common EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions for all cleaning and disinfection products.

When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. The superintendent or other staff approved by the superintendent are required to ensure adequate supplies to support cleaning and disinfection practices.

Specifically, the District shall comply with the following cleaning and maintenance requirements:

- (a) Daily cleaning and maintenance services will be provided whenever the school is in use.
- (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
- (c) Soiled mop heads will be changed frequently, using laundered replacements.
- (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops, brooms, brushes, or any other cleaning device.
- (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and floors will contain fungicides or germicides.
- (f) Deodorizers and odor-masking agents will not be used
- (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and urinals and will be stored separately from other cleaning devices. Cleaning devices

used for lavatories and showers may not be used for any other purposes.

(h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or other means approved by the DPHSS or local health authority which will not spread soil from one place to another may be used for dusting and cleaning, with the exception of gymnasium floors.

(i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair as outlined in this Policy.

(j) Cleaning compounds and pesticides will be stored, used, and disposed of in accordance with the manufacturer's instructions.

(k) Safety data sheets will be kept with all cleaning supplies in the area where the cleaning supplies are located.

(l) As current non-green cleaning supplies are depleted it is recommended that they are replaced with cleaning products that are "Green Products."

(m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.

n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.

(o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

#### Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in

accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

#### Physical Barriers and Guides

Personnel shall review school buildings and identify areas where installation of physical barriers,

such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall coordinate with building or district administrators to complete or install any identified physical barrier.

|                   |                   |                          |
|-------------------|-------------------|--------------------------|
| Legal References: | 37.111.841, ARM   | Cleaning and Maintenance |
|                   | 10.55.701(s), ARM | Board of Trustees        |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

35

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

ITEM TITLE: APPROVE MEAL PRICES FOR 2023-2024 SCHOOL YEAR.

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the Meal Prices for the 2023–2024 School Year.

**SUGGESTED ACTION:** Approve the meal prices for the 2023-2024 school year.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## MEAL PRICE RECOMMENDATIONS FOR LPS 2023-2024 SCHOOL YEAR

It has been decided that school meals for the 2023-2024 school year will be paid, reduced, free according to income, or free through Direct Certification. During our recent OPI audit, it was discovered that LPS meal prices are below the OPI requirements. Food Service would like to propose meal prices that would bring us back into compliance with required minimums.

OPI issued an Adult lunch meal price minimum of \$4.64 and a breakfast minimum of \$2.26. Our lunch price for adults needs to be increased by a minimum of \$.64, but our breakfast price is only \$0.01 below compliance. OPI issued an allowance for our breakfast price to stay the same for adults.

OPI states that schools should arrive at a minimum cost for full pay meals for students by subtracting the reimbursement received for full pay meals from the reimbursement received for free meals. According to these calculations, LPS would be in compliance if lunch prices were raised by \$0.10. Breakfast prices already meet the minimum requirement. Below are charts summarizing LPS Food Service's recommendations:

### OPI RECOMMENDATION

Free Reimbursement - Full Pay Reimbursement = Full Pay Meal Price

|           |        |       |        |
|-----------|--------|-------|--------|
| LUNCH     | \$4.33 | \$.77 | \$3.56 |
| BREAKFAST | \$2.67 | \$.50 | \$2.17 |

### LPS RECOMMENDATION

22-23 Price

Increase

23-24 Proposal

|                 |        |        |        |
|-----------------|--------|--------|--------|
| ADULT LUNCH     | \$4.00 | \$0.65 | \$4.65 |
| ADULT BREAKFAST | \$2.25 | \$0.00 | \$2.25 |
| LUNCH 7-12      | \$3.50 | \$0.10 | \$3.60 |
| LUNCH K-6       | \$3.30 | \$0.10 | \$3.40 |
| BREAKFAST K-12  | \$2.25 | \$0.00 | \$2.25 |



## ADULT MEAL PRICES SCHOOL YEAR 2022-2023

Revenue from the National School Lunch and Breakfast Programs cannot be used to subsidize adult meals. The purpose of federal assistance is to provide nutritious meals to school children to safeguard their health and well-being.

If the school district subsidizes meals for teachers, administrators, custodians and other adults, the subsidy should be identified as an employee benefit and revenue source in the school foodservice budget.

The cost of meals served to adults directly involved in the operation and administration of the School Nutrition Programs (those preparing and serving food) may be supported by the foodservice operation. **Any meal served to an adult (whether supported by the foodservice or not) may not be claimed for reimbursement or counted toward the USDA Foods entitlement.**

The adult lunch price is required to be at least the total of the federal reimbursement for free students plus value of USDA Foods, plus state match. The adult breakfast price uses only the federal free reimbursement rate.

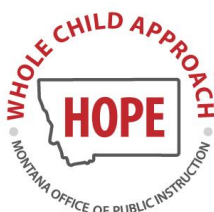
|                            | Adult Lunch Price | Adult Breakfast Price |
|----------------------------|-------------------|-----------------------|
| Federal Free Reimbursement | \$4.3300          | \$2.26                |
| Value of USDA Foods        | \$0.3000          |                       |
| State Match                | \$0.0117          |                       |
| <b>Total</b>               | <b>\$4.6417</b>   | <b>\$2.26</b>         |

These adult prices are minimums required by USDA and are based on the same portion size served to students. Larger portions should be priced to cover cost.

For questions, please contact School Nutrition Programs at 406-444-2501.

*Source Citation: FNS Instruction 782-5 Rev. 1, Dated June 6, 1988, U.S. Department of Agriculture, Food and Nutrition Service*

This institution is an equal opportunity provider.



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

36

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

**ITEM TITLE:** APPROVE THE HEAT PUMP BID FOR FERGUS HIGH SCHOO TO MIDLAND MECHANICAL

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

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**SUMMARY:**

The Board of Trustees needs to approve the heat pump bid for Fergus High School to Midland Mechanical.

**SUGGESTED ACTION:** Approve the Heat Pump bid for Fergus High School to Midland Mechanical.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## CONTRACTOR BID TABULATION FORM

|                                                                                                                                                                                                                                 |                                  |                         |                 |                                                                                                                                                          |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Project Title: Lewistown Fergus High School Pump Replacement Project - Rebid<br>Bid Opening Date: June 1, 2023<br>Bid Opening Time: 2:00 PM<br>Location: Cushing Terrell Architects Engineers - 4th Floor Alley Conference Room |                                  |                         |                 | Project Location: Lewistown, Montana<br>Owner / Agency: Lewistown School District<br>Funding: Lewistown School District<br>A&E Firm: Cushing Terrell A&E |             |
| Opened By:                                                                                                                                                                                                                      | Allyn Jorgensen                  | Recorded By:            | Allyn Jorgensen | Reviewed By:                                                                                                                                             | Kim Beaudry |
| Bidder                                                                                                                                                                                                                          | 1<br>Williams Plumbing & Heating | 2<br>Midland Mechanical | 3               | 4                                                                                                                                                        | 5           |
| Received Addenda -<br>No Addenda for Project Rebid                                                                                                                                                                              | N/A                              | N/A                     |                 |                                                                                                                                                          |             |
| 10% Bid Bond                                                                                                                                                                                                                    | Yes                              | Yes                     |                 |                                                                                                                                                          |             |
| Base Bid                                                                                                                                                                                                                        | \$312,000.00                     | \$318,558.00            |                 |                                                                                                                                                          |             |
| Alternate #1                                                                                                                                                                                                                    | \$28,900.00                      | \$31,642.00             |                 |                                                                                                                                                          |             |
| Alternate #2                                                                                                                                                                                                                    | \$75,000.00                      | \$19,952.00             |                 |                                                                                                                                                          |             |
| Alternate #3                                                                                                                                                                                                                    | \$27,700.00                      | \$19,652.00             |                 |                                                                                                                                                          |             |
| Signed                                                                                                                                                                                                                          | Yes                              | Yes                     |                 |                                                                                                                                                          |             |
|                                                                                                                                                                                                                                 |                                  |                         |                 |                                                                                                                                                          |             |

**Notes:**

1. Starting at 2:00 PM, each bid will be publically opened, bid amounts read aloud, and the Contractors Bid information recorded on this Contractor Tabulation Form.
2. Following the bid opening, state the following aloud:

Thank you for attending the bid opening.

The Lewistown School District will be given the bids for their review,  
 followed by a Cushing Terrell review to ensure there are no bidding discrepancies.  
 The Owner reserves the right to reject any and all bids.

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

37

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

**ITEM TITLE:** APPROVE 5.0 GPA SCALE FOR FERGUS HIGH SCHOOL ADVANCED PLACEMENT AND DUAL CREDIT CLASSES BEGINNING WITH CURRENT SOPHOMORE CLASS OR CLASS OF 2026

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

**SUMMARY:**

The Board of Trustees needs to approve the 5.0 GPA scale for Fergus High School Advanced Placement and Dual Credit classes effective for the 2023-24 School Year for Sophomores Only (AP Chemistry) and then for Sophomore & Juniors 2024-2025 and then for all of the following classes for 2025-2026:

AP English 12, AP Calculus, AP Chemistry, AP Physics, AP World History, AP Government, Dual Credit Advanced Spanish, Dual Credit Advanced American History, Dual Credit Advanced English 11, Dual Credit English 12, Dual Credit Advanced Math (Pre-Calculus), Dual Credit Welding Fabrication, Dual Credit EMT Certification Class, Dual Credit Early Childhood Education, and Dual Credit Advanced Biology

**16 total classes**

**SUGGESTED ACTION:** Approve 5.0 GPA scale for Fergus High School Advanced Placement and Dual Credit Classes.

☐ Additional Information Attached

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

38

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

**ITEM TITLE:** APPROVE CONTRACT WITH HULTENG CCM, INC. FOR OWNER'S REPRESENTATIVE SERVICES.

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

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**SUMMARY:**

The Board of Trustees needs to approve the contract with Hulteng CCM, Inc. for owner's representative services. .

**SUGGESTED ACTION:** Approve the contract with Hulteng CCM, Inc. for Owner's Representative Services.

☒ Additional Information Attached

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**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## Contract Amendment #1

### **COMPENSATION - BASIC FEE FOR PROJECT CONSTRUCTION SERVICES:**

Compensation for Owner's Construction Representatives Professional Services (BASIC FEE) shall be reimbursed as a percentage basis of the bond budget of \$24,575,614.00 dollars, and which shall be 3.0%. Funds in excess if spent will be prorated at the current base rate. In consideration of services performed prior to execution of this contract amendment, prior invoicing of (\$116,503.50) minus reimbursable expenses will be deducted from the BASIC FEE.

\$129,425.48 prior  
invoiced

### **Reimbursable expenses shall be charged and include:**

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Insurance PL/GL    | at 1.14% of invoice. (Prorated adjustment yearly) |
| Supplies/equipment | at cost                                           |
| Reproduction       | at cost                                           |
| Vehicle travel     | at current government rate                        |
| Travel Time        | at ½ billing rate                                 |

All other reimbursable expenses not noted above will be billed at cost

### **TERM:**

The term of construction phase will commence on June 10<sup>th</sup>, 2022 and terminate August 30<sup>th</sup>, 2025 and services required after this date will be renegotiated or billed at the most current billing rates of HCCM. Either party reserves the right to terminate this contract at any time for the other parties' failure to perform their respective responsibilities. Should either party desire to terminate this contract for the other parties failure to perform their responsibilities, the terminating party shall provide a minimum of thirty (30) days written notice to the other party defining the failure of performance.

All other provisions of the contract remain in force.

**IN WITNESS WHEREOF:**

The parties hereby set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2023:

Lewistown Public Schools  
Lewistown, Montana

Hulteng CCM, Inc.  
Billings, Montana

\_\_\_\_\_  
Thom Peck, Superintendent

\_\_\_\_\_  
Shane A. Swandal, President

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

39

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

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

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

**SUMMARY:**

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

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

☒ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Ave | Nav | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

# Fergus County Bus Transportation Agreement

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

The Board of Trustees of Grass Range School District No.27, Fergus County and the Board of Trustees of Lewistown Public Schools No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2023-2024 school year.

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

Description of Route: Cheadle Route

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

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

\_\_\_\_\_  
Board Chair  
Grass Range School District # 27

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

40

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

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

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

**SUMMARY:**

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

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

☒ Additional Information Attached

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2023-2024 School Year.

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

### Description of Bus Route:

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

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

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

\_\_\_\_\_  
Board Chair  
Grass Range School District #27

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

41

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

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

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

**SUMMARY:**

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

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

☒ Additional Information Attached

**NOTES:**

|                            | Motion | Second | Aye | Nav | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

# Fergus County

## Bus Transportation Agreement

Out-of-District Approval

Out-of-County Approval

The Board of Trustees of Moore District No. 44, Fergus County and the Board of Trustees of Lewistown No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Moore School for the 2023-2024 school year.

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

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

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

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
School Dist. #

\_\_\_\_\_  
School Dist. #

Date \_\_\_\_\_

Date \_\_\_\_\_

---

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_

No \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

42

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

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

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

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

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

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

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

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

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

#### **20-9-512. Compensated Absence Liability Fund.**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

43

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

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

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

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

**SUGGESTED ACTION:** Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Inter local Fund.

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

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

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

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

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

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

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

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

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

44

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

**ITEM TITLE:** APPROVE INDIVIDUAL TRANSPORTATION CONTRACTS FOR THE HIGH SCHOOL DISTRICT

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

**SUMMARY:**

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

Zelda Boogman  
Keith Knerr  
Bryan Snapp

**SUGGESTED ACTION:** Approve Individual Transportation Contracts for the High School District

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |



# INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2023 - 2024

Due to School Clerk June 1

Contract # 54773

|                                                                                     |        |              |
|-------------------------------------------------------------------------------------|--------|--------------|
| Elementary District Responsible for Reimbursing Contract                            | County | Legal Entity |
| High School or K-12 District Responsible for Reimbursing the Contract<br>Fergus H S | Fergus | 0259         |

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

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

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

Initials

Elem District Approval

☐ Yes☒ No

HS District Approval

☐ Yes☒ No

County District Approval

☐ Yes☒ No

Parent or Guardian Name:

Bryan Snapp

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00

HS/K12 0.00

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

EL 0.00

HS/K12 14.20

☐ Contract is for one-way only

Students in each grade level covered by this contract

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

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

**THIS CONTRACT IS FOR:**

Grades K-12

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

Prekindergarten

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

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

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

To or from School 0 times per day 0 days per week

Prekindergarten child rides WITHOUT other school-age students

To or from Bus Stop 0 times per day 0 days per week

To or from School 0 times per day 0 days per week

**DEADLINES:****PARENTS:** Due to School Clerk June 1**CLERKS:** Send original to County Supt by July 1, retain a for your filesREIMBURSEMENT RATES  
determined by 20-10-142, MCA

EL

HS

\$0.00

\$7.84

Agreement between parent (parent name) Bryan Snapp, and school district (district name) Lewistown Public Schools

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

The parties agree as follows:

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

**I attest the above information is true and correct**

Elementary School District

Chair, Board of Trustees

Date

High School district

Chair, Board of Trustees

Date

Fergus H S

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number



# INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2023 - 2024

Due to School Clerk June 1

Contract # 54774

|                                                                                     |        |              |
|-------------------------------------------------------------------------------------|--------|--------------|
| Elementary District Responsible for Reimbursing Contract                            | County | Legal Entity |
| High School or K-12 District Responsible for Reimbursing the Contract<br>Fergus H S | Fergus | 0259         |

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

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

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

Initials

Elem District Approval

☐ Yes☒ No

HS District Approval

☐ Yes☒ No

County District Approval

☐ Yes☒ No

Parent or Guardian Name:

Zelda Boogman

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00

HS/K12 0.00

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

EL 0.00

HS/K12 4.70

☐ Contract is for one-way only

Students in each grade level covered by this contract

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

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

Student Name

School

Grade

**THIS CONTRACT IS FOR:**

Grades K-12

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

Prekindergarten

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

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

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

To or from School 0 times per day 0 days per week

Prekindergarten child rides WITHOUT other school-age students

To or from Bus Stop 0 times per day 0 days per week

To or from School 0 times per day 0 days per week

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

determined by 20-10-142, MCA

EL

\$0.00

HS

\$1.19

Agreement between parent (parent name) Zelda Boogman

,and school district (district name) Lewistown Public Schools

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

The parties agree as follows:

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

**I attest the above information is true and correct**

Elementary School District

Chair, Board of Trustees

Date

High School district

Chair, Board of Trustees

Date

Fergus H S

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number



# INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2023 - 2024

Due to School Clerk June 1

Contract # 54775

|                                                                                     |        |              |
|-------------------------------------------------------------------------------------|--------|--------------|
| Elementary District Responsible for Reimbursing Contract                            | County | Legal Entity |
| High School or K-12 District Responsible for Reimbursing the Contract<br>Fergus H S | Fergus | 0259         |

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

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

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

Initials

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

Parent or Guardian Name:

Keith Knerr

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

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

EL 0.00 HS/K12 5.00

☐ Contract is for one-way only

Students in each grade level covered by this contract

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

| Student Name | School | Grade |
|--------------|--------|-------|
| Student Name | School | Grade |
| Student Name | School | Grade |
| Student Name | School | Grade |

**THIS CONTRACT IS FOR:**

Grades K-12

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

Prekindergarten

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

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To or from School 0 times per day 0 days per week

**DEADLINES:****PARENTS:** Due to School Clerk June 1**CLERKS:** Send original to County Supt by July 1, retain a for your files**REIMBURSEMENT RATES**  
determined by 20-10-142, MCA

|        |        |
|--------|--------|
| EL     | HS     |
| \$0.00 | \$1.40 |

Agreement between parent (parent name) Keith Knerr, and school district (district name) Lewistown Public Schools

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

The parties agree as follows:

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

**I attest the above information is true and correct**

Elementary School District

Chair, Board of Trustees

Date

High School district

Chair, Board of Trustees

Date

Fergus H S

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

45

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:** Approve Claim for Individual Contract Bus Reimbursement

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |



**TR-5**  
**Individual Contract Reimbursement Claim**  
**2nd Semester 2022-2023**

**14 Fergus**  
**0259 Fergus H S**

**01/20/2023-06/02/2023**

| <b>Contract #</b>                              | <b>Shared</b> | <b>Family Name</b> | <b>Daily</b> |                  | <b>Days</b>        |                   | <b>Total</b>         |
|------------------------------------------------|---------------|--------------------|--------------|------------------|--------------------|-------------------|----------------------|
|                                                |               |                    | <b>Rate</b>  | <b>Isolation</b> | <b>Transported</b> | <b>Reimbursed</b> | <b>Reimbursement</b> |
| 53894                                          | False         | Boogman, Zelda     | 1.19         | No               | 88.0               | 88.0              | 104.72 *             |
| 53895                                          | False         | Knerr, Keith       | 1.40         | No               | 85.0               | 85.0              | 119.00 *             |
| <b>Total Individual Contract Reimbursement</b> |               |                    |              |                  |                    |                   | <b>223.72</b>        |

**Board Chair**

\_\_\_\_\_  
Signature

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

46

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

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

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

**SUMMARY:**

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

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

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

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |



# TR-6 Bus Route Reimbursement Claim 2nd Semester 2022-2023

**01/20/2023-06/02/2023**

**14 Fergus  
0258 Lewistown Elem**

| Route # | Miles |         | Rate | Driver                    | VIN                | Days    |            | Total         |
|---------|-------|---------|------|---------------------------|--------------------|---------|------------|---------------|
|         | %     | Per Day |      |                           |                    | Claimed | Reimbursed | Reimbursement |
| 1       | 72.00 | 75.2    | 1.57 | Eveyln C. Bentley         | 4DRBWTAN9MB486977  | 73.0    | 73.0       | 6,205.44      |
| 1       | 72.00 | 75.2    | 1.57 | Nathan J. Keeney          | 4DRBWTAN9MB486977  | 1.0     | 1.0        | 85.01         |
| 2       | 72.00 | 70.0    | 1.80 | Christopher E. Stansberry | 4DRBWTAN5KB275773  | 72.0    | 72.0       | 6,531.84      |
| 2       | 72.00 | 70.0    | 1.80 | Nathan J. Keeney          | 4DRBWTAN5KB275773  | 0.5     | 0.5        | 45.36         |
| 2       | 72.00 | 70.0    | 1.80 | April M. Duggins          | 4DRBWTAN5KB275773  | 0.5     | 0.5        | 45.36         |
| 2       | 72.00 | 70.0    | 1.80 | Jade L. Watson            | 4DRBWTAN5KB275773  | 1.0     | 1.0        | 90.72         |
| 3       | 72.00 | 80.0    | 0.95 | Stacey L. Sramek          | 4DRBWTAN5MB486975  | 71.5    | 71.5       | 3,912.48      |
| 3       | 72.00 | 80.0    | 0.95 | Nathan J. Keeney          | 4DRBWTAN5MB486975  | 1.5     | 1.5        | 82.08         |
| 3       | 72.00 | 80.0    | 0.95 | Cindy L. Noel             | 4DRBWTAN5MB486975  | 1.0     | 1.0        | 54.72         |
| 4       | 72.00 | 75.0    | 1.80 | Heather Neuman            | 4DRBWAAAN0hb524154 | 70.5    | 70.5       | 6,852.60      |
| 4       | 72.00 | 75.0    | 1.80 | Jade L. Watson            | 4DRBWAAAN0hb524154 | 1.0     | 1.0        | 97.20         |
| 4       | 72.00 | 75.0    | 1.80 | Nathan J. Keeney          | 4DRBWAAAN0hb524154 | 2.5     | 2.5        | 243.00        |
| 5       | 72.00 | 42.8    | 1.57 | Terry L. Hogg             | 4DRBWAAAN6GB000568 | 56.5    | 56.5       | 2,733.53      |
| 5       | 72.00 | 42.8    | 1.57 | Fred J. Wood, Jr.         | 4DRBWAAAN6GB000568 | 10.0    | 10.0       | 483.81        |
| 5       | 72.00 | 42.8    | 1.57 | Nathan J. Keeney          | 4DRBWAAAN6GB000568 | 6.0     | 6.0        | 290.29        |
| 5       | 72.00 | 42.8    | 1.57 | Jade L. Watson            | 4DRBWAAAN6GB000568 | 1.5     | 1.5        | 72.57         |
| 6       | 72.00 | 63.1    | 1.57 | Michael D. Perrine        | 4DRBWTAN3LB251473  | 74.0    | 74.0       | 5,278.29      |
| 7       | 72.00 | 85.0    | 0.95 | Albert C. White           | 4DRBUAAL1FB033528  | 59.5    | 59.5       | 3,459.33      |
| 7       | 72.00 | 85.0    | 0.95 | Jade L. Watson            | 4DRBUAAL1FB033528  | 2.0     | 2.0        | 116.28        |
| 7       | 72.00 | 85.0    | 0.95 | Fred J. Wood, Jr.         | 4DRBUAAL1FB033528  | 2.5     | 2.5        | 145.35        |
| 7       | 72.00 | 85.0    | 0.95 | Sandra J. Mikeson         | 4DRBUAAL1FB033528  | 10.0    | 10.0       | 581.40        |
| 8       | 72.00 | 43.0    | 1.80 | Rhonda Stewart            | 4DRBWTAN0NB537235  | 63.5    | 63.5       | 3,538.73      |
| 8       | 72.00 | 43.0    | 1.80 | April M. Duggins          | 4DRBWTAN0NB537235  | 4.5     | 4.5        | 250.78        |

\* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim

6/6/2023 9:50:48 AM <http://OPISSRSPRD:80/ReportServer rptBusRouteReimbursementTR6>



**TR-6**  
**Bus Route Reimbursement Claim**  
**2nd Semester 2022-2023**

**01/20/2023-06/02/2023**

**14 Fergus**  
**0258 Lewistown Elem**

| Route #                              | Miles  |         |      | Driver           | VIN               | Days    |            | Total            |
|--------------------------------------|--------|---------|------|------------------|-------------------|---------|------------|------------------|
|                                      | %      | Per Day | Rate |                  |                   | Claimed | Reimbursed | Reimbursement    |
| 8                                    | 72.00  | 43.0    | 1.80 | Kirby D. Rector  | 4DRBWTAN0NB537235 | 1.5     | 1.5        | 83.59            |
| 8                                    | 72.00  | 43.0    | 1.80 | Nathan J. Keeney | 4DRBWTAN0NB537235 | 2.5     | 2.5        | 139.32           |
| 8                                    | 72.00  | 43.0    | 1.80 | Jade L. Watson   | 4DRBWTAN0NB537235 | 2.0     | 2.0        | 111.46           |
| 11                                   | 100.00 | 21.0    | 1.36 | Cindy L. Noel    | 4DRBWAAN7CB341925 | 43.0    | 43.0       | 1,228.08         |
| 11                                   | 100.00 | 21.0    | 1.36 | Jade L. Watson   | 4DRBWAAN7CB341925 | 10.5    | 10.5       | 299.88           |
| 11                                   | 100.00 | 21.0    | 1.36 | Nathan J. Keeney | 4DRBWAAN7CB341925 | 3.5     | 3.5        | 99.96            |
| 11                                   | 100.00 | 21.0    | 1.36 | Gregory Joest    | 4DRBWAAN7CB341925 | 17.0    | 17.0       | 485.52           |
| <b>Total Bus Route Reimbursement</b> |        |         |      |                  |                   |         |            | <b>43,643.98</b> |

**Board Chair**

\_\_\_\_\_  
Signature



# TR-6 Bus Route Reimbursement Claim 2nd Semester 2022-2023

**01/20/2023-06/02/2023**

**14 Fergus  
0259 Fergus H S**

| Route # | Miles |         |      | Driver                    | VIN               | Days    |            | Total         |
|---------|-------|---------|------|---------------------------|-------------------|---------|------------|---------------|
|         | %     | Per Day | Rate |                           |                   | Claimed | Reimbursed | Reimbursement |
| 1       | 28.00 | 75.2    | 1.57 | Eveyln C. Bentley         | 4DRBWTAN9MB486977 | 73.0    | 73.0       | 2,413.23      |
| 1       | 28.00 | 75.2    | 1.57 | Nathan J. Keeney          | 4DRBWTAN9MB486977 | 1.0     | 1.0        | 33.06         |
| 2       | 28.00 | 70.0    | 1.80 | Christopher E. Stansberry | 4DRBWTAN5KB275773 | 72.0    | 72.0       | 2,540.16      |
| 2       | 28.00 | 70.0    | 1.80 | Nathan J. Keeney          | 4DRBWTAN5KB275773 | 0.5     | 0.5        | 17.64         |
| 2       | 28.00 | 70.0    | 1.80 | April M. Duggins          | 4DRBWTAN5KB275773 | 0.5     | 0.5        | 17.64         |
| 2       | 28.00 | 70.0    | 1.80 | Jade L. Watson            | 4DRBWTAN5KB275773 | 1.0     | 1.0        | 35.28         |
| 3       | 28.00 | 80.0    | 0.95 | Stacey L. Sramek          | 4DRBWTAN5MB486975 | 71.5    | 71.5       | 1,521.52      |
| 3       | 28.00 | 80.0    | 0.95 | Nathan J. Keeney          | 4DRBWTAN5MB486975 | 1.5     | 1.5        | 31.92         |
| 3       | 28.00 | 80.0    | 0.95 | Cindy L. Noel             | 4DRBWTAN5MB486975 | 1.0     | 1.0        | 21.28         |
| 4       | 28.00 | 75.0    | 1.80 | Heather Neuman            | 4DRBWAAN0hb524154 | 70.5    | 70.5       | 2,664.90      |
| 4       | 28.00 | 75.0    | 1.80 | Jade L. Watson            | 4DRBWAAN0hb524154 | 1.0     | 1.0        | 37.80         |
| 4       | 28.00 | 75.0    | 1.80 | Nathan J. Keeney          | 4DRBWAAN0hb524154 | 2.5     | 2.5        | 94.50         |
| 5       | 28.00 | 42.8    | 1.57 | Terry L. Hogg             | 4DRBWAAN6GB000568 | 56.5    | 56.5       | 1,063.04      |
| 5       | 28.00 | 42.8    | 1.57 | Fred J. Wood, Jr.         | 4DRBWAAN6GB000568 | 10.0    | 10.0       | 188.15        |
| 5       | 28.00 | 42.8    | 1.57 | Nathan J. Keeney          | 4DRBWAAN6GB000568 | 6.0     | 6.0        | 112.89        |
| 5       | 28.00 | 42.8    | 1.57 | Jade L. Watson            | 4DRBWAAN6GB000568 | 1.5     | 1.5        | 28.22         |
| 6       | 28.00 | 63.1    | 1.57 | Michael D. Perrine        | 4DRBWTAN3LB251473 | 74.0    | 74.0       | 2,052.67      |
| 7       | 28.00 | 85.0    | 0.95 | Albert C. White           | 4DRBUAAL1FB033528 | 59.5    | 59.5       | 1,345.30      |
| 7       | 28.00 | 85.0    | 0.95 | Jade L. Watson            | 4DRBUAAL1FB033528 | 2.0     | 2.0        | 45.22         |
| 7       | 28.00 | 85.0    | 0.95 | Fred J. Wood, Jr.         | 4DRBUAAL1FB033528 | 2.5     | 2.5        | 56.53         |
| 7       | 28.00 | 85.0    | 0.95 | Sandra J. Mikeson         | 4DRBUAAL1FB033528 | 10.0    | 10.0       | 226.10        |
| 8       | 28.00 | 43.0    | 1.80 | Rhonda Stewart            | 4DRBWTAN0NB537235 | 63.5    | 63.5       | 1,376.17      |
| 8       | 28.00 | 43.0    | 1.80 | April M. Duggins          | 4DRBWTAN0NB537235 | 4.5     | 4.5        | 97.52         |

\* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim

6/6/2023 9:50:48 AM <http://OPISSRSPRD:80/ReportServer rptBusRouteReimbursementTR6>



**TR-6**  
**Bus Route Reimbursement Claim**  
**2nd Semester 2022-2023**

**01/20/2023-06/02/2023**

**14 Fergus**  
**0259 Fergus H S**

| Route #                              | Miles |         |      | Driver           | VIN               | Days    |            | Total            |
|--------------------------------------|-------|---------|------|------------------|-------------------|---------|------------|------------------|
|                                      | %     | Per Day | Rate |                  |                   | Claimed | Reimbursed | Reimbursement    |
| 8                                    | 28.00 | 43.0    | 1.80 | Kirby D. Rector  | 4DRBWTAN0NB537235 | 1.5     | 1.5        | 32.51            |
| 8                                    | 28.00 | 43.0    | 1.80 | Nathan J. Keeney | 4DRBWTAN0NB537235 | 2.5     | 2.5        | 54.18            |
| 8                                    | 28.00 | 43.0    | 1.80 | Jade L. Watson   | 4DRBWTAN0NB537235 | 2.0     | 2.0        | 43.34            |
| <b>Total Bus Route Reimbursement</b> |       |         |      |                  |                   |         |            | <b>16,150.77</b> |

**Board Chair**

\_\_\_\_\_  
Signature

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

**BOARD AGENDA**  
**ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

47

**ITEM TITLE:** APPROVE SUBSTITUTE AND ACTIVITY BUS DRIVER RATES

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

**SUMMARY:**

The Board of Trustees needs to approve the following pay rates:

**Activity Bus Drivers** - \$14.50 per hour (approx. 4% increase)

**Substitute Non-Classroom** – Step 0 on Classified Salary Matrix

**Substitute Teachers and Paraprofessionals** - \$14.50 per hour for Certified Teachers (current or not) or a Master's Degree or higher; \$13.50 per hour for all other substitutes who are not Certified Teachers. This is approximately a 4% increase from 2023-2024.

**SUGGESTED ACTION:** Approve Substitute and Bus Driver Rates

☐ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

48

**ITEM TITLE:** APPROVE LEWISTOWN PUBLIC SCHOOLS MTSBA MEMBERSHIP

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

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**SUMMARY:**

The Board of Trustees needs to approve the MTSBA Membership.

**SUGGESTED ACTION:** Approve MTSBA Membership

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☒ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

## INVOICE

|                |          |
|----------------|----------|
| Invoice Number | 0012299  |
| Invoice Date   | 6/1/2023 |
| Invoice Term   | 30       |
| Due Date       | 7/1/2023 |

Lewistown Public Schools  
Rebekah Rhoades  
215 7th Avenue South  
Lewistown, MT 59457  
United States

### Memberships

Membership Renew for  
Membership Type: Public School District Boards of Trustees  
Membership Term: 7/1/2023 - 6/30/2024

| Item                                     | Quantity | Price      | Total      |
|------------------------------------------|----------|------------|------------|
| Public School District Board of Trustees | 1        | \$7,896.00 | \$7,896.00 |

**Total:** \$7,896.00

**Tax Total:** \$0.00

**Shipping Total:** \$0.00

**Grand Total:** \$7,896.00

**Payment:** \$0.00

**Balance:** \$7,896.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

### REMITTANCE

**Please make checks payable to:**  
**Montana School Boards Association**

863 Great Northern Blvd Ste 301  
Helena, MT 59601 United States  
(406) 442-2180

|                 |               |
|-----------------|---------------|
| Invoice Number  | Order 0012299 |
| Name            |               |
| Due Date        | 7/1/2023      |
| Balance         | \$7,896.00    |
| Amount Enclosed | \$            |

# Reach the summit with your MTSBA membership!

**Membership in MTSBA** is how your board can **MAXIMIZE RESOURCES**, **IMPROVE BOARD PERFORMANCE** and provide the **BEST GOVERNANCE** possible to your community!

**Climb higher with your knowledge from these resources!**

### Dues-based Professional Consultation

MTSBA staff fielded over **7,000 legal, HR, labor and policy consultations** over last year.

MTSBA provided services worth \$1,225,000 to members without any charge beyond membership dues. Average district savings over \$4,000 annually!

### MTSUIP member access to the Montana Education Law Reporter

Detailed articles and forms on topics about school leadership, school law, finance and policy. The MELR is a great resource for everyone on your district's leadership team!

### MTSBA Publications:

Take a moment and look at the following publications that have a wealth of information for those making the tough decisions:  
Daily Dispatches | Question of the Week | Courtroom to Boardroom | Monthly eLert  
Policy Notes | Connect2MTSBA Online Community | Find them on [mtsba.org](https://mtsba.org)

**50+ hours of NO FEE training opportunities**

Mark your calendars to attend these trainings!

**HR Symposium**  
*No fee for MTSUIP members*

**School Budget Symposium**  
*No fee for MTSUIP members*

**Employment Hot Topic Training**  
*No fee for MTSUIP members*

**School Safety, Security and Innovations Symposium**

**Learn and Lead! Video Training Resources**  
*No fee for MTSBA members. Videos available at [mtsba.org](https://mtsba.org)*

**New Trustee Orientation Series Leadership Training**

**Summer Symposium** – *Sponsored by ISBC*  
**Back-to-School Legal Primer**  
*No fee for MTSUIP members*

**MTSBA's successful advocacy has a mountain of value!**

**\$70 million additional funding in recent years** from MTSBA advocacy efforts in drafting and passing legislation:

**\$35 million**  
**2013 - SB 175** Basic Entitlement Per School Unit

**\$13 million**  
**2013 SB 191** Special Education Tuition Levy

**\$22 million**  
**2017 SB 307** Major Maintenance

**\$37.5 million**  
**Total Annual District Property Tax Relief**  
directly attributable to recent bills conceived, drafted and passed from MTSBA advocacy efforts.

**Map out your involvement through engaged and united advocacy!**

MTSBA advocacy ensures our members have the resources and tools needed to engage communities, strengthen local public schools, improve student achievement and maximize the potential of each child.

Join in the efforts by attending **Think Tank Thursdays**, **caucus meetings**, the **annual meeting** and take part in the resolution process that builds MTSBA's advocacy platform!

Through MTSBA's efforts, local school district **BASE** property taxes have risen **by only \$15 million** in the last 6 years while state guaranteed tax base aid has grown by \$85 million.  
- Local property taxes grew by 1.8% per year  
- GTB grew by over 8% per year as a result of legislation we have passed.

**Inflation Trend:** Through the 2003 enactment of § 20-9-326, MCA, which MTSBA drafted and passed into law, the 15+ year history of financial neglect was resolved. The change has been dramatic, with the average annual increase of 1.15% from 1994-2003 replaced with an average annual increase of 3.38% from 2003-2017.

The change reflected by this improvement is dramatic, providing Montana's public schools with \$225 million per year more than what they would have had if the 1991-2003 trend continued through present day.

Members who are participate in the Montana Schools Group Interlocal Authority (MSGIA) Workers' Comp and Property Liability Programs save even **MORE!**

**No Fee MSGIA WC Asbestos Inspection**  
**Savings: \$4,500**  
Provides asbestos inspection every three years (required by law)

**No Fee MSGIA Pre-Employment Physical Program**  
**Savings: \$500**

**No Fee MSGIA Online Training**  
**Savings: \$625**  
Required by state and/or federal law

**No Fee MSGIA P&C Annual Training**  
**Savings: \$1,250**  
For participating districts in the P&C Risk Pool



Members who are participate in the Montana Schools Unemployment Insurance Program see extra savings!

**No Fee MTSUIP Sponsored MELR Access**  
**Savings: \$800**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored HR Symposium**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored Back-to-School Legal Primer**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored Hot Topic Employment Training**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored School Finance & Budget Symposium**  
**Savings: \$875**  
For MTSUIP member districts

**Customized In-District HR Training for your staff**  
**Savings: \$2,300**  
For MTSUIP member districts

**MTSBA members receive discounts on fee-based member services delivered by our professional, knowledgeable staff.**

*Over 100 years combined knowledge in the services we provide!*

- Human Resource Services
- Labor Relation Services
- Legal Services
- Policy Services
- Strategic Planning Services
- Superintendent Search Services
- Training Services

**Interested** in knowing more specific numbers for savings your school district enjoys each year?  
**Contact Wendy Brenden, [w Brenden@mtsba.org](mailto:w Brenden@mtsba.org)** for a custom report of the incredible value of your school board's membership in MTSBA.



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

**BOARD AGENDA ITEM**

**Meeting Date**

06/12/2023

**Agenda Item No.**

49

**ITEM TITLE:** APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT CHANGES

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

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**SUMMARY:**

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

Class of 2027

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

Class of 2023

**SUGGESTED ACTION:** Approve Fergus High School Student Activity Account Changes

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☐ **Additional Information Attached**

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/12/2023

Agenda Item No.

50

☐ 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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bailey                     |        |        |     |     |         |       |
| Birdwell                   |        |        |     |     |         |       |
| Carlson                    |        |        |     |     |         |       |
| Hodge                      |        |        |     |     |         |       |
| Koch                       |        |        |     |     |         |       |
| Brady                      |        |        |     |     |         |       |
| Fulbright                  |        |        |     |     |         |       |

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday June 12, 2023**

| <b>EMPLOYEE NAME</b>                                        | <b>POSITION</b>                       | <b>LOCATION</b>                                                | <b>RECOMMENDED ACTION</b>                                                                                                                                  | <b>EFFECTIVE DATE</b> | <b>RECOMMENDED BY</b>            | <b>COMMENTS</b>                                                                    |
|-------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|------------------------------------------------------------------------------------|
| <b>ALLERDINGS, Noelle</b>                                   | Elementary Teacher                    | Garfield Elementary School and Highland Park Elementary School | Approve appointment on schedule -BA Step 2, 1.0 FTE for up to 187 days for the 2023-2024 School Year                                                       | 7/1/2023              | Matthew Ventresca and Matt Lewis | Replacing Lauren Wright and Rachael Grensten                                       |
| <b>ANDERSON, Elizabeth</b>                                  | Purchasing Accounts Payable Clerk     | Central Office                                                 | Accept Letter of Resignation                                                                                                                               | 6/15/2023             | Rebekah Rhoades                  | See Attached Letter                                                                |
| <b>GIES, Amy</b>                                            | Elementary Teacher                    | Garfield Elementary School                                     | Approve appointment on schedule - MA+30 Step 5, 1.0 FTE for up to 187 days for the 2023-2024 School Year                                                   | 7/1/2023              | Matt Lewis                       | Replacing Jean Irish                                                               |
| <b>LAFEVER, Dennis</b>                                      | Second Cook/Baker                     | Central Kitchen                                                | Approve appointment on schedule - SECOND COOK/BAKER, Step 0 for up to 8 hours per day for 5 days per week for up to 186 days for the 2023-2024 School Year | 8/21/2023             | Amie Friesden                    | Replacing Paloma Zacarias                                                          |
| <b>LEWIS, Matt</b>                                          | Principal                             | Fergus High School                                             | Approve appointment on schedule - HIGH SCHOOL PRINCIPAL MA Step 15, 1.0 FTE for the 2023-2024 School Year                                                  | 7/1/2023              | Thom Peck                        | Replacing Chris Guglielmo                                                          |
| <b>MCPHERSON, Charles</b>                                   | Teacher                               | Fergus High School                                             | Approve appointment on schedule - BA Step 0, 1.0 FTE for up to 187 days for the 2023-2024 School Year.                                                     | 7/1/2023              | Paul Bartos                      | Replacing Tom Webb                                                                 |
| <b>MILLER, Jessica</b>                                      | Principal                             | Garfield Elementary School                                     | Approve appointment on schedule -ELEMENTARY PRINCIPAL MA Step 0, 1.0 FTE for the 2023-2024 School Year                                                     | 7/1/2023              | Thom Peck                        | Replacing Matt Lewis                                                               |
| <b>NELSON, Sheri</b>                                        | Teacher                               | Lewis and Clark Elementary School                              | Approve appointment on schedule - BA+10, Step 8, 1.0 FTE for the 2023-2024 School Year                                                                     | 7/1/2023              | Danny Wirtzberger                | See Attached Letter of Interest/Internal Transfer. Replacing Mara (Beth) Stevenson |
| <b>RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF</b> | Special Education Summer School Aides | Lewistown Public Schools                                       | Approve appointment on schedule as per attached recommendation                                                                                             | 8/7 - 8/17/23         | Chelsey Rogers                   | See Attached Memo                                                                  |
| <b>SCREETON, Lisa</b>                                       | Teacher                               | Fergus High School                                             | Approve appointment on schedule - MA Step 5, 1.0 FTE for up to 187 days for the 2023-2024 School Year                                                      | 7/1/2023              | Paul Bartos                      | Replacing Sydney Wagner                                                            |
| <b>THACKERAY, Brett</b>                                     | Teacher                               | Fergus High School                                             | Approve appointment on schedule - BA Step 5, 1.0 FTE for up to 187 days for the 2023-2024 School Year                                                      | 7/1/2023              | Paul Bartos                      | Replacing Jessica Miller                                                           |



Christy Rogers &lt;crogers@lewistown.k12.mt.us&gt;

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**Fwd: Nelson-Letter of Interest**

1 message

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**Danny Wirtzberger** <danny.wirtzberger@lewistown.k12.mt.us>  
To: Christy Rogers <crogers@lewistown.k12.mt.us>

Wed, Jun 7, 2023 at 10:45 AM

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

From: **Sheri Nelson** <sheri.nelson@lewistown.k12.mt.us>  
Date: Wed, Jun 7, 2023 at 10:31 AM  
Subject: Nelson-Letter of Interest  
To: Danny Wirtzberger <danny.wirtzberger@lewistown.k12.mt.us>

June 7, 2023

Lewistown Public Schools  
215 7th Ave. South  
Lewistown, Montana 59457

To whom this may concern,

In my pursuit of new challenges, I have learned that the fifth-grade teaching position at Lewis and Clark Elementary had been re-opened for applicants. This news is of great interest for me, for I have been interested in this position for a few years and put in for a building transfer months prior. During the last two years, I had taught first-grade in your school district at Garfield Elementary. During this time, I've really gotten to know this wonderful school district and the amazing people that make it all happen.

I am very passionate about bringing the best education to this community that I cherish deeply and strive to be a contributing staff member at the Lewis and Clark Elementary. I am a well rounded teacher, how has well over 10 years of experience working as a substitute teacher, paraeducator, supervising teacher, and as general education teacher. In addition, I have a history of building strong relationships with parents through constructive communication and my students are both genuinely cared for and receive a valuable education.

I'm confident to say that this teaching position will be a perfect fit for me and I am looking forward to bring my years of experience teaching grades K-8, and my ongoing passion for both teaching and learning to the Lewis and Clark Elementary. I am excited to be the new 5th-grade teacher and team member.

Sincerely,

Sheri Nelson

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**Danny Wirtzberger**

Lewistown Public Schools  
Principal  
Lewis & Clark Elementary

Rebekah Rhoades  
Lewistown Public School District  
215 7<sup>th</sup> Ave. South  
Lewistown, MT 59457

May 30, 2023

Dear Rebekah:

Please allow this letter to serve as notice of my resignation from the AP Clerk position, effective June 15, 2023.

I cannot tell you how much I appreciate the opportunity to work with such a dedicated and diligent staff.

Elizabeth Anderson

---

# CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

---

215 7th Avenue South  
Lewistown, MT 59457

Chelsey Rogers, Director  
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 24, 2023

FROM: Chelsey Rogers

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

The district's ESY program will be held August 7th through 17th, students will be served at Fergus High School. Students needing speech therapy will be served concurrently by a therapist from the Central Montana Learning Resource Center Cooperative.

Additional recommendations for staffing may be made at the August Board meeting, contingent upon confirmed student enrollment.

## Staffing Recommendations for ESY

Cassi Gobble, special education teacher, \$22.50/hour, up to 80 hours

Lisa Shelagowski, special education teacher, \$22.50/hour, up to 80 hours

Shannon Fisk, special education teacher, \$22.50/hour, up to 70 hours

Jenifer Blazicevich, special education teacher, \$22.50/hour up to 30 hours

Heather Neuman, paraprofessional, \$17.50/hour up to 70

Misti Birdwell, paraprofessional, \$17.50/hour, up to 70 hours

Thank you

SERVING SPECIAL STUDENTS IN

FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND  
JUDITH BASIN COUNTIES

| 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  |
| 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  |
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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  |
|          | 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<br>Teachers Convention (Billings)                                                 |
| Oct 31-Nov 11 | Parent-Teacher Conferences<br>Schedules vary by school<br>PIR November 3rd<br>No school November 3rd-4th |
| March 27-31   | Parent-Teacher Conferences<br>Schedules vary by school<br>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             |
|  | 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                     |
|                                         |                |         |    |         | <b>40</b> |                 |          |    |          | <b>44</b>             |
|                                         | 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         |                 |          |    |          | <b>47</b>             |
|                                         |                |         |    |         | <b>48</b> |                 |          |    |          |                       |
|                                         |                |         |    |         |           |                 |          |    |          | <b>Total Days 179</b> |

| 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<br><i>Teachers Convention</i>                                                     | 2.0        |
|                                      | Oct 31-Nov 11 | Parent-Teacher Conferences<br><i>Schedules vary by school</i><br><i>No school November 3rd &amp; 4th</i> | 1.5        |
|                                      | March 27-31   | Parent-Teacher Conferences<br><i>Schedules vary by school</i><br><i>Full school days for students</i>    | .5         |
|                                      | May 15        | PIR Day                                                                                                  | 1.0        |
|                                      |               | Floating PIR Day                                                                                         | <u>1.0</u> |
|                                      |               |                                                                                                          | <b>8.0</b> |

| HOLIDAYS & VACATIONS | Dates Inclusive | 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) |