

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, January 8, 2024

REGULAR BOARD MEETING
PAGE 1

Meeting ID

meet.google.com/ccw-gomy-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 Football Team and Coaches
5. Discussion – Bond Update
6. Presentation – Alex Lamb AFS Foreign Exchange Student Program
7. Report—Student Representative
8. Report—LEA Report
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 on Non-Agenda Items

ACTION ITEMS

MINUTES

15. Minutes of the December 11, 2023 Regular Board Meeting

APPROVAL OF CLAIMS

16. Claims

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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Lewistown, Montana 59457

MONDAY, January 8, 2024

REGULAR BOARD MEETING

-CONTINUED PAGE 2-

INDIVIDUAL ITEMS

17. Approve First Reading of Policy 8132 – Activity Trips
18. Approve Letter to Federal Government for Modification to the Use of the Central Montana Education Center Building
19. Approve Superintendent Contract
20. Approve Additions to the Substitute List for the 2023-2024 School Year
21. 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

01/09//2023

Agenda Item No.

4

- 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

01/09//2023

Agenda Item No.

5

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

ITEM TITLE: DISCUSSION – BOND UPDATE

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Discussion will take place regarding updates and progress being made on the bond.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/09//2023

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION – ALEX LAMB, AFS STUDENT FOREIGN EXCHANGE PROGRAM

-

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Alex Lamb with present to the Board information regarding the AFS Student Foreign Exchange Program.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

7

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

ITEM TITLE: REPORT---STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Julia Kunau

SUMMARY:

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

The January Regular Board Meeting will be Julia's last one as Student Representative. Maggie Fulbright, is the new Representative who will be recognized at that time.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

School Board Meeting Student Report
Julia Kunau

Student Life

- Some students are expressing that they would prefer for the semester to end and to take semester finals before Christmas break. (better knowledge retention, starting fresh, no time wasted on excess review days, some students are already starting fall sports practices)
 - Having different calendars for elementary and high school?

Club Activities & Sports

- **BPA**
 - Preparing for the Regional Leadership Conference held in Great Falls on January 15.
- **Earth Club**
 - Holding regular meetings.
- **FCCLA**
 - Won a \$200 grant to plan a service project in January. (partnering with some art and english class to work on promoting kindness in elementary schools)
 - Preparing STAR events for the State Leadership Conference.
- **F Club**
 - Worked to update the Hall of Fame to recognize students' excellence.
- **FFA**
 - Traveled to Winter Districts to compete in Meat and Vet Science and Ag Mechanics.
 - Will host the Fergus Ag Mechanics competition on Jan 27.
- **GSA**
 - Getting ready to hold a bake sale in January.
 - Working on rebuilding and recruiting.
- **Key Club**
 - Working on club affiliation.
- **National Honor Society**
 - Holding regular meetings.
- **Spanish Club**
 - Selling chocolates to raise money to travel to World Language Day at the University of Montana.
- **Speech and Debate**
 - Jan 6 Invitational in Huntley Project
 - Jan 13 Invitational @ Home (If you are interested in judging, please contact lstahl@lewistown.k12.mt.us)
 - Jan 19-20 Divisionals in Sidney
 - Jan 25-27 State in Columbia Falls

- **Student Council**
 - Junior Class officers are working on planning Prom.
- **Band and Choir**
 - Starting Pep Band again for basketball season.
- **Cheer**
 - They are doing a great job supporting our teams at games!
- **Boys Basketball**
 - Jan 5 @ Home vs Billings Central
 - Jan 6 in Sidney
 - Jan 12 @ Home vs Miles City
 - Jan 13 in Malta
 - Jan 18 in Havre
 - Jan 20 in Glendive
 - Jan 26 @ Home vs Sidney
- **Girls Basketball**
 - Jan 5 in Billings Central
 - Jan 6 in Sidney
 - Jan 12 @ Home vs Miles City
 - Jan 13 in Malta
 - Jan 18 in Havre
 - Jan 20 in Glendive
 - Jan 26 @ Home vs Sidney
- **Wrestling**
 - January 4-6 in Cut Bank
 - January 11-13 in Missoula
 - Jan 19-20 Class A Duals in Butte/ Girls at Home
 - Jan 26-27 in Hardin

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). I had a great experience as the student representative! Thank you so much!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

8

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees Prepared By: LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

9

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

SUMMARY:

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

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

Grades 7-12 Science Curriculum Committee met on December 19, 2023

Activities Committee met on January 4, 2024

Building & Grounds Committee met on January 4, 2024

SUGGESTED ACTION: Informational

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
Building & Grounds	3	X	X	X				
Insurance Risk Committee	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
Activities	3	X	X			X		
Curriculum Committees:								
Science	2			X				X
Health Insurance Program	2			X			X	
School Calendar	1					X		
Vocational Advisory Council	1					X		
Gaining	3		X	X	X			
Policy Review	3				X	X		X
Assessment	2						X	X
Classified Salary/Benefit Review	2	X					X	

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

10

- 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.

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
No earlier than 145 days, or later than 40 days before	Thursday, December 14 through Thursday, March 28	<p>Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</p> <p><i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i></p>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 27	<p>Trustees call for an election. 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.</p> <ul style="list-style-type: none"> • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • Request for a mail ballot election 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. 	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 1	<p>Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	20-20-201(2)(a)
At least 60 days before	Friday, March 8	<p>Election administrator sends mail ballot election plan/timetable/sample instructions 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. Link to instructions: Mail Ballot Plan Timetable and Instructions</p>	13-19-205
4 weeks preceding the close of regular registration	Monday, March 11	<p>Notice of close of regular registration. 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.</p>	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	<p>Last day trustee candidates may withdraw from the election. 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.</p>	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	<p>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).</p> <p><i>*Votes only count for write-in candidates who file a Declaration of Intent.</i></p>	20-3-305(2)(b)
No later than the 30th day before	Friday, April 5	<p>Deadline to notify election judges of appointment.</p>	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 5	Election administrator certifies ballot. 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.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 5	Election by Acclamation and Cancellation of Election - Notice. 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 may cancel the 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. Send a copy to the county election administrator to aid with the provisions of late registration. <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>	20-3-313
30 days before any election	Monday, April 8	Close of regular voter registration. 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.	13-2-301
Not more than 30 days before	Monday, April 8	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Not more than 30 days before	Monday, April 8	Performance Testing and Certification of Voting System. The election administrator must publicly test and certify that the system is performing properly.	13-17-212
Day after Close of Regular Registration	Tuesday, April 9	Start of Late Registration. Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 28 Through Saturday, April 27	Notice of election is posted. 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"> • If the polling place has changed from the previous school election, that change must be referred to in the notice. • 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. 	20-20-204
At least 20 days before	Wednesday, April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot (with stubs removed) • Instructions for voting and returning the ballot • A secrecy envelope, free of marks that would identify the voter, and • A self-addressed, return envelope with affirmation printed on the back 	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 12 through Monday, April 22	Mail ballots mailed. 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.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 27 through Sunday, May 5	Absentee/Mail Ballot Counting Notice. 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 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Not more than 10 days or less than 2 days before	Saturday, April 27 through Sunday, May 5	Polling Location Accessibility Notice. 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 10th day prior to the election.</i>	13-3-105 13-3-207
Not more than 10 days or less than 2 days before	Saturday, April 27 through Sunday, May 5	Publication of Information Concerning Voting Systems. 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 10th day prior to the election.</i>	13-17-203
Day before (by Noon)	Monday, May 6	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 6	Deliver certified copy of the lists of registered electors. 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.	20-20-313
Election Day 	Tuesday, May 7	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 13	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th 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.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 31	Trustees canvass the votes, issue certificates of election, and publish results. 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. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	20-20-415 20-20-416

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 5 days after the official canvass	Monday, May 13 through Wednesday, June 3	Deadline for filing a petition for recount. 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.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 13 through Monday, June 5	Deadline for convening the School Recount Board. 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.	13-16-204 20-20-420
Within 25 days of election	By Friday, May 31	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
By June 1	Friday, May 31	Deadline for trustees to request county election administrator to conduct school elections for next year. 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 to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county accepts, then the county must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Friday, June 14	Candidate completes and files Oath of Office 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 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>	20-3-307 20-1-202 1-6-101

[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](#)

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
ELECTION HISTORY**

ELEMANTARY										
	1997	1998	1999	2000	2001	2002		2003	2004	2005
AMOUNT	\$268,571.05	\$169,267.06	\$165,301.94	\$27,075.62	NONE	\$29,997.63	\$46,533.25	\$15,336.91	\$31,500.00	\$98,000.00
MILLS	28.25	17.49	14.71	2.05			4.65	1.52		
FOR	560	569	497	510			786	661		
AGAINST	324	291	17	166			287	249		
PASS/FAIL	PASS	PASS	PASS	PASS		PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL			POLL	POLL		
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY		TECH	GF LEVY	GF LEVY	TECH	BR LEVY (10YR)

ELEMANTARY										
	2006	2007	2008	2009	SPRING 2010	SEPTL 2010	2011	2012	2013	2014
AMOUNT	\$24,110.65	\$77,903.95	NONE	\$123,863.99	\$111,435.00	\$10,715,000.00	\$211,108.25	NONE	NONE	\$0.00
MILLS	2.09	7.23		10.88	9.48		17.49			0.00
FOR	703	689		478	958	1421	923			991
AGAINST	287	392		521	726	2143	1165			155
PASS/FAIL	PASS	PASS		FAIL	PASS	FAIL	FAIL			PASS
MAIL/POLL	POLL	POLL		POLL	POLL	MAIL	MAIL			POLL
TYPE	GF LEVY	GF LEVY		GF LEVY	GF LEVY	BOND	GF LEVY			BUS BARN LAND 22%

ELEMANTARY										
	2015		2016	2017	2018	2019	2020	2021	2021	2022
AMOUNT	\$98,000.00	\$79,449.41	\$98,000.00	\$68,606.20	NONE	\$44,638.12	\$51,646.08	NONE	\$20,400,000.00	\$56,896.87
MILLS	8.33	6.58	8.17	5.54		3.46	3.82			3.99
FOR	1126	1157	845	966		1295	1576		1484	1112
AGAINST	1173	1146	542	703		1039	1052		1342	1193
PASS/FAIL	FAIL	PASS	PASS	PASS		PASS	PASS		PASS	FAIL
MAIL/POLL	MAIL	MAIL	POLL	POLL		MAIL	MAIL		MAIL	MAIL
TYPE	BR LEVY (10 YR)	GF LEVY	BR LEVY (10 YR)	GF LEVY		GF LEVY	GF LEVY		BOND	GF LEVY
	44%	44%	27%	32%		45%	51%		54%	44%

ELEMANTARY										
	2023									
AMOUNT	\$89,710.14									
MILLS	6.20									
FOR	1246									
AGAINST	1444									
PASS/FAIL	FAIL									
MAIL/POLL	MAIL									
TYPE	GF LEVY									
	52%									

HIGH SCHOOL										
	1997	1998	1999	2000	2001	2002		2003	2004	2005
AMOUNT	\$32,867.01	\$107,066.90	\$69,582.16	NONE	NONE	\$51,165.05	\$87,613.29	\$55,318.87	\$101.00	\$98,000.00
MILLS	2.62	8.59	5.70				8.09	5.07		
FOR	696	673	517				758	641	514	
AGAINST	449	490	18				325	272	289	
PASS/FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL	POLL		POLL	POLL	POLL	
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY	GF LEVY	TECH	GF LEVY	GF LEVY	GF LEVY	BR LEVY (10YR)

HIGH SCHOOL										
	2006	2007	2008	2009	SPRING 2010	SEPTL 2010	2011	2012	2013	2014
AMOUNT	\$227,354.04	\$28,399.56	NONE	\$34,998.00	NONE	NONE	\$137,765.21	NONE	\$130,492.06	NONE
MILLS	19.93	2.44		2.85			10.58		9.68	
FOR	669	718		531			919		1486	
AGAINST	332	390		483			1201		1337	
PASS/FAIL	PASS	PASS		PASS			FAIL		PASS	
MAIL/POLL	POLL	POLL		POLL			MAIL		MAIL	
TYPE	GF LEVY	GF LEVY		GF LEVY			GF LEVY		GF LEVY	
									51%	

HIGH SCHOOL										
	2015	2016	2017	2018	2019	2020	2021	2021	2022	2023
AMOUNT	\$98,000.00	\$98,000.00	NONE	NONE	NONE	\$44,713.54	NONE	\$8,600,000.00	NONE	NONE
MILLS	7.71	7.54				3.03				
FOR	1150	875				1589		1447		
AGAINST	1256	593				1168		1509		
PASS/FAIL	FAIL	PASS				PASS		FAIL		
MAIL/POLL	MAIL	POLL				MAIL		POLL		
TYPE	BR LEVY (10 YR)	BR LEVY (10 YR)				GF LEVY		BOND		
	44%	27%				50%		54%		

AS OF DECEMBER 2023:

ELEMANTARY:

# ABSENTEE VOTERS	3356	73%
# POLL VOTERS	1217	27%
TOTAL # OF ACTIVE VOTERS	4573	
TOTAL # OF INACTIVE VOTERS	838	

HIGH SCHOOL:

# ABSENTEE VOTERS	166	67%
# POLL VOTERS	82	33%
TOTAL # OF ACTIVE VOTERS	248	
TOTAL # OF INACTIVE VOTERS	28	

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD MEMBERS TERMS OF OFFICE

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

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

School District #1 -- Two (2) 3-Year Terms:

_____ 3-year term (to expire in 2027)

_____ 3-year term (to expire in 2027)

Declaration of Intent Filed for Nomination of School Board Trustee:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

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:

2024-2025 PRELIMINARY BUDGET PROJECTIONS As of 1/4/2024

ELEMENTARY

Current Year (2023-2024) Budget	\$7,216,778.62	
2024-2025 Projected Budgets	\$7,246,209.13	without a vote (98% of allowed budget)
	\$7,388,729.66	with a vote (\$142,520 levy; 100% of allowed budget)
FY24 Budget vs FY25 Budget	\$29,430.51	higher without a vote
	\$171,951.04	higher with a vote
FY25 Projected Expenditures	\$7,685,190.00	
<u>Preliminary Budget Shortfall/Surplus</u>	(\$438,980.87)	without a vote
	(\$296,460.34)	with a vote
Significant Elementary Changes:	decrease of 17 ANB (average enrollment decreased by 31) no longer qualify for the teacher incentive program (see below)	

HIGH SCHOOL

Current Year (2023-2024) Budget	\$3,465,179.94	
2024-2025 Projected Budgets	\$3,618,083.17	without a vote
	\$3,618,083.17	with a vote
FY24 Budget vs FY25 Budget	\$152,903.23	without a vote
	\$152,903.23	with a vote
FY25 Projected Expenditures	\$3,762,486.12	
<u>Preliminary Budget Shortfall/Surplus</u>	(\$144,402.95)	without a vote
	(\$144,402.95)	with a vote

Unknowns: Health Insurance, Spring Enrollment, Retirements/Staff Resignations, Kindergarten Enrollment, SRSA Grant, Title I Funding

Projections include: 7% Health Insurance increase for certified staff, 10% Health Insurance increase for classified staff, All Staff moved in Years of Experience, 1% increase to matrix for all Classified, 3% increase for all Classified Admin (no salary matrix), Certified & Certified Admin salary matrix increases

ESSER Funds Used - will need to be absorbed by the district in 3 years
ESSER III - 2.5 fte (\$117,000 HS) + 1.5 fte (\$81,000 Elem) + 1.0 fte Tech (\$58,000)
TOTAL ESSER: \$256,000

Teacher Incentive Program:

To qualify for additional quality ed payment, the teacher must be in first 3 years of teaching, the base salary must be at least 10x the quality educator payment and the base teacher pay must be at least 70% of the average teacher pay.

Neither FHS or Elem qualify in FY25

Quality Educator Payment FY25	\$3,566.00	
10x Quality Educator Payment FY25	\$35,660.00	
LPS Base Teacher Pay	\$35,269.00	less than \$35,660
Elem - 70% of average teacher pay FY25	\$36,042.00	higher than \$35,660, last year received approximately \$24,500
FHS - 70% of average teacher pay FY25	\$40,564.00	higher than \$35,660

OTHER NOTE: Additional ANB for Home School Students in Activities in FY23 will be added into FY25 budget: 4 at FHS and 3 at JHS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

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 December 2023 was not available at the time of posting.

STIP Elementary Bond Interest for November 2023 was \$64,322.32.

STIP Elementary Bond Interest for December 2023 was \$65,950.91.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

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:** Thom Peck

SUMMARY:

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

- ❖ 1st Semester Ends January 12 (1:30 Early Out) No School Monday, Jan. 15
- ❖ FHS Finals Feb. 9-11
- ❖ Calendar Committee – 1st meeting is Wed., January 17 – Thanks Zane & Mr. Friesen
- ❖ 2023 MHSA Annual Meeting – January 14-15, 2024 in Bozeman - PROPOSALS
- ❖ Winter Assessments
- ❖ Transformational Learning & MT Advanced Opportunity Annual Reports
- ❖ Principals Conference @ Butte, Sunday-Tuesday, January 21-23
- ❖ Staffing Update
- ❖ Playground Equipment Grants
- ❖ Home Athletic Games/Meets
 - FHS Basketball v. Miles City, Friday, January 12
 - Fergus Speech, Debate & Drama Invite – Saturday, January 13 - JUDGES
 - Girls Wrestling Tournament – Fri./Sat. January 19-20 (200+ Wrestlers)
 - Divisional S/D Tournament – January 19-20 @ Sidney
 - C/JV Basketball v. Belt – January 22
 - C/JV Basketball v. Roy-Winifred – January 23
 - FHS Basketball v. Sidney – January 26
 - STATE S/D Tournament – January 26-27 @ Columbia Falls
 - FFA Mechanics Competition – Saturday, January 27
 - FHS Winter Spirit Week – January 29 – February 3
 - WR Super Divisionals at Hardin – February 2-3
 - FHS Basketball v. Malta – February 3
 - STATE Wrestling in Billings, February 8-10
 - FHS Basketball v. Havre - February 9
 - FHS Basketball v. Glendive – February 10

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

14

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

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

Requested By: Superintendent 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

01/08/2024

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 December 11, 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, December 11, 2023

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon, Jennifer Pfau, Jason Fry, Adrienna DeCock and various others in person and via Google Meet.

OTHERS PRESENT:

Lewistown News Argus, Tony Houtz – Cushing Terrell, Alec Pinero – Sletten Construction and other interested parties, including via Google Meet.

2. PLEDGE OF ALLEGIANCE

3. Motion to Set Agenda – Approved Unanimously (Fulbright/Brady)

4. Recognition – Fergus High School Football Team and Coaches

Derek Lear, Head Football Coach, was not available for the meeting.

5. Recognition - Fergus High School Cheerleaders and Coaches

Jennifer Pfau, Head Cheer Coach, recognized her team for their season accomplishments.

6. Recognition – Jason Fry, Maintenance Director

Jason Fry was recognized for recently completing the Montana Facilities Director Apprenticeship Program.

7. Report—Student Representative

Juliana Kunau, Student Representative to the Board, reported on the happenings at Fergus High School.

8. Report – LEA

Luke Brandon, President of the Lewistown Education Association (LEA) did not have anything to report.

9. Report—Committees of the Board

The 7-12 Science Curriculum Committee met on November 15th requesting more investment into lab materials/resources than textbooks. Adding an Integrated Science Course was also discussed, along with the possible need for an additional Science teacher at the High School level in the future. The K-6 Science Curriculum Committee met on December 7th. The group reiterated the needs for materials over the need for textbooks.

The Building and Grounds Committee met on November 28th to discuss the plans for Highland Park.²⁶

10. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2024 School Election Calendar and advised them of the Trustee seats that will be up for election in 2024 – CJ Bailey and Zane Fulbright.
11. Report—Budget
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board information regarding the 2024 Budget.
12. Report—Investment
Interest earned and distributed for November was \$4,714.69 for the Elementary and \$5,178.78 for the High School for a total of \$9,893.47. STIP Interest earned on the Elementary Bond for November 2023 was not available at the time of posting.
13. Report—Superintendent
Superintendent Thom Peck reported that he is working with Stephen Schreibis, Glendive Superintendent, to create a virtual future teacher club. Mr. Peck provided information regarding a multi-district agreement for a possible statewide health insurance trust. The MHSA Cooperative Agreement with Hobson and More was presented to the Board. Mr. Peck shared information about a steering committee to discuss the special education savings account being housed with OPI. Mr. Peck shared an economic outlook of Fergus County meeting and shared information from that meeting. Administrator 20 day plans were also provided. Mr. Peck and Rebekah Rhoades met with the Provost of University of Providence regarding the use of the CMEC Building and the possibility of the school district relocating their Administrative building staff. The EOCM board is supportive of the change and the District will be reaching out to the Federal Government to obtain permission to use the building for that purpose, along with educational opportunities. A letter and the full original application will be presented to the Board at the January Board Meeting. Fall sport team GPA scores were reported. There will be 4 student teachers in the Spring. Representatives of the District will be attending the MSU Teacher Career Fair. Mr. Peck updated the Board on various events taking place in the District.

PUBLIC PARTICIPATION

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
There was no public participation.

ACTION ITEMS

MINUTES

15. Minutes of the November 13, 2023, Regular Board Meeting
– Approved unanimously (Brady/Carlson)

APPROVAL OF CLAIMS

16. Claims – Approved unanimously (Fulbright/Brady)
Claims Committee for October through December 2023 is Board Chair CJ Bailey, Whitney Brady, Zane Fulbright and Kris Birdwell. The new Claims Committee for January through March 2024 will be Board Chair CJ Bailey, John Carlson, Lisa Koch and Whitney Brady.

INDIVIDUAL ITEMS

17. Approve Design Plans for Highland Park Elementary School – Approved Unanimously (Hodge/Fulbright)
Tony Houtz presented the plans for Highland Park Elementary and answered questions from the Board.
18. Approve Certified Teacher Extended Leave Request for 2024-2025 – Approved Unanimously (Brady/Birdwell)
Trustee Carlson requested to know what will happen if the teacher chooses not to return to work. Mr. Peck responded that the teacher would have the right to resign, but could not be terminated.
19. Approve Addition of Bus Stop ~~at~~ 615 Terra Vista Way – Approved unanimously

- (Fulbright/Carlson)
20. Remove Policy 8136 – Rental of School Buses – Approved unanimously (Carlson/Fulbright)
 21. Consider Request to Transport Montana Special Olympics and Ag Tour per Policy 8132 – Approved unanimously (Fulbright/Hodge)
Approve the request to Transport Montana Special Olympics and Ag Tour per Policy 8132 – Approved Unanimously (Carlson/Hodge)
 22. Approve pre-approval for ESSER purchases over \$5,000 – Approved unanimously (Hodge/Brady)
 23. Approve Additions to the Substitute List for the 2023-2024 School Year – Approved (Brady/Carlson) Abstain - Fulbright
 24. Approve Personnel Report – Approved unanimously (Fulbright/Brady)

EXECUTIVE SESSION

25. Board Chair CJ Bailey called for an Executive Session at 7:56 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

ADJOURNMENT

The meeting was adjourned at 9:29 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, January 8, 2024, at the Lincoln Board Room.

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/08/2024

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 January 5, 2024, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2024 include: Board Chair CJ Bailey, John Carlson, Whitney Brady and Lisa Koch

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

01/08/2024

Agenda Item No.

17

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

ITEM TITLE: APPROVE FIRST READING OF BOARD POLICY 8132 – ACTIVITY TRIPS

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

SUMMARY:

The board needs to approve the first reading of Board Policy 8132 – Activity Trips. Information highlighted has been added to the policy.

SUGGESTED ACTION: Approve First Reading of Board Policy 8132 – Activity Trips

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 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.

In the event that the Board grants permission for a bus to be loaned or leased to a non-school group, the Bus Lease Agreement must be signed and agreed to by both parties. This agreement shall be in the form prepared by the District and shall include provisions governing proof of insurance coverage, compliance with applicable laws and District policies, adherence with conditions on use of the vehicle, and operation by a certified driver. Approval of the Agreement will be documented in Board meeting minutes and the Agreement shall be signed by the Board chair. Failure of the non-school group to honor the lease agreement may result in legal redress and prohibition on future use of District vehicles in addition to other means of enforcing the Agreement.

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

01/08/2024

Agenda Item No.

18

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

ITEM TITLE: APPROVE LETTER TO FEDERAL GOVERNMENT FOR MODIFICATION TO THE USE OF CENTRAL MONTANA EDUCATION CENTER BUILDING

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

SUMMARY:

The board is being requested to consider approval of the attached letter to the Federal Government for modification to the use of CMEC Building. In order to move forward with the process of looking into the possibility of moving the District Offices to the CMEC building, permission from the Federal Government must be obtained. This letter is not stating that the District will move the district offices, but will allow the district to start the process of collecting information on the feasibility, if approved. The original application for use of the CMEC Building is also attached for reference.

SUGGESTED ACTION: Approve Letter to Federal Government for Modification to the Use of CMEC Building

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

School District No. 1

215 7th Avenue South, Lewistown, Montana 59457

Superintendent/ Administration Office (406) 535-8777

"Excellence Today, Success Tomorrow"

January 9, 2024

To Whom It May Concern:

School District 1 of Fergus County (dba Lewistown Public Schools) is requesting consideration for the modification of the use of the Central Montana Education Center (former BLM Lewistown Field Office and MSU Northern) located at 773 and 779 Airport Road (formerly 80 Airport Road), Lewistown, Fergus County, Montana 59457.

Lewistown Public Schools will continue to be the primary provider of programs with the same mission to create workforce synergies by bringing together training opportunities, promoting alignment between school programs and employability skills, ensuring information is shared freely between all stakeholders of a robust and thriving workforce, and creating clear, shared expectations of employers and potential employees for a successful candidate pool for our area, now and into the future. In order to better execute this mission, approval of the following changes are requested.

The Lewistown Public Schools (LPS) requests to look into the possibility to relocate its district offices from the Lincoln Building to the Central Montana Education Center Building (CMEC), utilizing the downstairs of the building and portions of the upstairs for office and school district administrative work. Renovations will be required in order to provide the number of office spaces required to house the staff. As a result of the relocation, LPS will be able to sell the Lincoln Building allowing us to eliminate a financial burden on our district budget.

LPS will also work with a variety of statewide seminar and training providers to bring in professional development opportunities for educators. Additionally, LPS currently utilizes the building for our local high school EMT training, with the hope to expand offerings to our own and area students (Grades 7-12) in the future. The shop will be utilized for the Construction Academy if that program is able to return (current staffing issues have prevented this). Relocation of the administrative staff will allow for better coordination of the trainings being offered and the various entities utilizing the building/property, as well as providing consistent technology support for trainings held.

Educational Opportunities for Central Montana (EOCM) will work with post-secondary and community education advocates to utilize the upstairs training room and construction shop for any workforce trainings necessary for economic development and post-secondary education in our area. The EOCM Board has members representing workforce development organizations, such as Job Service, Snowy Mountain Development, Accelerate MT and other business members.

University of Providence will continue to utilize two classrooms and share the training room in the upstairs of the building for post-secondary training for medical careers. Delivering live hands-on skills education in our existing Medical Skills Lab with five simulated hospital rooms and simulation patients.

There are currently three entities that will no longer be utilizing the building. The local HRDC recently took over the Adult Basic Ed and HiSET programs. The Workforce Coordinator position, funded by the community, is no longer in existence due to changes after the coronavirus pandemic. However, as described above, the EOCM Board and LPS will be utilizing the building in the same manner going forward. The local Job Service is able and willing to relocate within the city of Lewistown to a more accessible location and has representation on the EOCM Board as well.

It is the intent of LPS to continue to utilize the building for educational purposes and believe that these changes will create better continuity and allow for better coordination and improved access to educational services, benefitting the community as a whole. That being said, there are several items that the district must consider. At this time, we are requesting your permission to look into this further, realizing that it may take time to vet the process. If the district deems that this vision is not possible, we plan to continue to operate as is.

Please let us know if you need any other information. We can be reached at 406-535-8777 x1116. Thank you for your time and consideration.

Sincerely,

Thom J. Peck
Superintendent

CJ Bailey
Board Chair

Rebekah Rhoades
Business Manager

**APPLICATION FOR PUBLIC BENEFIT ALLOWANCE ACQUISITION OF SURPLUS
FEDERAL REAL PROPERTY FOR EDUCATIONAL PURPOSES**

Public Law 81-152

12/7/2018 – Revised 6/19/19

(Date of Application)

1) **Identification of applicant**

- A.** Legal name, address, telephone and facsimile numbers, and email address of the applicant organization.

School District 1 of Fergus County
dba Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457

406-535-8777 (p)
406-535-7292 (f)

Rebekah Rhoades, Business Manager - rrhoades@lewistown.k12.mt.us
Thom Peck, Superintendent - thom.peck@lewistown.k12.mt.us
Phillip Koterba, Board Chair, Certifying Official - koterbap@lewistown.k12.mt.us

- B.** Authorized representative – Name and title of the individual who has been authorized by resolution of your governing authority in the exhibit attached to this application to negotiate and accept acquisition of the requested Federal real property at public benefit allowance discount.

EXHIBIT #1

Thom J. Peck, Superintendent

- C.** The applicant must be fully authorized under state statute or its operating charter to acquire and hold title to real property. Please cite and attach appropriate references confirming the specific authority of the applicant organization to acquire and hold title to real property.

EXHIBIT #2

Montana Code Annotated (MCA)
20-6-601
20-6-602
20-6-605
20-6-608

Private, non-profit organizations must additionally provide copies of the Internal Revenue Service's tax-exempt status determination letter.

EXHIBIT #3

See attached Form 637 (dated 10/16/1978) and IRS Letter 147C

- D.** Provide the applicant's Dun and Bradstreet Data Universal Numbering System (DUNS) number. This information is required to be disclosed because this is a form of federal financial assistance that is subject to the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282). If the applicant does not have a DUNS number, Dun and Bradstreet maintains a Web site with information on how to obtain a number at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=735D9C974C65C66AE E38AD278154DBDA>.

EXHIBIT #7

DUNS#: 096203104

2) **Description of property requested**

- A.** Describe the property that is the subject of this application including details as to the approximate acreage, identity of buildings or improvements located thereon, and any easements that may also be necessary. Specific Federal building numbers and/or names should be used when available to identify improvements. A surveyor's description of the boundaries of the requested property is NOT necessary at this time but may be required later. Plot maps may be furnished as exhibits to your application.

EXHIBIT #9

The former BLM Lewistown Field Office, and most recently, Montana State University-Northern satellite campus, located at 773 and 779 Airport Road (formerly 80 Airport Road), Lewistown, Fergus County, Montana 59457. The property consists of a 13,226 square foot classroom building, a warehouse/shop, a vehicle parking shed, and an eight stall garage situated on 3.6562 acres of land.

In Sept. 2016, Fergus County/Central Montana 9-1-1 Center changed address from 80 Airport Road to 773 Airport Road for the Classroom building and 779 for the shop building.

- B.** The application must certify that the proposed program of usage will comply with all state and local planning and zoning regulations and building codes after acquisition of title since the property will pass out of Federal ownership during the acquisition process.

The proposed program of usage will comply with all state and local planning and zoning regulations and building codes after acquisition of title.

- C. If related personal property is requested in conjunction with the real property, a detailed list of the requested personalty by item and number should be attached as an exhibit to your application together with a statement under this section confirming your desire to acquire the related personal property and agreement to utilize such property only upon the requested real property.

No personal property is being requested.

3) **Applicant's current facilities**

Please describe or summarize your present landholdings including the total acreage, location of different sites and number of buildings currently owned by your organization. Please identify any facilities that are leased to other organizations or not entirely used by your own organization.

Fergus High School

32.95 acres

Located at 1001 Casino Creek Drive, Lewistown MT 59457

1 classroom building and 1 small building used as football warming shelter

Lewistown Junior High School

1.918 acres

Located at 914 West Main Street, Lewistown, MT 59457

1 classroom building

Lewis & Clark Elementary

5 acres

Located at 212 Crystal Drive, Lewistown, MT 59457

1 classroom building

Highland Park Elementary

1.837 acres

Located at 1312 7th Avenue North, Lewistown, MT 59457

1 classroom building

Garfield Elementary

2.011 acres

Located at 415 East Boulevard, Lewistown, MT 59457

1 classroom building

Lincoln Building

2.066 acres

Located at 215 7th Avenue South, Lewistown, MT 59457

1 building used for Administrative Offices and the Central Kitchen

Portion of the building is leased to the Central Montana Learning Resources Coop

Bus Barn
8 acres
Located at 1216 Crowley Avenue, Lewistown MT 59457
1 building is main bus barn and 1 building is smaller garage

4) **Proposed program and plan of use**

- A.** Describe in narrative form your proposed program and plan for utilization of the requested property after acquisition of title. Your description should contain a clear, unambiguous commitment to utilize the requested property for specific educational purposes.

Lewistown Public Schools will be the primary provider of programs. The mission is to create workforce synergies by bringing together training opportunities, promoting alignment between school programs and employability skills, ensuring information is shared freely between all stakeholders of a robust and thriving workforce, and creating clear, shared expectations of employers and potential employees for a successful candidate pool for our area, now and into the future.

We will continue to offer a Construction Academy to prepare students for job-ready carpentry skills. Over the past eleven years, the participating area high school students have completed ten houses, as well as a variety of custom made projects.

An Adult Basic Education program will provide HiSET Options for high school students, and assist those who have left traditional education venues and need to take the HiSET exam to obtain their high school diploma. We will also assist adults (16 YOA and older) to brush up on academic skills needed to go onto post-secondary programs or job skills training. Examples of those skills would be workplace math, computer skills and writing. We would also assist them in exploring various occupations that interest them as well as the skills needed for employment in those areas.

A Workforce Development Coordinator, who would be located at the Education Center, will provide soft skills training to Pre-K and K-12 through adults, develop a myriad of workplace internships for high school students and adults, all with the goal of creating a more dynamic workforce for the development and growth we are experiencing in our area. Workshops and specific trainings would be developed to educate individuals in skill areas as specified by area employers. Examples of these skills would be welding and math measurements necessary for meeting manufacturing specifications.

A Memorandum of Understanding has been developed between Lewistown Public Schools and The University of Providence to provide post-secondary training for medical careers such as an Accelerated BSN Program, RN to BSN, Medical Assistant, Surgical Technician, Phlebotomy, Nurse Practitioner, and more. These are much needed trainings and degree programs for our area wherein there are fifteen medical facilities within 60 miles that need these types of employees. University of Providence teaches students online for the lecture or didactic component, but would deliver live hands-on skills education in our already existing Medical Skills Lab with five simulated hospital rooms and simulation patients. The University of Providence additionally aspires to

provide other post-secondary programs that are deemed important to meeting area employment needs.

We also hope to expand offerings to area students (Grades 7-12) with proposed STEM Camps, online science labs (Grades 7-12), EMT Training (HS Seniors), and more to inspire young people to pursue medical professions in the future.

Lewistown Public Schools will also work with a variety of statewide seminar and training providers to bring in professional development opportunities for educators, businesses and others, as well as any workforce trainings necessary for economic development in our area. Examples from previous workshops include Mining Safety, industry training for Waste Water Treatment Plant workers, asbestos training for Construction Contractors, and OSHA trainings for high school students as well as heavy construction workers.

The Montana Job Service, Lewistown Office, would like to utilize space in the Education Center to provide testing, training and placement of individuals as part of the overall workforce development strategy. They would contribute toward operating costs pertinent to use of that space to offset the Lewistown Public Schools overall operating expenses.

(Please note: Since the application will be referenced in your deed, your proposed program and plan will comprise a contractually-binding obligation to utilize the requested property solely and continuously for the purposes described under this section. Care should be taken to assure that all components of the proposed program and plan of use are feasible and will actually be delivered or your organization may be subject to compliance penalties later; including but not limited to reversion of title to the Federal government.)

- B.** Estimate the approximate number of staff and students who will actually participate in programs upon the requested property on a regular basis.

500 students served and 30 faculty/staff/presenters annually.

- C.** Explain how frequently the property will be utilized in the proposed program and plan of use.

K-12 Programs and Construction Academy: Monday-Friday, September-May
Adult Basic Education: Tuesday-Thursday, September-May
Post-Secondary Coursework: Monday-Friday, year around
Workforce Development Testing/Training/Placement: Monday-Friday, year around
Varied Trainings & Seminars, Monday-Friday, year around, as needed

D. Indicate the time that will be required to bring the property into full educational utilization. *(Please note: Federal regulations require that the property be placed into utilization in the proposed program and plan within twelve (12) months from the date of acquisition of title unless approval has been granted in the application for major construction or renovation. If major construction or renovation has been approved, Federal regulations provide the applicant thirty-six (36) months in which to place the property into utilization in the proposed program and plan.)*

1 month

E. Describe any buildings proposed for demolition.

Not applicable.

List the buildings and structures that will be required to implement your proposed program and plan and furnish the information indicated below in the manner illustrated in the following example:

<u>Bldg. #</u>	<u>Name/Description</u>	<u>Proposed Use</u>	<u>Date Use to Begin</u>	<u>Approximate Cost</u>
773	Classroom Building	Classes/Labs/Trainings	Within 1 mo.	\$30,000/year
779	Shop	Construction Academy	Immediate	\$3,000/year
Shed/ Garage	Shed/Garages	Storage Only	Immediate	\$0

(Also describe major capital improvement projects proposed in the foreseeable future if they are to be considered in approval of your application.)

F. Fully describe the proposed utilization of all land requested. If any land will be utilized for research or experimentation purposes, your response to this section must include description of the proposed research projects, the number of staff and students who will actually visit the property in the performance of such studies, and the frequency of visitations to the site.

The land will not be utilized for research or experimentation purposes.

The classroom building will be utilized for all coursework and trainings delivered in the multitude of spaces: a computer classroom, a nursing skills lab, a science classroom, and lecture classrooms.

The shop will continue to house the Construction Academy.

The storage shed and garages will be used for storage.

There are no plans currently for use of the vacant land, an empty lot on the south end of the property.

- G.** Sketches, floor plans, or plot maps may be attached as exhibits to clearly demonstrate how the requested property will be utilized or developed in your proposed program and plan.

EXHIBIT #4

- H.** Public benefit allowance regulations contain a formula which is utilized to rank competing applications and calculate the amount of discount to which your proposed program and plan is entitled. The following information must be provided to determine the discount applicable to your proposal:

- (1)** Is your organization accredited by any Federal, state or other oversight authority? If so, please identify the accrediting authority.

EXHIBIT #8

Yes, we are accredited by Montana Office of Public Instruction (OPI).

- (2)** Does your organization receive Federal financial assistance as the result of certain Federal activities upon the community (such as impact aid under Public Law 81-874)? Describe the sources of that assistance and the causes of the Federal impact.

No.

- (3)** Will the property be utilized for public service training for ROTC or other personnel training contracts for Federal or state governments?

No.

- (4)** Does the need for this property arise from a significant hardship such as fire, flood, disaster, condemnation or serious economic factors such as isolation or remote location?

No.

- (5)** Will the property be utilized to introduce new instructional programs, which cannot be provided with existing facilities; such as vocational education, physical education, libraries, or other programs?

Yes, we intend to continue to offer medical, manufacturing, construction, college coursework and professional trainings. We will additionally offer other programs necessary for economic development and workforce training in our area.

(6) Will the property be utilized to improve the health and welfare of students through such programs as cafeterias, clinics, infirmaries, bus loading shelters for students, or other activities which provide for the elimination of health or safety hazards?

No.

(7) Will the property *predominantly* be used for research purposes?

No.

(8) Is the property *primarily* being requested to develop, establish or improve facilities or programs for special education purposes or for the physically or mentally handicapped?

No.

5) **Proof of need**

A. Under this section, your application should fully explain why additional property is needed. Your response should address both the need for additional property as well as the need to add to your existing programs.

Currently, School District 1 of Fergus County dba Lewistown Public Schools, does not have any additional buildings that are vacant or that have additional space not in use. In fact, the School District is currently looking at running a bond election to expand the current school buildings owned by the District due to lack of space in current facilities. The School District has anywhere from 1150 to 1200 students in any given year and only 5 buildings equipped for educational purposes. The Bus Barn and additional garage houses transportation offices, 13 yellow buses and 5 cruiser buses and it is not constructed in a way that would allow it to be used for educational purposes. The Lincoln Building houses the Superintendent's Office, Business Office, Technology, Central Kitchen and the Central Montana Learning Resource Center, utilizing all available spaces.

In order to continue to offer the same programs that have been offered for the past 11 years, this property is essential. The additional property is set up to serve adult education needs and contains a nursing skills lab, science lab, computer classroom and lecture halls. We intend to continue to offer medical, manufacturing, construction, college coursework and professional trainings. We will additionally offer other programs necessary for economic development and workforce training in our area.

- B.** Describe any inadequacies in your existing facilities that may limit your ability to provide necessary services or comply with minimum standards for funding, accreditation, licensing or Federal, state and local laws.

None.

- C.** Specific data should be provided to demonstrate the inadequacy of existing facilities including such information as the maximum enrollment which can be accommodated in present facilities under state standards without double or night sessions, or the number of students who cannot be accepted because of inadequate facilities. Please provide such data for the past three years.

Currently, School District 1 of Fergus County dba Lewistown Public Schools, does not have any additional buildings that are vacant or that have additional space not in use. In fact, the School District is currently looking at running a bond election to expand the current school buildings owned by the District due to lack of space in current facilities. The School District has anywhere from 1150 to 1200 students in any given year and only 5 buildings equipped for educational purposes. The Bus Barn and additional garage houses transportation offices, 13 yellow buses and 5 cruiser buses and it is not constructed in a way that would allow it to be used for educational purposes. The Lincoln Building houses the Superintendent's Office, Business Office, Technology, Central Kitchen and the Central Montana Learning Resource Center, utilizing all available spaces.

- D.** Federal regulations require that your application only request so much property as is immediately needed and can be placed into utilization within the time limits described under section 4.D. Full justification should be provided to demonstrate your need for all land requested.

This property has been utilized for exactly the same stated purpose over the last 11 years. The grantee was a different education provider (Montana State University – Northern) who has now relinquished the property back to the Federal Government. We will continue with the same plan and programs as have been delivered in the past. We are requesting to be the new grantee and primary education provider of the property.

- E.** Explain why the requested property is deemed to be particularly suitable for your proposed program and plan. Indicate whether other property is owned by your organization, which could meet the same needs described above.

We have been providing the same type of educational programming in this facility for the past 11 years, but under the former Grantee, MSU-Northern. When the property was received for use in this capacity in 2006, our local community raised \$625,000 and received a \$500,000 HUD Grant to completely renovate the property into the classroom facility and Construction Academy. It has been well maintained over the years and is extremely suitable for the continuation of offering a variety of educational programs and workforce trainings under the new proposed Grantee, Lewistown Public Schools.

6) **Financial information demonstrating the ability to implement the proposed program**

- A.** Estimate the total cost required to initially renovate or prepare the property for your proposed program and plan and the amount required thereafter to operate and maintain the property on an annual basis.

No renovations required. The estimated amount to operate and maintain the property on an annual basis is \$33,000.

- B.** Before applications for surplus Federal property can be approved, Federal regulations require that applicants demonstrate that they have the necessary funding to carry out their proposed program and plan or have the ability to obtain such funds. Explain where the funding will be obtained to implement your approved program and plan. Copies of your most recent balance sheets and income statements should be attached as exhibits to the application.

EXHIBIT #5

The Construction Academy program will be responsible for expenses related to the shop building (see attached Page 7 – June 30, 2018 Reconciliation). The School District will also be responsible for maintenance on the other buildings on the property.

University of Providence will provide the post-secondary programs and be responsible for their use of the classroom building expenses under a Memorandum of Understanding with Lewistown Public Schools (see attached MOU).

- C.** If funding is to be obtained in part through bonds or loans, a letter of commitment should be provided from the prospective financing sources confirming that they are prepared to lend the sums needed.

Not applicable.

(Please note: Mortgage financing or the granting of rights in the requested property to secure repayment of bonds or loans must be separately authorized after acquisition of title by special agreement.)

- D.** Please identify any income or revenues, which may be received or generated as a result of your proposed program and plan.

No income or revenues will be received or generated.

7) **Period of use**

School District 1 of Fergus County certifies that the requested property is needed at the time of the application for the educational purposes described in its proposed program and plan and will be utilized for such purposes for a period of thirty (30) years. (The applicant

may not modify its proposed program and plan during the thirty-year period without the prior written consent of the United States Department of Education.)

8) **Assurance of compliance with nondiscrimination requirements**

School District 1 of Fergus County states and agrees that it will not discriminate because of race, color, religion, sex, disability, age or national origin in the use of the property, in keeping with Section 606 of the Federal Property and Administrative Services Act of 1949, Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and section 844 of the Education Amendments of 1974 (P.L. 93-380) (in relation to education), and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), Title II of the Americans with Disabilities Act of 1990, and the Department's Regulations issued pursuant to such Acts (34 CFR Parts 12, 80, 84, 86, 100, 104, and 106).

9) **Insurance provision**

If there are any buildings, structures, or improvements located upon the requested property which will be utilized in the proposed program and plan, the applicant shall protect the residual financial interest of the United States of America by insurance and must state the following:

"School District 1 of Fergus County agrees, for itself, its successors and assigns, that if any conveyed improvements are insured against loss, damage, or destruction and if such loss, damage or destruction should occur during the period the grantee holds title to the requested property while under the period of restricted usage specified in the deed of transfer, said insurance and all moneys received therefrom by the Grantee, its successors or assigns shall be held in trust by the Grantee, its successor or assigns, and shall be promptly utilized by the Grantee for the purpose of repairing such improvements and restoring the same to their former condition and use, or for the purpose of replacing said improvements with equivalent or more suitable facilities; or, if not so used, shall be paid over to the Treasurer of the United States in an amount equal to the unamortized public benefit allowance of the buildings, structures, or improvements lost, damaged or destroyed."

10) **Environmental analysis**

Public benefit allowance transfers of Federal real property are subject to the requirements of the National Environmental Policy Act of 1969 (P.L. 91-190) and related environmental acts. Please analyze the environmental impact of your proposed program and plan by answering the questions in the enclosed Environmental Questionnaire. Identify the Environmental Questionnaire and your responses as an exhibit to your application and provide the exhibit number here.

EXHIBIT B – ENVIRONMENTAL QUESTIONNAIRE

EXHIBIT A – MAP ADDRESSING #2 OF ENVIRONMENTAL QUESTIONNAIRE

11) Protection and maintenance of the property

School District 1 of Fergus County states and agrees for itself, its successors and assigns, that in the event Grantor exercises its option to revert all right, title and interest in the requested property to the Grantor, or the Grantee voluntarily returns title to the requested property in lieu of reverter, then the Grantee shall provide protection to and maintenance of the requested property at all times until such as the title is actually reverted and returned to and accepted by the Grantor. Such protection and maintenance shall, at a minimum, conform to the standards prescribed by the General Services Administration in Appendix A of the "GSA Customer Guide to Real Property Disposal" as referenced at 41 CFR 102-75.965, a copy of which is summarized and attached to the application and labeled as an exhibit to said application.

EXHIBIT #6

12) Exhibits

School District 1 of Fergus County lists and identifies all exhibits under this section and state that the exhibits are a part of this application. Please attach this application as one of the exhibits to your application to fully explain the questions that are being answered under each section.

- EXHIBIT #1 – RESOLUTION
- EXHIBIT #2 - LEGAL CITATION TO ACQUIRE AND HOLD TITLE TO REAL PROPERTY
- EXHIBIT #3 - INTERNAL REVENUE SERVICE TAX-EXEMPT STATUS DETERMINATION LETTER
- EXHIBIT #4 - SKETCHES, FLOOR PLANS OR PLOT MAP
- EXHIBIT #5 - FINANCIAL STATEMENTS - ELEMENTARY TRUSTEE REPORT 2017-18
- EXHIBIT #5 - FINANCIAL STATEMENTS - HIGH SCHOOL TRUSTEE REPORT 2017-18
- EXHIBIT #5 - FINANCIAL STATEMENTS - JUNE 30, 2018 RECONCILIATION
- EXHIBIT #5 - FINANCIAL STATEMENTS - MEMORANDUM OF UNDERSTANDING
- EXHIBIT #6 - APPENDIX A TO THE GSA CUSTOMER GUIDE TO REAL PROPERTY DISPOSAL
- EXHIBIT #7 - NON-PROCUREMENT DEBARMENT AND SUSPENSION
- EXHIBIT #8 - ACCREDITATION
- EXHIBIT #9 - IMPROVEMENTS
- EXHIBIT A - MAP ADDRESSING #2 OF ENVIRONMENTAL QUESTIONNAIRE
- EXHIBIT B - ENVIRONMENTAL QUESTIONNAIRE
- EXHIBIT C – APPLICATION (UNFILLED)

13) **Certification of signing official**

"I certify by signature hereto, that I am duly authorized by the Governing body of this organization or institution to act on behalf of the governing body to do any and all things necessary to acquire the Federal surplus real property identified and requested herein, including the preparation of this application and payment of such sums as may be necessary toward the purchase price of the requested property, and that all information given herein, and in exhibits hereto, are true and correct to the best of my knowledge."

By: Phillip Koterba

Title: Board Chair

Date: December 7, 2018

K:\FRPA\FRPA Forms\Application.doc

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

19

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

ITEM TITLE: APPROVE SUPERINTENDENT CONTRACT

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

SUMMARY:

The Board of Trustees needs to approve the Superintendent Contract. Attached is a copy of the Superintendent's contract for 2023-2024 for reference.

No Salary Increase

SUGGESTED ACTION: Approve Superintendent Contract

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						

SUPERINTENDENT EMPLOYMENT CONTRACT LEWISTOWN SCHOOL DISTRICT

THIS AGREEMENT, is made and entered into by and between the Board of Trustees (the “Board”) of Lewistown School District (the “District”) and Thom Peck (the “Superintendent”).

1. **Term.** The Board, by and on behalf of the District, employs the Superintendent, and the Superintendent accepts employment as District Superintendent for the District for a term of one year from July 1, 2023, to June 30, 2024.

2. **Record of Authorization for Contract.** This contract was approved by the Board at a properly noticed regular board meeting dated February 13, 2023. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.

3. **Renewal.** This Contract, together with the salary agreed to herein, shall be reviewed on or before February 1 in the final year of the contract for consideration of renewal for an additional term of 1 or 2 years, at which time the Board shall make a determination to extend or not to extend the Contract. Should this Contract be renewed by the Board, the salary as stated herein shall be determined in accordance with section 8.

4. **Duties.** The Superintendent is the chief executive officer of the District and shall perform the duties of District Superintendent for the District as prescribed in the job description and as may be assigned by the Board. The Superintendent shall comply with legal Board directives, § 20-4-402, MCA, and other applicable state and federal law, District policies as they exist or may hereafter be adopted or amended, which are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent shall perform the duties of the Superintendent of schools for the District with reasonable care, skill, and expertise, and in a thorough, prompt, and efficient manner. The Superintendent agrees to devote his time and energy to the performance of these duties in a competent manner.

5. **Professional Activities.** The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organization. “Appropriate” and “reasonable” shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board. The Board encourages the Superintendent to attend at least one, but not limited to one, national conference through the duration of this contract.

6. Professional Certification and Records. This Agreement is conditioned on the Superintendent's providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any material misrepresentation may be grounds for dismissal. The term "material" as used herein means any misrepresentation other than minor or insignificant deviation(s) that would not have a bearing on the veracity of the Superintendent or the decision of Board to extend an offer of employment to the Superintendent.

7. Reassignment. The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as including the assignment of additional administrative duties as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of this Agreement, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

8. Compensation. For fiscal year 2023-2024, the Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred Sixteen Thousand Three Hundred Dollars and no cents (\$120,000.00), paid in equal bi-monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a Two Hundred and Sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Sixty-One Dollars and fifty-four cents (\$461.54)

9. Salary Adjustment. The Board shall review the Superintendent's salary on an annual basis in conjunction with the evaluation of performance referenced in section 10, and in its discretion increase the salary.

10. Evaluation. The Board shall evaluate and assess in writing the performance of the Superintendent at least once each school year, prior to January 31.

11. Holidays. The Superintendent is entitled to days off with pay on those holidays specified in section 20-1-305, MCA, subject to the provisions of that section.

12. Vacation Leave and Accrual. The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the Clerk in advance of use of vacation leave or any absences from the District up to five (5) days. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond five (5) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Agreement.

13. Personal Leave. The Superintendent shall be entitled to five (5) days of personal leave per Contract year.

The personal leave days shall not accumulate or carryover, nor shall they be subject to cash payout upon retirement, resignation, or Contract termination.

14. Sick Leave and Accrual. The Superintendent is entitled to the sick leave benefits under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the clerk in advance of use of sick leave, if practical, from the District up to five (5) days. The Superintendent shall inform the board chair in advance of use of sick leave, if practical, from the District beyond five (5) days. The Superintendent shall promptly report all absences due to sick leave to the clerk.

15. Professional Dues. The Board shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM Region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships as approved by the Board.

16. Travel Reimbursement. The Board shall reimburse the Superintendent for use of his automobile in conducting business on behalf of the District in accordance with section 2-18-503, MCA.

17. Medical Insurance. The District will pay the full premium for a family medical/dental insurance program equivalent to the District's insurance program currently in effect.

If dental insurance and a high deductible health insurance plan is elected, the difference in the premium value of the lowest deductible major medical insurance and dental insurance chosen, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

If a high deductible health insurance plan and no dental insurance is elected, the difference in the plan value of the lowest deductible major medical insurance and dental insurance, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

The School District Clerk will maintain a spreadsheet with the latest premiums and rates. This spreadsheet is available for review upon request.

18. Consultation Activities. The Superintendent shall be permitted to undertake writing, teaching, speaking engagements and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.

19. Professional Liability. The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in section 2-9-305, MCA.

20. Termination by Mutual Agreement. This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing upon such terms and conditions as may be mutually agreed.

21. Retirement, Death, Disability. This Agreement shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as a superintendent or other administrator in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this agreement may be terminated.

22. Dismissal for Cause. The Board may dismiss the Superintendent during the term of this Contract for good cause following a hearing before the Board. The Superintendent is entitled to all protections governing dismissal proceedings granted by Montana and federal law. The costs of any legal representation secured by the Superintendent for counsel during dismissal proceedings shall be paid by the Superintendent.

23. Controlling Law. This Contract will be governed by the laws of the state of Montana.

24. Complete Agreement. This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

25. Savings Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

26. Successors and Assigns. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

27. Notices. All notices, consents, request, instructions approvals or other communications provided for herein shall be in writing and delivered by personal delivery or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

28. Acceptance. This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the 28th day of February 2023.

LEWISTOWN SCHOOL DISTRICT

BOARD OF TRUSTEES CHAIR

DATE

DISTRICT SUPERINTENDENT

DATE

DISTRICT CLERK

DATE

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/08/2024

Agenda Item No.

20

- 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

- Keeley Bibler
- Catherine (Catie) Cavill – Student Teacher
- Colby Burns – Student Teacher
- Jessica Tracy – Student Teacher
- Cassidy Green – Student Teacher

Parent/Volunteer – Jr. High Ski Club

- Eric Vanderbeek
- Ann Peterson

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

01/08/2024

Agenda Item No.

21

- 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 January 8, 2024

<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>
BIGLEN, Shelly	First Cook/Baker	Central Kitchen	Accept Letter of Resignation	1/2/2024	Amie Friesen	See Attached Letter
CHACON, Harrison (Cody)	Assistant Football Coach	Fergus High School	Approve appointment - COOP ASSISTANT FOOTBALL COACH, \$2,000.00 stipend	8/15/23 - 11/15/2023	Paul Bartos	New Position (to be paid for by Grass Range Schools)
CLARK, Bradley	Custodian	Garfield Elementary School	Approve appointment on schedule - MAINTENANCE II - Step 4 for up to 8 hours per day for up to 119 days	1/15/2024	Jason Fry	Replacing Chris Stansberry
FISK, Shannon	Teacher	Fergus High School	Accept Letter of Resignation	6/30/2024	Matt Lewis	See Attached Letter
HASSAN, Fazal	Teacher	Fergus High School	Accept Letter of Resignation	1/12/2024	Matt Lewis	See Attached Letter
PICHLER, Taylor	Paraprofessional	Fergus High School	Accept Letter of Resignation	12/14/2023	Matt Lewis	See Attached Letter
RECOMMENDATIONS FOR FALL ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended - Fall 2024	8/1/2024	Paul Bartos	See Attached List
SCREETON, Lisa	Assistant Student Government Advisor	Fergus High School	Approve appointment ASSISTANT STUDENT GOVERNMENT ADVISOR \$35,269.00 X 0.023 - \$811.19 for the 2023-2024 school year	8/23/2023	Paul Bartos	
STANSBERRY, Cheryl	Food Server/Kitchen Aide	Garfield Elementary School	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE - Step 0 for up to 3.5 hours per day for up to 17 hours per week	1/9/2024	Amie Friesen	Revised Contract (previously 2.5 hours per day)
STANSBERRY, Chris	Custodian	Garfield Elementary School	Accept Letter of Resignation	1/5/2024	Jason Fry	Verbal Resignation
YARGER, Amanda	High Needs Paraprofessional	Lewistown Jr. High School	PARA EDUCATOR - HIGH NEEDS Step 0 for up to 7.5 hours per day for up to 97 days	1/8/2024	Jeff Friesen	Replacing Cynthia Battrick-Silva

**FERGUS HIGH SCHOOL
STUDENT ACTIVITIES
CONTRACT RECOMMENDATIONS
2024-2025**

Activity	Name	Position	Index	Stipend
CROSS COUNTRY -- B/G	Susan Flentie	Head Coach	0.125	\$ 4,452.75
FOOTBALL	Derek Lear	Head Coach	0.145	\$ 5,165.19
GOLF	Sherry Briedenbach	Head Coach	0.090	\$ 3,205.98
VOLLEYBALL	Adrienna DeCock	Head Coach	0.145	\$ 5,165.19

To Amie Food Service Director;

Dec 8 2023

I have accepted another position at MMH NCC

I have very much enjoyed working at the Central

Kitchen and in other areas as well. I will miss

you and the staff ~~is~~ very much but know

they will be capable of replacing me. It is

a great place to work and I appreciate

you giving me the opportunity to work here!

With great sadness my last day will

be January 2nd 2024. Thank you for your

support Amie!

Head Baker

Shelly Biglen

Shannon Fisk
906 West Montana St.
Lewistwon, MT 59457
(406)750-2557
shannonplovanic@yahoo.com

December 22, 2023

Dear Lewistwon Public Schools:

I am writing to inform you of my intention to resign from my position as Special Education Teacher at Fergus High School, effective the end of the 2023-2024 school year.

I will be moving to Williston, North Dakota to be with my husband and will be looking for a teaching position with the Williston Public School District.

I appreciate the opportunities you gave me during my time at Fergus High School. Please let me know what assistance I can offer as I transition out of my current role during the remainder of the school year. I hope we can stay in touch going forward.

Thank you,

Shannon Fisk

I, Fazal Hassan, hereby resign my position of Social Studies teacher at Fergus High School effective January 12th at 1:30 p.m.

1-12-2014

Fazal Hassan

December 14, 2023

To whom it may concern,

It saddens me to have to write this and turn it in but this is my formal resignation. I will be resigning as of December 14, 2023. I am very thankful for the opportunity that you have provided me with being a part of the wonderful team and company and the time here has made me grow as a person. I greatly appreciate you all as a team and hope to return one day.

I want to thank you for your patience and understanding and hope that you all remain well and that you know how much I appreciated this position.

Sincerely,

Taylor Pichler

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						






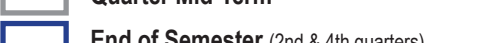







JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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)

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)	First Semester 88 days				Second Semester 91 days					
	FIRST QUARTER DAYS				THIRD QUARTER DAYS					
	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
				45					47	
SECOND QUARTER DAYS				FOURTH QUARTER DAYS						
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	
				43					44	
Total Days 179										

PUPIL INSTRUCTION-RELATED DAYS (PIR)	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 & 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>
		8.0	

HOLIDAYS & VACATIONS	<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)		

