

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, JANUARY 15, 2024**

**SPECIAL BOARD MEETING**

Meeting ID

[meet.google.com/qgo-ivcc-ntc](https://meet.google.com/qgo-ivcc-ntc)

Phone Numbers

(US)+1 [937-506-6310](tel:937-506-6310)

PIN: 662 360 723#

**CALL TO ORDER (5:00 P.M.)**

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

**DISCUSSION**

4. Consideration of Next Steps in the Process to Hire New Superintendent of Lewistown Public Schools

**ACTION ITEM**

5. Approve Additions to the Substitute List for the 2023-2024 School Year
6. Approve Personnel Report

**ADJOURNMENT**

## PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/26/2023

Agenda Item No.

3

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

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

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

SUMMARY:

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

SUGGESTED ACTION:

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

NOTES

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/26/2023

**Agenda Item No.**

4

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

**ITEM TITLE:** CONSIDERATION OF NEXT STEPS TO FOLLOW IN THE PROCESS TO HIRE NEW SUPERINTENDENT OF LEWISTOWN PUBLIC SCHOOLS

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

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**SUMMARY:**

The Board will discuss and make consideration of the next steps to follow in the process to hire a new **Superintendent of Lewistown Public Schools.**

**SUGGESTED ACTION:**

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

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NOTES

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/26/2023

**Agenda Item No.**

5

- 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 substitute list for the 2023-2024 School Year.

Substitute Teacher  
Stephanie Olson – Student Teacher  
James Vallincourt  
Britney Wirtz

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

**Additional Information Attached**

**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**

09/26/2023

**Agenda Item No.**

6

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday January 15, 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>
<b>HUSTON, Steven</b>	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule - PARA EDUCATOR HIGH NEEDS Step 0 for up to 7.5 hours per day for up to 88 days.	1/16/2024	Matthew Ventresca	Replacing Bradley Clark

# 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> PIR November 2nd <i>No school November 2nd-3rd</i>
March 25-27	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>
May 13	PIR Day

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

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

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

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

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

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