

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, DECEMBER 11, 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. Recognition – Fergus High School Football Team and Coaches
5. Recognition – Fergus High School Cheerleaders and Coach
6. Recognition – Jason Fry, Maintenance Director
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board

**SUPERINTENDENT'S REPORT**

10. Report—Election Information
11. Report--Budget
12. Report—Investment
13. Report—Superintendent

**PUBLIC PARTICIPATION**

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

**ACTION ITEMS**

**MINUTES**

15. Minutes of the November 13, 2023 Regular Board Meeting

**APPROVAL OF CLAIMS**

16. Claims

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**Page 2**

**INDIVIDUAL ITEMS**

17. Approve Design Plans for Highland Park Elementary School
18. Approve Certified Teacher Extended Leave Request for 2024-2025
19. Approve Addition of Bus Stop at 615 Terra Vista Way
20. Remove Policy 8136 – Rental of School Buses
21. Consider Request to Transport Montana Special Olympics and Ag Tour per Policy 8132
22. Approve pre-approval for ESSER purchases over \$5,000
23. Approve Additions to the Substitute List for the 2023-2024 School Year
24. Approve Personnel Report

**EXECUTIVE SESSION**

25. Superintendent's Evaluation

**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

12/11/2023

Agenda Item No.

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

ITEM TITLE: RECOGNITION --- FERGUS HIGH SCHOOL FOOTBALL TEAM AND COACHES

Requested By: Board of Trustees    Prepared By: Thom Peck

SUMMARY:

Derek Lear, Head Football Coach and the Fergus High School Football Team and Coaches will be recognized.

SUGGESTED ACTION: Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

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

ITEM TITLE: RECOGNITION --- FERGUS HIGH SCHOOL CHEERLEADERS AND COACHES

Requested By: Board of Trustees    Prepared By: Thom Peck

SUMMARY:

Jennifer Pfau, Head Cheerleading Coach and the Fergus High School Cheer Team and Coaches will be recognized.

SUGGESTED ACTION: Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

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

**ITEM TITLE:** RECOGNITION -- JASON FRY, LEWISTOWN PUBLIC SCHOOLS MAINTAINANCE DIRECTOR

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

**SUMMARY:**

Jason Fry, Maintenance Director, will be recognized for his completion of the Montana Facilities Director Apprenticeship Program, one of only two in the entire State.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Julia Kunau

SUMMARY:

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

SUGGESTED ACTION: Informational

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

NOTES:

## School Board Meeting Student Report

Julia Kunau

### Student Life

- Some student-athletes are curious about the athletic training room?
- Seniors are applying for colleges and scholarships.
- Many students are partaking in several community service projects and opportunities.

### Club Activities & Sports

- **BPA**
  - Preparing for the Regional Leadership Conference held in Great Falls on January 15.
  - Volunteered at the Thanksgiving Meals on Wheels to deliver meals to community members on Thanksgiving.
- **Earth Club**
  - Planning a Christmas party with a slideshow on how to celebrate the holidays in an eco-friendly way.
- **FCCLA**
  - Holding monthly traveling bake sales to raise money to pay for student lunch accounts in debt and Angel Trees. (December 12)
  - Working on planning a service project in January to possibly win a grant.
  - Preparing STAR events for the State Leadership Conference.
- **F Club**
  - Working on planning a charitable event with monies raised from giving parking tickets.
  - Replanted tree for remembrance of former cross country coach.
- **FFA**
  - Holding regular meetings.
- **GSA**
  - Getting ready to hold a bake sale in January.
  - Working on rebuilding and recruiting.
- **Key Club**
  - Holding an animal food and toy drive to give to animal shelters this holiday season.
  - Volunteered at the Thanksgiving Meals on Wheels to deliver meals to community members on Thanksgiving.
- **National Honor Society**
  - Held a blood drive on December 6 in partnership with the American Red Cross.
- **Science Olympiad**
  - Working on the North Pole Adventure Train as elves to raise money to compete in the State Science Olympiad.

- **Spanish Club**
  - Selling chocolates to raise money to travel to World Language Day at the University of Montana.
  - Holding a Christmas party.
- **Speech and Debate**
  - Competed in a large meet in Helena, having several finalists in events.
  - Will compete in Laurel and Livingston coming up.
- **Student Council**
  - Holding a book drive to donate to elementary schools, libraries, and daycares December 6th-20th.
  - Junior Class officers are working on planning Prom.
  - Holding a Christmas party.
- **Band/ Choir & Cheer**
  - Choir will be having a concert on Monday December 18th at 7pm.
  - Band had a successful concert.
    - Starting Pep Band again for basketball season.
- **Boys Basketball**
  - Traveled to Frenchtown the weekend of December 8-9
  - Home Game December 15-16.
  - Travel to Lockwood December 19.
  - Home Game v Laurel December 21.
- **Girls Basketball**
  - Traveled to Frenchtown the weekend of December 8-9.
  - Home Game December 15-16
  - Travel to Lockwood December 19.
  - Home Game v Laurel December 21.
- **Wrestling**
  - Traveled to compete in Havre.
  - Home v Coalstrip and Miles City December 14.
  - Travel to Great Falls December 15-16.
- **EMT**
  - Students are really enjoying this class.
    - Opportunities to work at the hospital as CNAs
    - Viewing surgeries

We wish the best of luck to all of these sports teams and clubs as they continue competing and working hard!

Please feel free to contact me with any questions via email ([kunau.julia@lewistown.k12.mt.us](mailto:kunau.julia@lewistown.k12.mt.us)).  
Thank you so much!

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

8

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees    Prepared By: LEA Representatives

SUMMARY:

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

SUGGESTED ACTION: Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

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- 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 2023-2024 School Year.

7-12 Science Curriculum met on November 15 – Prioritize Standards, Resources more important than textbooks & Integrated Science in 9<sup>th</sup> Grade? K-6 met on December 7<sup>th</sup>

Building and Grounds Committee met on November 28 – Budget and Timeline Update plus HP Plans

**SUGGESTED ACTION:** Informational Report

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

**NOTES:**

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

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Whitney Brady	John Carlson	Zane Fulbright	Kevin Hodge	Lisa Koch
<b>Building &amp; Grounds</b>	3	X	X	X				
<b>Insurance Risk Committee</b>	2				X		X	

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

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

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2024.

Attached are the Terms of Office Listing and the 2024 School Election Calendar.

Board members terms of office that are due to expire in 2024 include: CJ Bailey and Zane Fulbright.

**SUGGESTED ACTION:** Informational

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


NOTES:

# SCHOOL ELECTION CALENDAR 2024

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 14 through Thursday, March 28</b>	<b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the Oath is filed.</i>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Trustee Candidates School Board Organization</a>
At least 70 days before	<b>Tuesday, February 27</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a>  <a href="#">13-19-203</a>  <a href="#">20-9-422</a>  <a href="#">20-20-201</a>  <a href="#">20-20-203</a>	<a href="#">Trustee Resolutions Calling for School Election</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, March 1</b>	<b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	<a href="#">20-20-201(2)(a)</a>	
At least 60 days before	<b>Friday, March 8</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator.	<a href="#">13-19-205</a>	<a href="#">Mail Ballot Written Plan, Timetable and Instructions</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
4 weeks preceding the close of regular registration	<b>Monday, March 11</b>	<b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	<a href="#">13-2-301</a>	
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305(3)(a)</a>	
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).	<a href="#">20-3-305(2)(b)</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Write-In Candidates</a>
No later than the 30th day before	<b>Friday, April 5</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>	
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk.  <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</i>	<a href="#">20-20-401</a>	
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>	<a href="#">Notice of Trustee Election Cancellation</a>  <a href="#">Certificate of Trustee Election by Acclamation</a>
30 days before any election	<b>Monday, April 8</b>	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not more than 30 days before	<b>Monday, April 8</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>	
Not more than 30 days before	<b>Monday, April 8</b>	<b>Performance Testing and Certification of Voting System.</b> The election administrator must publicly test and certify that the system is performing properly.	<a href="#">13-17-212</a>	
Day after Close of Regular Registration	<b>Tuesday, April 9</b>	<b>Start of Late Registration. Start of Late Registration.</b> Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>	
Not less than 10 days, or more than 40 days before	<b>Thursday March 28 Through Saturday, April 27</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>	<a href="#">School Election Notices</a>
At least 20 days before	<b>Wednesday, April 17</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot, stamped official ballot (with stub removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>	<a href="#">Absentee Voter Materials</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 17 through Monday, April 22</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Absentee/Mail Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>	<a href="#">Absentee/Mail Ballot Counting Notice</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Polling Location Accessibility Notice.</b> Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-3-105</a> <a href="#">13-3-207</a>	<a href="#">Notice of Polling Place Locations and Accessibility Designations</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Publication of Information Concerning Voting Systems.</b> Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-17-203</a>	<a href="#">Notice of Information Concerning Voting Systems</a>
Day before (By Noon)	<b>Monday, May 6</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>	<a href="#">Application for Absentee Ballot</a>
Day before	<b>Monday, May 6</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>	
Election Day 	<b>Tuesday, May 7</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election.  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>	<a href="#">Display of Instructions for Electors</a>  <a href="#">Election Judges' Oath</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 13</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>	<a href="#">Provisional Ballot Instructions</a>
Following receipt of the tally sheets from all polls and within 25 days after the election	<b>By Friday, May 31</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>	<a href="#">Certificate of Election of Trustee</a> <a href="#">Canvass of Votes and Results</a>
Within 5 days after the official canvass	<b>Monday, May 13 through Wednesday, June 3</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<a href="#">13-16-201</a>	<a href="#">Petition for Recount</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 13 through Monday, June 5</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>	
Within 25 days of election	<b>By Friday, May 31</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>	<a href="#">School Board Organization</a>
By June 1	<b>Friday, May 31</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>	<a href="#">Trustee Resolution – Request for County to Conduct Elections</a>
Within 15 days after receipt of certificate of election	<b>By Friday, June 14</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>	

**NOTE:**

On September 30, 2022, the MT Supreme Court ruled that the last of the four bills from the 2021 Legislative Session were unconstitutional and not to be enforced. As of now, there are no changes to late registration, issuance of a ballot to an underage elector, voter identification requirements, or prohibitions on ballot collection. As new legislation is introduced in the 2023 Legislative Session the OPI will update the election calendar to reflect any changes that may impact the May school election.

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

***If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.***

**Additional References:**

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

**NOTE:** Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).



**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD MEMBERS TERMS OF OFFICE**

As currently exists, Board members terms of office are as follows:

	<b>Expire 2024</b>	<b>Expire 2025</b>	<b>Expire 2026</b>
<b>SCHOOL DISTRICT #1</b>	CJ Bailey Zane Fulbright	Kevin Hodge Whitney Brady	Kris Birdwell John Carlson Lisa Koch

**School District #1 -- Three (3) 3-Year Terms:**

- \_\_\_\_\_ 3-year term (to expire in 2027)
- \_\_\_\_\_ 3-year term (to expire in 2027)
- \_\_\_\_\_ 3-year term (to expire in 2027)

**Declaration of Intents Filed for Nomination of School Board Trustee:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/12/2022

Agenda Item No.

11

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

ITEM TITLE: REPORT—BUDGET INFORMATION

Requested By: Superintendent    Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on Fiscal Year 2024-2025 budget projections.

SUGGESTED ACTION: Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

12

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for November 2023 will be reported as follows:

Elementary	\$4,714.69
<u>High School</u>	<u>\$5,178.78</u>
Total	\$9,893.47

STIP Elementary Bond Interest for November 2023 was not available at the time of posting.

SUGGESTED ACTION: Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

13

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 announcement

- CMEC Building Discussions with EOCM & UP – Building & Grounds Meeting
- Fall Sports Team GPA's: Football = 3.578; Golf = 3.588; Cheer = 3.748; XC = 3.639; VB = 3.988 OUTSTANDING
- MSU Student Teachers – 3<sup>rd</sup> Grade, 6<sup>th</sup> Grade, FHS English and FHS Ag/CTE
- Rural Educators Club @ FHS in partnership with MSU
- Teacher Career Fair @ MSU December 13
- SAM Draft Multi-District Agreement on H332 – Health Insurance Trust
- NHS Blood Drive, December 6<sup>th</sup>
- FHS Holiday Concert (LJH/FHS Band was December 5 & LJH Choir was December 7<sup>th</sup>)
  - L&C Music Concert – December 12 – 7 p.m.
  - Garfield Music Program – December 14 – 1:30 p.m.
  - FHS Choir Winter Dessert Show – December 18 – 7 p.m.
  - Highland Park Holiday Program – December 21 – 10 a.m. & 1:30 p.m.
- Early Out on Friday, December 22 – Christmas Break, Return January 3, 2024
- Coop Agreements for Boys & Girls Wrestling
- Education Savings Account Steering Committee – OPI seeking parents or Board Members
- Home Athletic Events:
  - FHS Wrestling v. Miles City & Colstrip, Thursday, Dec. 14
  - Fergus Class 'A' Holiday Showcase (Dillon, Columbia Falls, Bigfork, Glendive, Billings Central and Fergus) – December 15-16
  - LJH Boys Basketball begins – December 18
  - FHS Basketball v. Laurel – December 21
  - FHS Boys Basketball v. Billings Central – January 5
  - FHS Basketball v. Dawson (Glendive) – January 9
  - FHS Basketball v. Custer (Miles City) – January 12

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/11/2023

Agenda Item No.

14

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

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS  
THE BOARD

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

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

15

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

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 13, 2023 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and via Google Meet**

215 Seventh Avenue South

Lewistown, Montana 59457

**MONDAY, November 13, 2023**

**REGULAR BOARD MEETING**

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

Kris Birdwell, Whitney Brady, John Carlson, Zane Fulbright, Lisa Koch, CJ Bailey, Kevin Hodge

**TRUSTEES ABSENT:**

**STAFF PRESENT:**

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Luke Brandon LEA President and others via Google Meet

**OTHERS PRESENT:**

Julia Kunau – Student Representative and others in person and via Google Meet

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Brady)
4. Recognition — Fergus High and Jr. High Cross Country Team and Coaches  
Suzie Flentie, Head FHS Cross Country Coach, and team were recognized for its accomplishments this season.
5. Recognition – Fergus High Volleyball Team and Coaches  
Adrienna DeCock, Head Volleyball Coach, and the team was recognized for its accomplishments this season.
6. Recognition – Fergus High FFA  
Jared Long, FFA Advisor, and members were recognized for their accomplishments.
7. Report—Student Representative  
Julia Kunau, Student Representative to the Board, updated the Board on various activities throughout Fergus High School. Julia shared that some students have requested to know if the High School can add an athletic trainer. Mr. Peck responded that the Administration is working on an MOU that would enable an athletic trainer to be available.
8. Report – LEA  
Luke Brandon, President of the Lewistown Education Association (LEA), reported on the events and happenings of the organization.
9. Report—Committees of the Board  
The Science Curriculum Committee met on October 26, 2023 to begin initial discussions on that curriculum for K-6. K-12 will be discussed at the next meeting on Wednesday, November 15th.

The Building and Grounds Committee met on November 8, 2023 to discuss the possibility of a new ~~at~~ch company and the missile silo project coming to

Lewistown and how both of those may impact the community and school district needs.

10. Discussion – Bond Update  
Shane Swandal, Hulteng Inc, updated the Board on the progress of the Elementary Bond. Phase I at both Lewis and Clark and the Junior High are in the process of closing out. Final bidding will be taking place in the next few months.
11. Report—Investment  
Interest earned and distributed for October was \$4,810.70 in the Elementary and \$4,851.51 in the High School for a total of \$9,622.21. October’s STIP Interest for the Elementary Bond was \$66,894.04.
12. Report—Superintendent  
Superintendent Thom Peck reported on the parent teacher conferences held at the beginning of November. MCEL feedback was provided to the Board and information was shared regarding the initiatives they are focusing on. The Junior High Veteran’s Day program took place last week. Students Athletes from FHS participated in Head Start’s “Read & Feed”. CPI training is taking place in the district for staff to teach them to safely restrain students if necessary. Four FHS Students were recognized for being chosen as All Star Band members. FHS and JHS attended a PIR training on Artificial Intelligence. The Board was updated on various dates and events taking place throughout the District. Mr. Peck reported that HB352 Early Literacy Bill is being discussed and more information provided. Mr. Peck shared the Superintendent Evaluation Form with the Board for the December Board Meeting. Grass Range will be requesting the MHSA to leave the football coop with Fergus High School for 2024-2025. Several Trustees questioned the letter’s statement for the need of the approval by the Lewistown School Board. Mr. Peck clarified that the Lewistown Schools Board approval will take place at the meeting in December after the MHSA responds to Grass Range’s petition.

### **PUBLIC PARTICIPATION**

13. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
Ron Slinger, President of Miles Community College, presented two programs to the Board regarding delivering career classes to students in Montana. The Opportunity Realize Program was started to partner for free with school districts to get students job ready. Twenty-two school districts have partnered in the program with Miles Community College. The course is for one semester, one hour per day and earns the students 1 college credit.

### **ACTION ITEMS MINUTES**

14. Minutes of the October 9, 2023, Regular Board Meeting  
-- Approved unanimously (Carlson/Birdwell)

### **APPROVAL OF CLAIMS**

15. Claims –Approved unanimously (Brady/Fulbright)  
Claims Committee for October through December 2023 will be Board Chair CJ Bailey, Whitney Brady, Kris Birdwell and Zane Fulbright.

### **INDIVIDUAL ITEMS**

16. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside of the Lewistown Public Schools – Approved unanimously (Hodge/Fulbright)
17. Approve Emergency Request for Boys and Girls Coop Wrestling – Moore School District - Approved unanimously (Birdwell/Brady)  
Trustee Hodge asked Coach DeCock if there would be any objection to the approving the Coop. Trustee Fulbright requested to know why it is an emergency approval. Mr. Peck shared that there was a Superintendent change at Moore and didn’t realize what would need to be done.

18. Approve Additions to the Substitute List for the 2023-2024 School Year – Approved unanimously (Brady/Carlson)
19. Approve Personnel Report pending the background check results for Kendra Wylie – Approved (Carlson/Fulbright) Abstain - Birdwell

**ADJOURNMENT**

The meeting was adjourned at 7:19 p.m (Birdwell). The next regular meeting will be held at 6:00 p.m. on Monday, December 11, 2023, at the Lincoln Board Room.

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

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

16

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

**ITEM TITLE:** CLAIMS

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

**SUMMARY:**

Approve claims paid through December 8, 2023, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2023 include: Board Chair CJ Bailey, Whitney Brady, Kris Birdwell and Zane Fulbright.

**\*\*Need to select new Finance Committee members for January–March 2024**

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**

Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE DESIGN PLANS FOR HIGHLAND PARK ELEMENTARY SCHOOL

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

**SUMMARY:**

The Board of Trustees needs to approve the design plans for construction at Highland Park Elementary School.

**SUGGESTED ACTION:** Approve Design Plans for Highland Park Elementary School.

Additional Information Attached

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE CERTIFIED TEACHER EXTENDED LEAVE REQUEST FOR 2024-2025

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

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**SUMMARY:**

Fergus High School Teacher, is requesting an extended leave of absence for the 2024-2025 school year.

**SUGGESTED ACTION:** Approve Certified Teacher Extended Leave of Absence Request for the 2024-2025 School Year

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**Additional Information Attached**

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**NOTES:**

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

Dear Members of the Board,

I am kindly requesting your approval for an extended leave (see attached) from my teaching duties for the 2024-25 school year. I would like to take this opportunity to stay home with our third child and focus on myself and my family.

Thank you for your consideration,

3. No further sabbatical leave will be granted to the same person until the person has completed seven (7) additional years of teaching in the Lewistown Public School system.
4. A teacher on approved sabbatical leave shall be paid a \$3,000.00 stipend payable in ten (10) equal installments of \$300.00 per month. Such payments will be made during the months of September through June of the fiscal year in which sabbatical leave is taken. Prior to the receipt of any portion of the stipend, the teacher shall sign a promissory note for \$3,000.00. Should the teacher discontinue the established plan of study during the sabbatical leave period, the amount paid to that point should become due and payable to School District No. 1. Teachers completing the conditions of the approved application for sabbatical leave and one full school year of teaching in the District following the sabbatical leave shall have their obligation for payment of the promissory note canceled. The Board must approve any deviation from the above procedure.
5. A teacher on sabbatical leave may not accept employment that interferes with his/her study without loss of the stipend or any other benefits provided by the District during the period of leave.
6. The time during which a teacher is on leave of absence shall not be counted as experience for the purpose of advancement on the salary schedule.
7. Application letters for sabbatical leave are to be sent to the District administration office.

C. EXTENDED LEAVE:

Extended leave of absence without salary shall be provided for such reasons as family illness, involuntary military service, and maternity and may be provided for education and full-time office. At the discretion of the Board, teachers may receive up to full compensation by the District during an approved leave of absence to participate in an exchange-teaching program. Requests shall be made in writing, stating the desired length of time of the leave.

The teaching employee shall be informed in writing as to the action taken by the Board of Trustees on the request for the leave. Failure to comply with the conditions and terms of the agreement of the two (2) parties by the teacher may be grounds for dismissal.

1. Family Illness:

- a. Family illness shall apply to a teaching employee and spouse and their grandparent, father, mother, sister, brother, daughter, son, and grandchild.
- b. When a teaching employee becomes ill or injured whereby the period of convalescing is longer than the accumulated sick leave, said employee may apply for an extended leave of absence.

2. Education: Upon approval of the Board, an extended leave of absence may be granted to obtain additional education, participate in an exchange teaching program, travel, or participate in work programs related to professional responsibilities.

3. Campaign for/or Election to Public Office: Leave may be given for the length of time necessary for the campaign or term of the public office, not to exceed one (1) full year.

4. Military Service:

An employee required to perform active military service, either as a member of the Montana National Guard or a member of a reserve component of the military forces of the United States, shall be entitled to all rights and privileges granted to them by state or federal law.

5. Length of Leave of Absence:

- a. A leave of absence may be granted for a maximum period of one (1) school year.

- b. A leave of absence may not be extended to endure for a period to exceed one (1) school year except in case of military service.
6. Effective and Termination Dates:
- a. A leave of absence may become effective only at the end of a quarter or at the end of a school year.
  - b. Upon the recommendation of the Superintendent and the approval of the Board of Trustees, a leave of absence may become effective on a date other than the close of business on the last day of a quarter, or be terminated on a date other than the close of business on the last day of a quarter.
7. Return to Position after Leave of Absence:
- a. A teaching employee who does not report for duty at the expiration of his/her leave of absence, and who does not resign, shall be dismissed from service.
  - b. A teaching employee returning from leave of absence shall be entitled to a position, at approximately the same grade level and approximately the same subject field, which he/she held at the time of his/her request for leave. Credit for salary increments for the period of absence will be granted in cases of leave of ninety-four (94) school days or less.
  - c. A teaching employee returning from a leave of absence, due to illness, shall submit a report of physical examination by a licensed physician in the field of the illness. Said report must attest to the physical ability of the teacher to fulfill his/her duties.
- D. **BUSINESS LEAVE:** Two (2) days of business leave per school year shall be authorized for each teaching employee by the principal subject to availability of a substitute and advance notice of need for this leave. One (1) day of substitute's pay will be deducted from the teaching employee's salary for each day of authorized use of business leave.
- E. **DISCRETIONARY LEAVE:**
- 1. A teaching employee shall be granted eight (8) discretionary days and two (2) annual sick leave days each year. Discretionary leave may be used for an illness (either employee's own or dependent's medical appointment or illness) or personal business.
  - 2. Notification of intention to take leave for personal business should be submitted to the principal, who will forward the request for authorization by the Superintendent or his designee at least five (5) working days, but no less than twenty-four (24) hours before taking such leave, except in the case of an emergency.
  - 3. When a teacher has used all eight (8) days of discretionary leave in one year, no further leaves for personal business will be granted.
  - 4. Discretionary leave requested for personal business may be denied if more than six percent (6%) of the teaching staff is absent on personal leave at the time such leave is to be taken.
  - 5. Requests for Discretionary Leave will be made and approved in advance based on the availability of substitutes. Requests for Discretionary Leave to be taken during the first or last two days of any semester, on a PIR day, or in extension of a scheduled day(s) off, shall be submitted to and approved in the sole discretion of the Superintendent and/or Building Administrator.
  - 6. Discretionary leave granted for personal business shall not be granted for less than one half (1/2) day.
  - 7. Unused discretionary days shall be allowed to accumulate to one hundred sixty (160) days per employee as sick days in their sick leave bank. When the teacher has reached the one hundred sixty (160) days as sick days in their bank, he or she will be credited with nine discretionary days for the year, but at the end of the year the teacher will only carry a balance of one hundred sixty (160) to the next year.

8. Days used for illness shall be first deducted from the two (2) annual sick leave days and then from the eight (8) annual discretionary days. Days used for illness that exceed the annual leave shall be deducted from the accrued sick leave days credited to the teacher.
9. The full amount of accumulated leave and current year discretionary/annual sick days will be available for use from the starting date of the contract.
10. Each licensed personnel may contribute one or more nonrefundable sick leave days to a common bank to be administered by the Association. Teachers who have exhausted their accumulated sick leave allowance may make reasonable withdrawals, as determined by the Association, from the common bank, provided that there are sufficient days available in the bank. The sick bank will have a ceiling of seventy-five (75) total days.

**F. BEREAVEMENT AND FAMILY ILLNESS:**

1. Up to five (5) days per occurrence will be granted at full salary to each teaching employee for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence with full pay will be granted. Serious illness is defined as illness generally requiring hospitalization. Immediate family is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild.
2. Bereavement and Family Illness Leave may be granted to the teaching employee for illness or death of a family member outside of the definition of "immediate family." It is understood and agreed that such leave for death or illness of those outside of the employee's immediate family shall be considered separate of normal Bereavement and Family Illness Leave and shall be granted without pay. The District shall deduct 1/187th of the employee's contractual salary for each day of absence. In addition, such leave may be denied, based on the educational needs of the District. The length of such leave shall not exceed five (5) days per occurrence.

**G. PARENTAL LEAVE:**

Employees shall be entitled to take up to 10 consecutive working days of parental leave following the birth or adoption of a child. These paid leave days shall be counted as discretionary leave days and/or sick leave days. In the event the employee has fewer than 10 discretionary leave or sick leave days, the employee will be allowed to utilize their remaining discretionary/sick leave days and then complete the 10 consecutive days of parental leave with unpaid leave. The employee shall give the District at least 30 days' advance notice of their intent to utilize parental leave. In the event that both parents are employees of the District, the 10 consecutive working days of parental leave may be split by the parents, or one parent may utilize the entire 10 consecutive working days, at their option.

**I. FAMILY/MEDICAL LEAVE ACT:**

Family/Medical Leave Act leaves will run concurrently with other leaves.

**ARTICLE VIII**

**INSURANCE**

**A. MEDICAL AND DENTAL INSURANCE:**

1. The Board contributed the following amounts per month from September 1, 2021 to August 31, 2022 for health and dental programs in effect during those time periods respectively. The school district contribution is based upon the health insurance plan selected by the individual employee.

Single	\$ 818	Family	\$1258
Two-Party	\$ 1104	Two Staff - No Dependent	\$1634
Employee with Dependent	\$ 1079	Two Staff - With Dependent	\$1789

## ARTICLE VII

### LEAVES

#### A. PROFESSIONAL LEAVE:

1. Temporary leave at full salary may be provided each teacher for visitation to other schools, attendance at education conferences, serving on committees, serving duties of professionally elected offices, and attendance at professional association conferences, conventions and assemblies if approved by the administration.
2. Temporary leave at full salary may be provided to officers or members of an association that may be identified with a subject or discipline for conventions:
  - a. In-state attendance may be allowed by consent of the Superintendent.
  - b. Out-of-state attendance must be presented to the Board of Trustees for approval.
3. Reasonable expenses shall be paid to the teacher(s) attending such meetings, unless such expenses are waived by mutual agreement between the teacher(s) involved and the administration. Such waivers of expenses should be in written form and signed by the involved party.
4. Teachers who participate during the school day in meetings, conferences, and/or assemblies whose purpose is to plan or execute negotiation proposals shall have deducted 1/187th of their annual salary per day of attendance. This does not include the Montana Federation of Public Employees Annual IPD (Instruction and Professional Development) Conference.
5. School absences due to Delegate Assembly attendance, will result in a reduction in pay equivalent to the substitute pay rate for the participating teacher(s).
6. LEA PRESIDENT WORK LEAVE
  - a. The president of the Association shall be granted not more than one day per month in order to perform the duties of the office. Such leave shall be requested at the discretion of the president; however, the president shall make an effort to take the leave subject to the availability of a substitute. Such leave shall be requested in writing in advance and shall be authorized by the Superintendent or his designee.
  - b. President work leave must be used to complete the duties directly related to Association business. Such leave shall not be used for political-action related activities in accordance with state law.
  - c. President work leave days may not be carried over to a new year.
  - d. President work leave shall not replace other leave days already allocated to the president.
  - e. The Association shall reimburse the district for the substitute wages incurred during the president work leave time.

#### B. SABBATICAL LEAVE:

1. Sabbatical leave shall be granted for a purpose of study only after a teacher serves seven (7) consecutive years in the Lewistown Public School system and such leave shall be subject to approval of the Board.
2. A plan of study which shall lead toward advancement in the teaching or Board-approved field shall be submitted along with an application for sabbatical leave to the Board of Trustees. Such a plan shall include a statement of the educational goal(s) or complete description and rationale to alternatives for academic training.

**LEWISTOWN PUBLIC SCHOOLS**

Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE ADDITION OF BUS STOP AT 615 TERRA VISTA WAY

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

**SUMMARY:**

The Board of Trustees needs to approve the addition of a Bus Stop at 615 Terra Vista Way. There is a new student along the route that requires the bus stop. This does not extend the route or add any mileage.

**SUGGESTED ACTION:** Approve Addition of Bus Stop at 615 Terra Vista Way

Additional Information Attached

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**

Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

20

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

**ITEM TITLE:** REMOVE POLICY 8136 – RENTAL OF SCHOOL BUSES

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

**SUMMARY:**

The Board of Trustees needs to remove Policy 8136 – Rental of School Buses, as this policy is superseded by Policy 8132 – Activity Trips.

**SUGGESTED ACTION:** Remove Policy 8136 – Rental of School Buses

**Additional Information Attached**

**NOTES:**

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

**Lewistown School District**

**NON-INSTRUCTIONAL OPERATIONS**

8136

Rental of School Buses

The primary function of school buses in the District is to provide transportation for eligible students to and from school. In addition, costs of bus maintenance and operation, insurance rates, and other factors make rental of District-owned buses impractical. Therefore, the Board will not approve rental of District-owned buses to outside groups.

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**

Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

21

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

**ITEM TITLE:** CONSIDER REQUEST TO TRANSPORT LOCAL MONTANA SPECIAL OLYMPICS AND CHAMBER OF COMMERCE AG TOUR PER POLICY 8132

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

**SUMMARY:**

The Board of Trustees needs to consider approval of the transport of individuals for the local Montana Special Olympics and for the Chamber of Commerce Ag Tour.

**SUGGESTED ACTION:** Consider request to transport Montana Special Olympics and Ag Tour per Policy 8132

**Additional Information Attached**

**NOTES:**

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

**Lewistown School District**

**NON-INSTRUCTIONAL OPERATIONS**

8132

Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE PREAPPROVAL OF ESSER PURCHASES OVER \$5,000

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

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**SUMMARY:**

The board needs to approve the following purchases to be paid for out of ESSER funds:

- JHS Addition Flooring - \$40,000
- Lewis & Clark Addition Flooring - \$20,000

**SUGGESTED ACTION:** Approve Preapproval of ESSER Purchases Over \$5,000

---

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

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**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

23

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR

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

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2023-2024 School Year as listed below:

Substitute Teacher/Aide  
Elizabeth (Ellie) Fulbright

Substitute School Food  
Haley Martin

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2023-2024 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/11/2023

**Agenda Item No.**

24

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve all items

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday, December 11, 2023**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>FISCUS, Brady</b>	Assistant Wrestling Coach	Fergus High School	Approve appointment on schedule - (0.085 x \$35,269.00) \$2,997.87	11/13/2023	Paul Bartos	New Position (to be paid for by Hobson and Moore Schools)
<b>LOGAN, Sandra</b>	Second Cook/Baker	Central Kitchen	Approve appointment on schedule --SECOND COOK/BAKER Step 0 for up to 6 hours per day for up to 119 days	12/4/2023	Amie Friesen	Replacing Dennis Lafever
<b>LOWER, Holly</b>	Paraprofessional	Garfield Elementary School	Approve appointment on schedule -- PARA EDUCATOR + CERT Step 1 for up to 7.5 hours per day for up to 123 days	11/27/2023	Matthew Ventreasca	Replacing Chiara Vanderbeek
<b>PFAU, Wendy</b>	Athletic Secretary	Fergus High School	Accept Letter of Resignation	6/30,/2024	Paul Bartos	See Attached Letter
<b>PHELPS, Rayna</b>	Assistant Cheer Coach	Fergus High School	Accept Letter of Resignation	12/12/2023	Paul Bartos	See Attached Letter
<b>PHELPS, Rayna</b>	Head Cheer Coach	Fergus High School	Approve appointment on schedule - HEAD CHEER COACH, \$2,543.44 (prorated per dates listed)	11/13/2023 - 3/15/2024	Paul Bartos	Replacing Jennifer Pfau

November 29, 2023

Lewistown Public Schools  
Board of Trustees  
215 7<sup>th</sup> Ave South  
Lewistown, MT 59457

To Whom it May Concern,

Please accept this letter as notice of my intended retirement as Administrative/Activities Secretary at Fergus High School, effective June 30, 2024.

Ever since I started working at Fergus, I've had nothing but positive memories that will last a lifetime. I have learned daily, solved multiple challenges, and have made lots of friends – young, younger, and older! I have appreciated professional opportunities as well as hosting the community in many types of events. Working at Fergus has truly been an honor.

I would like to personally thank everyone for making my Fergus career so special. Although this decision is bittersweet to me, I am excited to open my schedule for time to sleep in, try new recipes, travel, and most of all enjoy my adult children and grandchildren!

I wish each of you the best! The Fergus future is soaring...Go Eagles!

Sincerely,



Wendy Pfau



Christy Rogers <crogers@lewistown.k12.mt.us>

**Fwd: Letter of resignation**

1 message

thom.peck@lewistown.k12.mt.us <thom.peck@lewistown.k12.mt.us>  
To: Christy Rogers <crogers@lewistown.k12.mt.us>

Thu, Nov 16, 2023 at 1:56 PM

FYI -

Thom

Sent from my iPhone

Begin forwarded message:

**From:** Paul Bartos <paul.bartos@lewistown.k12.mt.us>  
**Date:** November 16, 2023 at 1:09:30 PM MST  
**To:** Thom Peck <thom.peck@lewistown.k12.mt.us>  
**Subject:** Fwd: Letter of resignation

----- Forwarded message -----  
**From:** Rayna Phelps <raenuh2012@gmail.com>  
**Date:** Thu, Nov 16, 2023 at 1:05 PM  
**Subject:** Letter of resignation  
**To:** Paul Bartos <paul.bartos@lewistown.k12.mt.us>

To Whomever It May Concern,

Please consider this email my official resignation from the position of assistant cheer coach at Fergus High School. Thank you for the opportunity to grow and learn as a coach in this position.

Rayna Phelps

---  
*Warmest Regards,*

*Paul Bartos  
Assistant Principal  
Activities Director  
Fergus High School  
406-535-2321*

# LEWISTOWN PUBLIC SCHOOLS

# 2023-2024 SCHOOL CALENDAR

AUGUST 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		

SEPTEMBER 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

OCTOBER 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				

NOVEMBER 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		

DECEMBER 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						

JANUARY 2024						
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 2024						
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		

MARCH 2024						
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 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
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 2024						
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 2024						
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 14	New Staff Orientation
August 21-22	All Staff Orientation/PIR
October 19-20	Staff Development Days <i>Teachers Convention (Billings)</i>
Oct 30-Nov 10	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>PIR November 2nd</i> <i>No school November 2nd-3rd</i>
March 25-27	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>
May 13	PIR Day

**HOLIDAYS & VACATIONS**  
*No School for Teachers or Students*

September 4	Labor Day
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
Dec 25 - Jan 2	Winter Break
February 22-23	Vacation Days
March 28-April 1	Easter Vacation
April 26	Vacation Day
May 27	Memorial Day

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

<b>PUPIL INSTRUCTION (INCLUDING FLEX DAYS)</b>	<b>First Semester</b> <span style="float: right;"><b>88 days</b></span>				<b>Second Semester</b> <span style="float: right;"><b>91 days</b></span>					
	<b>FIRST QUARTER</b> <span style="float: right;"><b>DAYS</b></span>				<b>THIRD QUARTER</b> <span style="float: right;"><b>DAYS</b></span>					
	First Week	Aug 23	to	Aug 25	3	First Week	Jan 16	to	Jan 19	4
	Second Week	Aug 28	to	Sept 1	5	Second Week	Jan 22	to	Jan 26	5
	Third Week	Sept 5	to	Sept 8	4	Third Week	Jan 29	to	Feb 2	5
	Fourth Week	Sept 11	to	Sept 15	5	Fourth Week	Feb 5	to	Feb 9	5
	Fifth Week	Sept 18	to	Sept 22	5	Fifth Week	Feb 12	to	Feb 16	5
	Sixth Week	Sept 25	to	Sept 29	5	Sixth Week	Feb 19	to	Feb 21	3
	Seventh Week	Oct 2	to	Oct 6	5	Seventh Week	Feb 26	to	March 1	5
	Eighth Week	Oct 9	to	Oct 13	5	Eighth Week	March 4	to	March 8	5
	Ninth Week	Oct 16	to	Oct 18	3	Ninth Week	March 11	to	March 15	5
	Tenth Week	Oct 23	to	Oct 27	5	Tenth Week	March 18	to	March 22	5
				<b>45</b>					<b>47</b>	
<b>SECOND QUARTER</b> <span style="float: right;"><b>DAYS</b></span>				<b>FOURTH QUARTER</b> <span style="float: right;"><b>DAYS</b></span>						
First Week	Oct 30	to	Nov 1	3	First Week	March 25	to	March 27	3	
Second Week	Nov 6	to	Nov 10	5	Second Week	April 2	to	April 5	4	
Third Week	Nov 13	to	Nov 17	5	Third Week	April 8	to	April 12	5	
Fourth Week	Nov 20	to	Nov 21	2	Fourth Week	April 15	to	April 19	5	
Fifth Week	Nov 27	to	Dec 1	5	Fifth Week	April 22	to	April 25	4	
Sixth Week	Dec 4	to	Dec 8	5	Sixth Week	April 29	to	May 3	5	
Seventh Week	Dec 11	to	Dec 15	5	Seventh Week	May 6	to	May 10	5	
Eighth Week	Dec 18	to	Dec 22	5	Eighth Week	May 14	to	May 17	4	
Ninth Week	Jan 3	to	Jan 5	3	Ninth Week	May 20	to	May 24	5	
Tenth Week	Jan 8	to	Jan 12	5	Tenth Week	May 28	to	May 31	4	
				<b>43</b>					<b>44</b>	
<b>Total Days 179</b>										

<b>PUPIL INSTRUCTION-RELATED DAYS (PIR)</b>	August 14	New Staff Orientation	
	August 21-22	All Staff Orientation/PIR	2.0
	October 19-20	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 30-Nov 10	Parent-Teacher Conferences <i>Schedules vary by school PIR November 2nd No school November 2nd &amp; 3rd</i>	1.5
	March 25-27	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
	May 13	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
		<b>8.0</b>	

<b>HOLIDAYS &amp; VACATIONS</b>	<i>Dates Inclusive</i>	September 4	Labor Day
		November 3	Vacation Day
		November 22-24	Thanksgiving Vacation
		Dec 25-Jan 2	Winter Break
		February 22-23	Vacation Days
		March 28-April 1	Easter Vacation
		April 26	Vacation Day
	May 27	Memorial Day	
	July 4	Vacation Day (12-mo employees)	

# **EXECUTIVE SESSION**

As per the provisions of 2-3-203  
Montana Codes Annotated.

The Board Chair,  
will now call for an Executive Session  
deeming the demands of individual privacy  
clearly exceed the merits of public disclosure.

All parties not involved in the Executive  
Session are asked to leave the Board Room  
at this time.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/11/2023

Agenda Item No.

25

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S EVALUATION

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

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

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

NOTES:

