

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 18, 2024

REGULAR BOARD MEETING
PAGE 1

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

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

PIN: 421 669 826#

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of Fergus High School Sapphire Choir and Director
5. Report – Student Representative
6. Report—LEA
7. Report—Report—Committees of the Board

SUPERINTENDENT'S REPORT

8. Report—Election Information
9. Report—Budget Update
10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the February 12, 2024, Regular Board Meeting
Minutes of the February 20, 2024 Special Board Meeting
Minutes of the February 27, 2024 Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 18, 2024

REGULAR BOARD MEETING

-CONTINUED PAGE 2-

INDIVIDUAL ITEMS

15. Approve 2024-2026 Superintendent Contract for Brad Moore
16. Approve Inter-local Agreement between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative
17. Approve Second Reading of Policy 3141 – Discretionary Nonresident Student Attendance
18. Approve First Reading of Policy 1420 – School Board Meeting Procedure
19. Approve First Reading of Policy 1420F – Notice of Public Comment
20. Approve Issuing Contracts for the Certified Administrators for the 2024-2025 School Year
21. Approve Issuing Contracts for Certified Staff for the 2024-2025 School Year.
22. Approve Multi-District Agreement for Technology Services
23. Set Elementary District Number One Levy Amount
24. Set High School District Number One Levy Amount
25. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2025
26. Approve 2024-2025 School Calendar
27. Approve Certification for Indirect Cost Rates for FY 2024-2025
28. Approve Additions to the Substitute List for the 2023-2024 School Year
29. 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

03/11//2024

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL SAPPHIRE CHOIR AND DIRECTOR, RACHAEL GRENSTEN

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

The Fergus High School Sapphire Choir and Director, Rachael Grensten, will be recognized. The choir will perform the Star Spangled Banner for the Board of Trustees.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Maggie Fulbright

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

6

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

7

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

ITEM TITLE: REPORT---COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2023-2024 School Year.

SUGGESTED ACTION: Informational

Additional Information Attached

**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 PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

8

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

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

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

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**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:

Logan Smith
Eric VanderBeek
Spencer Walsh

**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	9.37	
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	

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). <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
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

9

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

ITEM TITLE: REPORT—BUDGET UPDATE

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2024-2025 General Fund Budgets.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**2024-2025 PRELIMINARY BUDGET PROJECTIONS
As of 3/14/2024**

ELEMENTARY

Current Year (2023-2024) Budget	\$7,216,778.62	
2024-2025 Projected Budgets	\$7,246,124.88	without a vote (98% of allowed budget)
	\$7,361,552.52	with a vote (\$115,427 levy; 100% of allowed budget)
FY24 Budget vs FY25 Budget	\$29,346.26	higher without a vote
	\$144,773.90	higher with a vote
FY25 Projected Expenditures	\$7,420,157.90	
<u>Preliminary</u> Budget Shortfall/Surplus	(\$174,033.02)	without a vote
	(\$58,605.38)	with a vote
Significant Elementary Changes:	decrease of 19 ANB (average enrollment decreased by 36) 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	\$3,523,028.86	without a vote
	\$3,523,028.86	with a vote
FY24 Budget vs FY25 Budget	\$57,848.92	without a vote
	\$57,848.92	with a vote
FY25 Projected Expenditures	\$3,627,837.29	
<u>Preliminary</u> Budget Shortfall/Surplus	(\$104,808.43)	without a vote
	(\$104,808.43)	with a vote

Unknowns: Health Insurance, Retirements/Staff Resignations and Replacements, Kindergarten Enrollment, Early Literacy Program Enrollment, SRSA Grant, Title I Funding

Projections include: Spring Enrollment, 7% Health Insurance increase for certified staff, 10% Health Insurance increase for classified staff, All Staff moved in Years of Experience, % increase to matrix for all Classified, % increase for all Classified Admin (no salary matrix), negotiated salary matrix increase for Certified, Certified Admin salary matrix increase, .5 fte additional custodial staffing at Lewis & Clark, reorganization of High Needs Classrooms in Elementary, elimination of curriculum budget in Elementary and FHS (will use interlocal fund for Science 2024-2025), reduction of 1 budgeted para position at FHS, use of additional School Foods funds to pay food

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 FY2!	\$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

03/18/2024

Agenda Item No.

10

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 for February 2024 is as follows:

Elementary	\$10,114.61
<u>High School</u>	<u>\$8,267.02</u>
Total	\$18,381.63

Elementary Bond STIP Interest for February 2024 is as follows:
\$55,100.78

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

11

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

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- ❖ Staffing Update – FHS Hired – Ag, English, Title I, World History, and Science NEED – Broadfield Science, Special Ed, Health/PE, Kindergarten, CARES and 8th Grade Math Plus Activities Secretary at FHS
- ❖ Parent/Teacher Conferences – GAR, HP & LJH March 26th(4-7 pm); FHS and L&C (Plus Book Fair) on April 3 (4-7 pm)
- ❖ MSU Teacher Career Fair, May 9
- ❖ State Class 'A' Basketball Tournament Review
- ❖ MASS/META Spring Conference March 10-12 in Helena Review
- ❖ BPA and FCCLA State Leadership Review
- ❖ Cheerfest Review (25 Teams plus Colleges/Universities)
- ❖ Montana Counselors Conference @ Missoula, April 11-12
- ❖ LJH Band & Choir, March 14th @ 7 p.m. Garfield Music Program, March 19 @ 6 p.m. and FHS Band & Choir, March 21st @ 7pm; HP 2nd grade Program, April 4 (6 pm) 3rd Grade (7 pm)
- ❖ End of 3rd Quarter – March 22
- ❖ FFA State Convention @ Billings, April 4-6
- ❖ FHS Prom April 6 & Coronation – April 3
- ❖ SBAC Testing Season
- ❖ FHS Spring Sports Numbers – Track = 42; Tennis – 40 and Softball = 22
- ❖ NO SCHOOL – March 28, 29, and April 1st
- ❖ Home Athletic Games/Meets:
 - 1st Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball), March 11th and LJH Track begin March 18
 - FHS Softball v. Conrad 3/5 m

SUGGESTED ACTION: Informational

Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

12

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

13

- 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 February 12, 2024, Regular Board Meeting
- Minutes of the February 20, 2024 Special Board Meeting
- Minutes of the February 27, 2024 Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached

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

215 Seventh Avenue South

Lewistown, Montana 59457

MONDAY, February 12, 2024

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, John Carlson, Kevin Hodge

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon – LEA, Lisa Screeton, Lee Stahl and other interested parties.

OTHERS PRESENT:

Lewistown News Argus and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Carlson)

4. Recognition – Fergus High School Speech and Debate Team and Coaches

Lee Stahl and Lisa Screeton, Speech and Drama Coaches, recognized their team for accomplishments this season.

5. Discussion – Bond Update

Superintendent Peck shared an update on the progress of the bond provided by Shane Swandal with Hulteng Inc.

6. Report—Student Representative

Maggie Fulbright, Student Representative to the Board, was not at the meeting, but provided a written report on upcoming activities at Fergus High School.

7. Report – LEA

Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization. He reported that the statewide Health Insurance Meeting took place and he left with positive feeling. The next step will be to create a Board for the Insurance Committee.

8. Report—Committees of the Board

K-6 Science Curriculum Meeting met on February 1, 2024 and listened to a presentation on a supplemental curriculum. Samples will be obtained for review. Ongoing meetings K-6 and 9-12 will be taking place.

Calendar Committee Meetings were held on 1/29 and 2/5. The calendars were originally reduced to four and then in the most recent meeting two options were presented to the staff for vote. The final calendar will be approved by the Board at the March Board Meeting.

9. Report – 2022-2023 Audit
Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2022-2023. There were no findings to report. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.
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 Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2024-2025 school year.
12. Report—Investment
Interest earned and distributed for January was \$19,982.91 in the High School and \$16,066.25 in the Elementary, for a total of \$36,049.16.

Elementary Bond STIP Interest earned for January 2023 was not available to report and will be shared at the March Meeting.
13. Report—Superintendent
Superintendent Thom Peck updated the Board on the Spring enrollment numbers. Mr. Peck shared the two calendars being considered by the Calendar Committee. Proposals from the MHS Annual Meeting were reviewed. Mr. Peck reported that the Early Literacy Program Policy should be ready to review in April once the Board of Public Education finalizes the program requirements. Discussion regarding the Early Literacy Program ensued. Mr. Peck spoke briefly about the upcoming requirement for Board Meetings to be recorded effective 7/1/2024. Advanced Opportunity and Transformational Learning Grants have both been renewed for another year. Mr. Peck explained the new Accreditation process and the needs assessment survey that was sent out recently. Whitney Brady and Kevin Hodge will serve on the graduate profile committee related to the new Accreditation process. An update on the possibility of the Lincoln Building staff to move to the CMEC Building was provided. No information has been received from the Federal Government at this time. The Board was updated on various dates and events upcoming in the District. Mr. Peck shared the possibility of the creation of a charter school within Lewistown Public Schools to obtain additional state base aide funding.

PUBLIC PARTICIPATION

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Heather Gueths requested that the District get better microphones for their sound system.

Logan Smith shared that he is in the process of beginning to offering technology classes to students through the Boys and Girls Club and other community organizations. He requested that the school collaborate with him in this endeavor.

ACTION ITEMS MINUTES

15. Minutes of the January 8, 2024, Regular Board Meeting
Minutes of the January 15, 2024, Special Board Meeting
– Approved unanimously (Fulbright/Brady)

APPROVAL OF CLAIMS

16. Claims to include an additional claim payable to JBI – Approved unanimously (Carlson/Brady)
Claims Committee for January through March 2024 will be Board Chair CJ Bailey, John Carlson, Whitney Brady and²³ Lisa Koch.

INDIVIDUAL ITEMS

17. Approve First Reading of Policy 3141 – Discretionary Nonresident Student Attendance – Approved unanimously (Hodge/Birdwell)
 18. Approve Building Use Agreement with the Rural Employment Opportunities – Approved unanimously (Brady/Hodge)
 19. Approve Bid for Partial Garfield Roof Replacement to Perfect 10 Roofing – Approved unanimously (Fulbright/Brady)
 20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – Approved unanimously (Fulbright/Carlson)
 21. Approve First Semester Claims for Individual Contract Bus Reimbursement – Approved unanimously (Birdwell/Fulbright)
 22. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved unanimously (Fulbright/Carlson)
 23. Approve Trustee Resolution Calling for a Lewistown Elementary Schools Election – Approved unanimously (Fulbright/Hodge)
 24. Approve Trustee Resolution Calling for a Fergus High School Election – Approved unanimously (Carlson/Hodge)
 25. Approve Destruction of Records – Approved unanimously (Hodge/Fulbright)
 26. Approve Additions to the Substitute List for the 2023-2024 School Year – Approved unanimously (Brady/Fulbright)
 27. Approve Personnel Report – Approved (Carlson/Hodge) Abstain – Brady
Discussion regarding the resignation by Lisa Screeton ensued as it is believed that the teacher misunderstood the transfer process and did not intend to resign. Mr. Peck’s understanding is that if Ms. Screeton does not get the World History position, she plans to resign from the District.
- Move to remove Lisa Screeton’s resignation from the Personnel Report – Approved unanimously (Fulbright/Koch)

ADJOURNMENT

The meeting was adjourned at 8:09 p.m (Birdwell). The next regular meeting will be held at 6:00 p.m. on Monday, March 11, 2024, at the Lincoln Board Room.

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, February 20, 2024

SPECIAL BOARD MEETING

CALL TO ORDER (4:00 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Danny Wirtzberger

OTHERS PRESENT:

Elizabeth Kaleva – Kaleva Law

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

There was no public comment.

EXECUTIVE SESSION

Board Chair CJ Bailey called for an Executive Session at 4:02 p.m. to conduct application screening for the Superintendent position stating that the individual's right to privacy clearly exceeds the public's right to know.

4. SUPERINTENDENT APPLICATION SCREENING

ACTION (5:11 P.M.)

INDIVIDUAL ITEMS

5. APPROVE TO INTERVIEW GERALD CHOUINARD, BRAD MOORE AND WADE

SUNDBY OUT OF THE 6 INDIVIDUALS THAT APPLIED – Approved Unanimously (Birdwell/Hodge)

6. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR

– Approved Unanimously (Fulbright/Carlson)

7. APPROVE PERSONNEL REPORT – Approved Unanimously (Fulbright/Birdwell)

ADJOURNMENT

The meeting was adjourned at 5:12 p.m. (Birdwell – unanimous).

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, February 27, 2024

SPECIAL BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Business Manager Rebekah Rhoades, Kristin Rutten, Jason Fry, Jessica Miller and others via Google Meet.

OTHERS PRESENT:

Elizabeth Kaleva – Kaleva Law, Lewistown News Argus and others via Google Meet.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

There was no public comment.

BOARD OF TRUSTEES (Trustee Hodge joined at 5:12pm)

4. SUPERINTENDENT CANDIDATE INTERVIEW – GERALD CHOUINARD

Candidate Gerald Chouinard was interviewed by the Board for the position of Superintendent.

EXECUTIVE SESSION #1

Board Chair CJ Bailey called for an Executive Session at 6:02 p.m. to conduct the review of references for Gerald Chouinard, stating that the individual right to privacy clearly exceeds the public's right to know.

5. REVIEW OF REFERENCES – GERALD CHOUINARD

The Board reconvened in open session at 6:17 p.m.

6. SUPERINTENDENT CANDIDATE INTERVIEW – WADE SUNDBY

Candidate Wade Sundby was interviewed by the Board for the position of Superintendent.

EXECUTIVE SESSION #2

Board Chair CJ Bailey called for an Executive Session at 7:26 p.m. to conduct the review of references for Wade Sundby, stating that the individual right to privacy clearly exceeds the public's right to know.

7. REVIEW OF REFERENCES – WADE SUNDBY

The Board reconvened in open session at 7:35 p.m.

8. SUPERINTENDENT CANDIDATE INTERVIEW – BRAD MOORE

Candidate Brad Moore was interviewed by the Board for the position of Superintendent.

EXECUTIVE SESSION #3

Board Chair CJ Bailey called for an Executive Session at 8:16 p.m. to conduct the review of references for Brad Moore, stating that the individual right to privacy clearly exceeds the public's right to know.

9. REVIEW OF REFERENCES – BRAD MOORE

The Board reconvened in open session at 8:26 p.m.

After all interviews were concluded, the Board of Trustees, members of the school district and public, both in person and online, were given the opportunity to share their feedback on the interviews and time spent with the candidates. No public comments were made.

EXECUTIVE SESSION #4

Board Chair CJ Bailey called for an Executive Session at 8:28 p.m. to conduct the review of criminal background checks and candidate deliberations for the Superintendent position stating that the individual right to privacy clearly exceeds the public's right to know.

10. REVIEW OF BACKGROUND CHECKS – ALL CANDIDATES

11. SUPERINTENDENT CANDIDATE BOARD DELIBERATIONS

The Board reconvened in open session at 10:27 p.m.

ACTION

INDIVIDUAL ITEMS

- 12. OFFER THE SUPERINTENDENT POSITION TO BRAD MOORE AND GIVE MS. KALEVA THE AUTHORITY TO NEGOTIATE A CONTRACT – Approved Unanimously (Birdwell/Carlson)**
- 13. APPROVE PERSONNEL REPORT – Approved Unanimously (Fulbright/Brady)**
Mr. Fulbright stated that it was unfortunate that a current staff member was not hired for the World History position.

ADJOURNMENT

The meeting was adjourned at 10:30 p.m. (Birdwell – unanimous).

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

14

- 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:

0Approve claims paid through March 8, 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.

*****Need to select new Finance Committee members for April - June 2024*****

SUGGESTED ACTION: Approve Claims as Presented

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

03/18/2024

Agenda Item No.

15

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

ITEM TITLE: APPROVE 2024-2026 SUPERINTENDENT CONTRACT FOR BRAD MOORE

Requested By: Board of Trustees **Prepared By:** _____

SUMMARY:

The Board of Trustees needs to approve the 2024-2026 Superintendent Contract for Brad Moore

SUGGESTED ACTION: Approve 2024-2026 Superintendent Contract for Brad Moore

Additional Information Attached

NOTES:

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

Lewistown School District Superintendent

EMPLOYMENT CONTRACT 2024-2025

This Employment Contract, made and entered into this 18th day of March, 2024, by and between the Governing Board of the Lewistown School District of Lewistown, Montana, hereinafter referred to as DISTRICT, and **Brad Moore**, hereinafter referred to as SUPERINTENDENT.

WHEREAS, DISTRICT desires to provide SUPERINTENDENT with a written employment contract in order to enhance administrative stability and continuity within the schools which DISTRICT believes generally improves the quality of its overall educational program; and

WHEREAS, DISTRICT and SUPERINTENDENT, believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the school.

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

1. **TERM:** DISTRICT, in consideration of the promises of SUPERINTENDENT herein contained, hereby employs and SUPERINTENDENT hereby accepts employment as Superintendent of Schools for a term commencing on July 1, 2024, and ending June 30, 2026. DISTRICT may, by specific action and with the consent of the SUPERINTENDENT, extend the termination date of the existing contract to the full extent permitted by state law.
2. **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF SUPERINTENDENT:**
 - A. Certification: SUPERINTENDENT shall provide the necessary certification and experience records and other records required for personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any misrepresentation may be grounds for dismissal.
 - B. Duties: SUPERINTENDENT shall have charge of the administration of the schools under the direction of the Board. He shall be the Chief executive officer of the Board; shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT subject to approval of the Board; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district, and in general, perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time.
 - C. Outside Activities: SUPERINTENDENT shall devote his time, attention and energy to the business of the school district. However, with agreement of the Board, he may serve as consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other

activities which are of a short-term duration. SUPERINTENDENT may, at his option, and with the approval of the Board of Trustees, continue to draw a salary while engaged in outside activity as described above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be transferred to the DISTRICT. If SUPERINTENDENT chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will DISTRICT be responsible for any expenses to the performance of such outside activities.

3. **PROFESSIONAL GROWTH OF SUPERINTENDENT:** DISTRICT encourages the continuing professional growth of SUPERINTENDENT through his participation in:
 - A. The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and school board associations;
 - B. Seminars and courses offered by public or private educational institutions; and,
 - C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform his professional responsibilities for DISTRICT.
4. **COMPENSATION:** DISTRICT shall pay SUPERINTENDENT at an annual salary of **One Hundred Twenty Thousand Dollars (\$120,000.00)** for the 2024-2025 school year. 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 at \$461.54. DISTRICT shall review SUPERINTENDENT'S salary on an annual basis concurrent with the evaluation of his performance as noted in Section 6 below. DISTRICT may offer SUPERINTENDENT an increase in this annual salary amount, but in no case shall offer a lesser amount for the 2024-2025 school year.
5. **VACATION AND OTHER BENEFITS:** That the SUPERINTENDENT shall accrue vacation as prescribed in Section 2-18-612, MCA, exclusive of legal holidays. Additionally, nine (9) days of non-accumulative personal leave shall be granted to SUPERINTENDENT. SUPERINTENDENT shall be entitled to annual sick leave of one day per month as prescribed in Section 2-18-618, MCA, and holiday pay in conformance with § 20-1-305, MCA, and Board policy. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond three (3) 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 Contract.

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.

6. **EVALUATION:** DISTRICT shall evaluate and assess, in writing, the performance of SUPERINTENDENT at least once a year during the term of this agreement. This evaluation and assessment shall be reasonably related to the position description of SUPERINTENDENT and the goals and objectives of the DISTRICT for the year in question.
7. **PROFESSIONAL DUES.** DISTRICT 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 approved by the Board.
8. **PROFESSIONAL LIABILITY.** DISTRICT shall provide for the indemnification, defense and immunization of SUPERINTENDENT as provided in Section 2-9-305, MCA.
9. **TERMINATION OF EMPLOYMENT CONTRACT:** This employment contract may be terminated by:
 - a. Mutual agreement of the Board of Trustees and the SUPERINTENDENT: When the contract has been terminated by mutual agreement, the DISTRICT shall be obligated to pay that portion of the salary that has been earned up to and including the last day of service. At least a thirty (30) day advance notice of termination date will be given after reaching a mutual agreement.
 - b. Notice of Retirement: SUPERINTENDENT may retire at the end of any school year provided notice is given at the regular December Board meeting of the school year.
 - c. Disability of the Superintendent: In the event of disability by illness or incapacity, after SUPERINTENDENT'S sick leave has been exhausted, the compensation shall be reinstated after SUPERINTENDENT has returned to employment and undertaken full charge of his duties. DISTRICT may terminate this contract by written notice of SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and SUPERINTENDENT remains unable to return to his duties. If a question exists concerning the capacity of SUPERINTENDENT to return to his duties, DISTRICT may require SUPERINTENDENT to submit to a medical examination, to be performed by a doctor licensed to practice medicine. DISTRICT and SUPERINTENDENT shall mutually agree upon the physician who shall conduct the examination. The examination shall be limited to the issue of whether the SUPERINTENDENT has a continuing disability, which prohibits him from performing his duties.
 - d. Discharge for Cause: DISTRICT may dismiss SUPERINTENDENT during the term of this Contract for good cause as provided by the Wrongful Discharge Act.
10. **EXPENSE REIMBURSEMENT:** The District shall reimburse SUPERINTENDENT at the federally approved rate for out of District travel in the continuing performance of SUPERINTEDENT'S duties under this Agreement, and for in-District public relations efforts.
11. **SAVINGS CLAUSE:** If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.

12. **CONTROLLING LAW.** This Contract will be governed by the laws of the State of Montana. Venue shall be in the 10th Judicial District, Fergus County, Montana.
13. **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.

DATED this 18th day of March, 2024.

_____	_____	_____	_____
Superintendent	Date	Chairman, Board of Trustees Lewistown School District	Date

ATTEST:

_____	_____
Business Manager/District Clerk	Date

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

16

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

ITEM TITLE: APPROVE CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE INTERLOCAL AGREEMENT

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

SUMMARY:

The Board of Trustees needs to approve the Inter-local Agreement as attached between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) to define and describe the relationship of the parties with respect to the services provided.

SUGGESTED ACTION: Approve the Inter-local Agreement between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative.

Additional Information Attached

NOTES:

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

**CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE
INTERLOCAL AGREEMENT
Adopted by the Coop Board on July 1, 2024
Amended February, 2024**

INTRODUCTION, PURPOSE, AND RATIONALE

THIS Agreement to become effective the 1st day of July, 2024 is between and among the following list of school districts and any additional school districts incorporated into this Agreement at a future date, all hereinafter referred to as “Participating Districts.”

AYERS COLONY ELEMENTARY SCHOOL DISTRICT
DEERFIELD COLONY ELEMENTARY SCHOOL DISTRICT
DENTON SCHOOL DISTRICT
GEYSER SCHOOL DISTRICT
GRASS RANGE SCHOOL DISTRICT
HARLOWTON SCHOOL DISTRICT
HOBSON SCHOOL DISTRICT
JUDITH GAP SCHOOL DISTRICT
KING COLONY ELEMENTARY SCHOOL DISTRICT
LAVINA SCHOOL DISTRICT
LEWISTOWN SCHOOL DISTRICT
MELSTONE SCHOOL DISTRICT
MOORE SCHOOL DISTRICT
ROUNDUP SCHOOL DISTRICT
ROY SCHOOL DISTRICT
RYEGATE SCHOOL DISTRICT
SPRING CREEK COLONY ELEMENTARY SCHOOL DISTRICT
STANFORD SCHOOL DISTRICT
WINIFRED SCHOOL DISTRICT
WINNETT SCHOOL DISTRICT

WHEREAS, the Participating Districts desire to offer a full spectrum of Special Educational Services, as defined in Title 10, Chapter 16, ARM (Administrative Rules of Montana), State Special Education Rules and Regulations, and Sections, 20-7-401 through 20-7-443 MCA (Montana Code Annotated), to all students with disabilities residing in said districts in compliance with all applicable laws and regulations, state and federal; and,

WHEREAS, Sections 20-7-451 through 20-7-457, MCA (Montana Code Annotated), provide that school districts may contract with one another to establish an interlocal cooperative to perform all special education administrative services, activities and undertakings that the school district entering into this Agreement is authorized by law to perform; and,

WHEREAS, the Participating Districts desire, through the Cooperative, to employ and maintain personnel and facilities to provide those educational services to students with disabilities who cannot be adequately served by existing programs operated by individual Participating Districts,

NOW, THEREFORE, the parties hereto, hereby establish a special education cooperative pursuant to the following mutual covenants and promises:

NAME OF THE ORGANIZATION

The name of this organization will be the “Central Montana Learning Resource Center Cooperative” hereafter referred to as the “Cooperative”. The Cooperative will be a full-service cooperative and as such may provide any and all services allowable under state and federal law. The Cooperative will be the “Prime Agency” with school districts in the Cooperative’s service area who elect to enter into this agreement referred to hereafter as “Participating Districts”.

SECTION I - COOPERATIVE MANAGEMENT BOARD

The Participating Districts shall create a Cooperative Management Board composed of school officials representing all Districts served under this Agreement.

MANAGEMENT BOARD

The Management Board shall consist of nine representatives, one representative shall be appointed from the Lewistown School District, one representative shall be appointed from the Harlowton School District, and one representative shall be appointed from the Roundup School District; and, one representative shall be chosen at large from each of the six participating counties by the Superintendent of Schools of each County, said representatives shall be appointed to one-year terms. The person appointed shall be an administrator, or a certified/licensed teacher (general education or special education endorsed).

The Board of Trustees of each Participating District shall, through formal action in the form of a resolution, determine the Participating District’s representative to the Cooperative Management Board. Each participating Cooperative Management Board representative shall have one (1) vote in all matters pertaining to the operation of the Cooperative, with the exception that schools represented by the County Superintendent shall collectively have one (1) vote. The total number of voting members on the Board is nine.

In the event that any Participating District’s appointed Management Board representative is unable to fulfill one or more functions of that office due to a conflict of interest or incapacity, that Participating District’s Board of Trustees may appoint a person to serve on the Management Board during the time in which the conflict or incapacity exists.

The Management Board will meet a minimum of 11 times per year. Meeting will be held at CMLRCC’s home-base office, or in one of the participating district’s facilities.

Additional meetings may be called by the Board Chair, Director, or by any two (2) Participating District's Representatives.

COOPERATIVE MANAGEMENT BOARD POWERS

The Cooperative Management Board shall have the following powers, consistent with State Statute:

- To recruit, hire, assign, evaluate, and terminate personnel, including, but not limited to directors, assistant directors, school psychologists, speech pathologists, occupational therapists, physical therapists, itinerant resource teachers, secretary, clerk, and all others the Management Board determines are necessary to accomplish the responsibilities of the Cooperative.
- To sue and be sued, complain and defend, in its Cooperative name.
- To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, hold, own, improve, use and otherwise deal in and with real or personal property, or any interest therein, whatever situated.
- To sell, convey, mortgage, pledge, lease, exchange, transfer and otherwise dispose of all or any part of its property and assets.
- To incur liabilities, borrow money at such rates of interest as the Cooperative Board determines reasonable.
- To issue contract(s) for professional services.
- To conduct its affairs, carry on its operations, and have offices in this state.
- To make and alter, by resolution of the Management Board of the Cooperative, by-laws governing the calling and conducting of meetings, and the internal operating procedures of the Management Board.
- To set policy to be implemented by the Director(s).
- To set and approve the fiscal budget of the Cooperative.
- To approve expenditure of Cooperative funds
- To give authority to Director to expend funds up to a \$5,000 limit without board action
- To develop a staff handbook or employment rules, regulations, and conditions.
- The authority to establish by-laws.
- To resolve internal disputes by:
 - A. Consensus
 - B. Majority rule
 - C. Recognizing the potential that voting may result in a tie, the Participating Districts hereby agree that a tie vote means the motion fails at which time discussion will continue until the issue is resolved by either consensus or a subsequent motion which passes by a majority, or the issue under consideration is dropped from consideration.

SECTION II - SERVICES

GENERAL SERVICES

Cooperative personnel shall advise and assist districts regarding practices for prereferral, referral, evaluation, and identification procedures; Evaluation Report Team procedures; and development of Individualized Education Programs including Positive Behavior Support Plans and Aversive Treatment Plans. The Cooperative shall assist districts in providing instructional and support services required by the Individualized Education Program when services are not available within the district and to the degree defined by the terms of this agreement. The above-mentioned services shall be provided to all children eligible for special education services as defined in federal and state statute who are legal residents of any of the participating districts.

Individual districts are responsible for hiring resource teachers, school counselors, deaf and hard of hearing specialists, sign interpreters, vision impairment specialists, assessment specialists, and academic specialists, sufficient to serve their special education student population.

INSTRUCTIONAL SERVICES (ITINERANT RESOURCE TEACHER):

Recognizing that not all districts in the Cooperative have enough special education identified children to warrant hiring a full-time resource teacher, the Cooperative will hire itinerant resource teacher(s) to serve districts who have a limited number of children who need instructional services.

It is further agreed that those member districts receiving instructional services (itinerant resource teacher support) will notify the Director by March 1st of the current fiscal year of their intent to continue itinerant resource services and to provide the necessary financial assistance to maintain the instructional staff. If notification is not received by March 1st, the member district's commitment for instructional services will be automatically renewed for the following fiscal year.

Any member district not currently receiving instructional services must notify the Director of the potential need for itinerant resource teacher services by February 1st (for the following school year) and confirm or rescind the request by March 1st of that year. The Management Board will consider the district's request for itinerant resource teacher services at the March board meeting. The Director will notify the district requesting instructional services by April 1st of the Board's decision. If the Board approves the participating district's request, the district is then obligated for the cost for providing instructional services, as determined through the annual budget adoption process.

RELATED SERVICES:

The Cooperative shall provide related services which are not otherwise available to children with disabilities in the Participating Districts, and that are necessary for the provision of a Free and Appropriate Public Education (FAPE) under IDEA and State Special Education Regulations. Related services include speech/language pathology, audiology, occupational therapy, physical therapy, and orientation and mobility, as well as those additional related services delineated in the IDEA such as behavior specialist.

Generally, the Cooperative employs individuals who serve children in more than one of the Participating Districts. The Management Board may, as part of the budget adoption process, determine that the Cooperative will hire any specialist that would normally be hired by an individual district. However, the cost for the specialist will be paid entirely by the school district. If the Cooperative hires a specialist under this provision, such action must be reviewed annually by the Management Board as part of the budget adoption process. An agreement that the Cooperative hire a person for such a position for 1 year does not establish a precedent or an obligation to continue the position in subsequent years.

CHILD FIND AND CHILD COUNT:

Consistent with the Cooperative's Program Narrative, Cooperative personnel, in cooperation with participating member districts, shall be responsible for conducting annual Child Find efforts in each Participating District, which includes screenings and assessments designed to achieve early identification of children with disabilities. The Cooperative shall submit the annual Child Count report to OPI.

SECTION III – STAFF

The Management Board is responsible for hiring the Cooperative Director. The Director, in consultation with the Management Board, will be responsible for the hiring of staff and contracting for professional services to perform the services described in this agreement. The Cooperative hires all staff to perform services under this Agreement on the basis of merit and qualifications. In addition, there may be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or nation origin by any persons providing services or otherwise performing the terms and conditions of this Agreement.

EMPLOYMENT BENEFITS

Cooperative staff hired shall be provided employment benefits in accordance with the policies of the Cooperative.

TEACHER TENURE

Any teacher employed by the Cooperative shall accrue tenure consistent with 20-7-456 (MCA). Tenure will be acquired with the Cooperative and shall not extend to any Participating District. The Director shall be responsible for recommending the termination of a tenured teacher employee under 20-4-204 or 20-4-207 (MCA). The Board shall receive any recommendation for termination, hold a hearing, and resolve to terminate the teacher or reject the recommendation. A tenured teacher may appeal a decision to terminate the teacher's employment pursuant to Montana law.

SECTION IV - PRIME AGENCY

Beginning July 1, 2006, the "Central Montana Learning Resource Center Cooperative" began to act as the "Prime Agency" as that term is defined in Section 20-9-701, MCA, under the terms of this agreement, and is vested with the financial administration of this Agreement, and shall be responsible for approval and payment of all expenditures involved in implementation and administration of this agreement.

The Participating Districts, and each of them, promise and agree to act as “cooperating agencies” as that term is defined in Section 20-9-701, MCA, and agree to transfer funds to the Cooperative as hereinafter provided.

The Cooperative shall establish a budgeted retirement fund, a non-budgeted interlocal cooperative fund, and a miscellaneous programs fund for the purpose of the financial administration of the Interlocal Cooperative Agreement.

All revenues received, including federal, state, or other types of grant payments in direct support of the agreement set forth in “**EXHIBIT A**” shall be deposited in appropriate funds such as fund 382 (Interlocal Cooperative) or 315 (coop misc. fund). All financial support of the Agreement contributed by a participating district may be transferred to the interlocal agreement fund from any fund maintained by such district by resolution of the trustees by district warrant. The Superintendent of Public Instruction may transfer directly to the Cooperative the State and Federal portion of any participating District’s budgeted costs for contracted Special Education services. Any such transfer to the interlocal agreement fund shall be used to finance those expenditures under the Agreement which are comparable to those that are permitted by law to be made out of the fund from which the transfer was made and are within the final budget for the fund from which the transfer was made. No transfer shall be made from the miscellaneous federal programs fund without the express approval of the Superintendent of Public Instruction.

It is agreed that each Participating District will, and hereby does, contract to provide revenue for the Cooperative as set forth in “**EXHIBIT A**” by the date specified in the stated Exhibit. It is agreed that any state monies paid to the Cooperative under this agreement and not obligated or utilized will be deposited in the Cooperative fund balance. Federal Part B and Preschool monies shall be expended in accord with timelines established in their respective grant applications. Each Participating District will provide, at a minimum, the matching dollars that are necessary for the related services block grant. Should the Management Board determine that matching funds are not needed to support the annual Cooperative budget the Board may waive collection of the required match on an annual basis. If the required match is waived each district shall provide written assurance to the Cooperative that the required match was spent to support special education services in the district. Participating districts will provide up to 100% of the required instructional grant “match” to the Cooperative. The amount (percentage) of the instructional grant match to be paid to the Cooperative will be determined through the annual budget development process.

It is agreed that the Participating Districts, through the Cooperative, extend the authority of this contract to include the authority to apply for the Individuals with Disabilities Education Act, Part B Funds, or other applicable federal funds, as part of the Cooperative. Any project submitted on behalf of all districts in the Cooperative must receive approval, prior to submission, from the Cooperative Management Board. The federal project funds will be expended from the miscellaneous federal program fund (315) with specific consent of the Superintendent of Public Instruction, as per 20-9-704, Montana Code Annotated.

COOPERATIVE/LEWISTOWN RELATIONSHIP

“**EXHIBIT B**” provides additional clarification of the relationship between Lewistown School District and the Cooperative.

ANNUAL AUDIT

A financial audit by an independent Auditor selected by the Management Board shall be ordered annually or bi-annually at the discretion of the Board to assure proper expenditure procedures.

SECTION V - ANNUAL BUDGET

The Director will submit a proposed budget for consideration by the Management Board at the June board meeting. The budget for the Cooperative is to be approved by August 30th for the ensuing school year. The Director is charged with the responsibility to expend funds on behalf of the Cooperative consistent with the adopted budget. The Director may transfer money between line items. Warrants are to be signed by the Clerk and by the Cooperative Board Chair. The Director is hereby authorized by the Board to act as its agent and enter into contracts, single major equipment purchases, and reimbursement to districts for up to \$5,000 per single contract, piece of equipment, or district reimbursement. No such contract shall be for a term in excess of one (1) year.

SECTION VI - ELECTION OF OFFICERS

At the August board meeting the Management Board will elect one of its members to serve a 1-year term as Board Chair and one of its members to serve a 1-year term as Vice Chair. Officers may be re-elected from one year to the next.

SECTION VII - CONTRACT TERMS

TERM OF AGREEMENT

It is agreed that the term of agreement shall be from July 1, 2024 through and including June 30, 2027 and each like term thereafter until such time as the participants herein, by mutual consent, choose to discontinue the agreement or amend said agreement. Participating Districts of this Cooperative must participate for a term of three years encompassing state fiscal years. Districts that elect to participate shall agree to participate for a period consistent with the term of the existing Interlocal Agreement.

TERMINATION OF MEMBERSHIP IN COOPERATIVE

Notification to withdraw from the Cooperative shall be provided to the Management Board no later than October 1st of the third year of the District’s participation of the current fiscal school year, the member district’s commitment will automatically extend for three (3) fiscal years. Notice of termination shall be in writing and shall be delivered to the Cooperative Director or the Chair of the Management Board personally or by registered or certified mail. Districts electing to withdraw from the Cooperative at any time other than the termination of a three-year cycle may be held accountable for payment of services,

which would have been rendered under the terms of the agreement in full satisfaction of any damages caused to the Cooperative by said termination.

Any property in the possession of the Cooperative and owned by the terminated district shall be returned to the terminated district as soon as possible. Likewise, any property in the possession of the terminated district and owned by the Cooperative shall be returned to the Cooperative as soon as possible. Any monies paid to the Cooperative by the district shall be retained by the Cooperative as payment for services already rendered and in full satisfaction of any damages caused to the Cooperative by said termination. The District terminating membership is not entitled to any of the Cooperative's IDEA Part B and PK "carryover", Medicaid Reserves, or Fund 382 Reserves.

Districts may submit a request to the Management Board to withdraw from the Cooperative at any time other than the termination of a three-year cycle. The Management Board shall hear the request at its next scheduled meeting. In the event that the Management Board approves the withdrawal request, the Management Board retains the sole discretion to require such withdrawing district to make payment for services which would have been rendered under the terms of the agreement in full satisfaction of any damages caused to the Cooperative by said termination. In such event, the Management Board shall give notice of this determination and the withdrawing district's responsibility for payment of services as provided herein. Consistent with the provisions of this agreement, any property in possession of the Cooperative and owned by the withdrawing district shall be returned to the withdrawing district. Property in possession of the withdrawing district and owned by the Cooperative shall be returned to the Cooperative. Monies paid to the Cooperative by the withdrawing district prior to the Management Board's approval of a withdrawal request shall be retained by the Cooperative as payment for services already rendered and shall also be considered as damages caused by such withdrawal in addition to any other financial responsibility determined. A district who withdraws from the Cooperative with the approval of the Management Board outside of the three-year cycle are not entitled to any of the Cooperative's IDEA Part B and PK "carryover", Medicaid Reserves, or Fund 382 Reserves

ADDITION OF A DISTRICT TO A COOPERATIVE

Any school district located in the geographic boundary of the Cooperative may elect to participate in the Cooperative for special education purposes and shall agree in the Cooperative contract to participate for a period of at least three years, encompassing state fiscal years, consistent with the term of the existing Interlocal Agreement. Districts joining the Cooperative after a current three-year term of agreement has been approved by the Office of Public Instruction shall commit to a three year term of membership, renewable annually, until the Cooperative applies for a subsequent three state fiscal year agreement, at which time all participating districts shall be on the same three year membership renewal cycle. Notification of opportunity to join the Cooperative shall be provided annually to nonparticipating districts, regardless of enrollment, who are within the geographic boundary of the Cooperative by October 1st of the current fiscal year. Nonparticipating districts shall confirm in writing to the Cooperative Management Board by December 1 of

the current fiscal year the district’s intention to participate in the Cooperative Interlocal Agreement for the next fiscal year. Application to become a member of the Cooperative shall be made by a letter signed by the Chairperson of the Board of Trustees of the District proposing membership.

TERMINATION OF COOPERATIVE

The Cooperative may be terminated by majority vote of the Management Board. Such vote shall be at a meeting held by October 1st of the year in which the Cooperative Agreement would be terminated. Any member of the Board may propose termination. Notice of intention to propose termination shall be sent to each member by the member proposing termination at least twenty (20) days prior to the meeting at which the Board would consider the proposed termination.

If the Management Board should terminate the Cooperative, the termination shall be effective at the end of the fiscal year in which termination occurs. During the period from the termination of the Cooperative until the end of the fiscal year the Cooperative shall wind-up its affairs. All property in the possession of the Cooperative and owned by any member district shall be returned as soon as reasonably possible to the owner-district. Any property owned by the Cooperative shall be liquidated. All monies in the possession of the Cooperative, including any monies generated from the Cooperative-owned property liquidation, shall be distributed to the member districts on a prorated basis based on the most current October 1st Office of Public Instruction enrollment report.

SECTION VIII - REVIEW BY THE MONTANA OFFICE OF PUBLIC INSTRUCTION

In accordance with Section 20-7-454, MCA, the Superintendent of Public Instruction has final approval authority and this agreement will not be effective until final approval is received and the agreement is filed with the County Clerk and Recorder of the counties involved and with the Secretary of State.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and affixed their seals the day and year above written.

EXHIBIT “A”

COOPERATIVE REVENUE

The Cooperative shall receive the following revenues on behalf of all Participating Districts:

- Federal IDEA Part B
- Federal IDEA Preschool
- State Special Education Related Services Block Grant
- District Related Services Block Grant Match

- District Instructional Block Grant Match (up to 100%)
- State Special Education Cooperative Allowable Cost Travel Entitlement and Administrative/Operations and Maintenance Entitlement
- Medicaid Direct Billing reimbursements (occupational, physical, speech therapy and school psychologist service)
- Medicaid Administrative Claiming generated by the Cooperative

PARTICIPATING MEMBER ASSESSMENT FORMULA

The recent history of the CMLRCC indicates that expenses to operate the Cooperative may exceed the revenue received from the above referenced sources. Should the revenue from the above referenced sources not be sufficient to operate the Cooperative the Board will implement the following assessment formula:

Each Participating District will be assessed the amount needed to achieve a balanced budget. Such assessment will be based on the Participating District’s October ANB count for the previous year compared to the ANB count of the Cooperative as a whole. (See the following example, which presumes a total assessment of \$100,000.) Such an assessment would be due and payable to the Cooperative on December 1st.

School	Budget Limit ANB 2023-24	Percentage of ANB Total	Assessment Share
Lewistown	1285	0.40	\$40,396.10
Deerfield Elementary	16	0.01	\$502.99
Grass Range	83	0.03	\$2,609.24
King Colony Elementary	10	0.00	\$314.37
Moore	69	0.02	\$2,169.13
Roy	25	0.01	\$785.92
Denton	50	0.02	\$1,571.83
Spring Creek Colony	5	0.00	\$157.18
Winifred	153	0.05	\$4,809.81
Ryegate	55	0.02	\$1,729.02
Lavina	80	0.03	\$2,514.93
Stanford	111	0.03	\$3,489.47
Hobson	140	0.04	\$4,401.13
Geyser	44	0.01	\$1,383.21
Roundup	590	0.19	\$18,547.63
Melstone	81	0.03	\$2,546.37
Winnett	66	0.02	\$2,074.82

Harlowton	282	0.09	\$8,865.14
Judith Gap	26	0.01	\$817.35
Ayers Elementary	10	0.00	\$314.37
Total:	3181	1.00	\$100,000.00

BUDGET BALANCES

It is the intention of the Cooperative to maintain minimum end of year (June 30th) fund balances as follows:

- 35% of the Federal/IDEA B annual allocation (Fund 315)
- 35% of annual State allocations and Local contributions (Fund 382)
- 15% of the Retirement fund annual budget (Fund 314)
- Medicaid rules state that districts/coops are subject to audit for up to 7 prior years. Recognizing that the Cooperative may have to refund money following an audit, the Cooperative therefore will retain a minimum reserve equal to a full year's revenue.

The balances referenced above are minimum dollar amounts the Coop should try to maintain. When developing the annual operating budget for the Coop, the Director shall present a budget that is "revenue neutral". Recognizing that the current carryover and reserve(s) will exceed the minimum balances referenced above, the Director may recommend using carryover and reserve funds as long as the fund balances do not fall below the minimums referenced above. At the point the Coop needs additional revenue to maintain the minimum carryover and reserve(s), member districts will pay an "assessment" on a prorated basis (prior year's October ANB count) in order to achieve a revenue neutral budget.

EXCESS REVENUE

In any year in which the Coop does not expend the entire revenue from the Federal IDEA Part B and Preschool (315) allocations, and/or the full revenue from State and Local sources (382) the excess revenue will be used to increase the carryover and/or reserves to:

- IDEA carryover up to the maximum allowed by the OPI (100% of the annual allocation)
- State reserves up to 100% of the annual allocation(s)

Should IDEA carryover and/or State reserves reach 100% of the annual allocation the Cooperative will refund to each member district a proportionate share of the excess revenue in the form of a reduction in the member district's contribution/assessment for the following year's Coop budget. The proportionate share will be a percentage based on each District's prior year's October ANB count (see the allocation table example above).

REVERSION

If, at fiscal year-end, an individual District's special education allowable cost expenditures do not equal or exceed the amount of special education instructional and related services block grant funds plus required local match, the District hereby agrees to contribute their unspent balance to the Cooperative to prevent "reversion". This revenue will be deposited in the Cooperative reserve.

MEDICAID

Direct Billing Reimbursement - Revenue generated from direct billing of occupational, physical, and speech therapy, orientation and mobility services, and school psychologist services will remain with the Cooperative.

Medicaid Administrative Claiming (MAC) – All revenue generated by participating districts (under MAC) will be paid directly to the individual district by the State. The Coop will retain the MAC revenue it generates.

Transportation – All revenue generated under the Medicaid Transportation program shall be reimbursed to the individual district that generated the reimbursement. However, a District may elect to have the Cooperative retain their Medicaid Transportation reimbursement.

PRESCHOOL PROGRAM

Federal Part B Preschool revenue for each Participating District shall be received by the Cooperative. The revenue will be used to fund a portion of each districts preschool program. Preschool revenue will be prorated between each district based on the October child count. Each district will serve preschool students within their district. The district is responsible for the full cost of serving the student beyond services for speech, occupational, and physical therapy.

EXTENDED SCHOOL YEAR SERVICES (ESY)

The Cooperative shall pay the costs of occupational, physical, and speech therapy for all districts' ESY programs, provided decisions regarding ESY services have been approved by the Cooperative Director as part of the individual student's IEP development process. Individual districts are responsible for the cost of resource teachers, paraeducators, and all other personnel costs beyond OT, PT, and Speech/Language services. Upon request by the Participating District's representative, the Director shall assist the district to design and implement the district's ESY program.

RISK POOL DESCRIBED

Money in IDEA carryover and State and Local reserves (above the minimum reserve and carryover amounts established in a previous section of this agreement) and which are not needed to achieve a balanced annual Cooperative budget, may be considered a "risk pool".

A participating district may apply for financial assistance to cover costs that were unknown/unanticipated prior to adoption of the district's budget in August. Use of the risk

pool funds will be board approved and be used for the remainder of the school year only. Following are examples of costs which may be appropriately funded through the risk pool:

- Purchase of assistive technology equipment for a student who moved into the district after the district’s final budget has been adopted in August.
- Teacher and Specialist training for working with children with Autism or other high impact disabilities.

Application to use these funds must be made through the Director. Recognizing that each District may use their “tuition fund” to cover the cost of a high needs student, the Cooperative will not use IDEA Carryover or Reserves to pay for additional district personnel.

EXHIBIT “B”

In exchange for use of office space in the Lewistown School District, the Cooperative agrees to pay a portion of the heating and lighting utilities and custodian wages for the operation of the Lincoln Building. The value of the exchange of services referenced here is subject to review as part of the annual budget adoption process.

Lewistown Public Schools reserves the right to provide an alternative location should they determine that they need to use the Lincoln Building for other purposes. Should Lewistown ask the Cooperative to vacate the Lincoln Building the Cooperative reserves the right to secure appropriate office space at a location other than property owned by the Lewistown School District.

EXHIBIT “C”

Recognizing the need for itinerant resource teacher services will vary from year to year, the Cooperative will use a formula to determine the amount of resource teacher time each individual district will need in order to meet the minutes of instructional services provided for in students’ IEPs in that district. The Director will develop a formula which may change from one year to the next. The formula is only a guide – there are circumstances that must be considered when determination the allocation of resource teacher time that cannot be fully reflected in a formula. The Cooperative reserves the right to determine the final amount of instruction FTE to allocate to each district.

The Undersigned authorized representative of the participating District indicates by his/her signature agreement to the terms of the Central Montana Learning Resource Center Cooperative Interlocal Agreement.

SCHOOL DISTRICT

NAME, Chairperson

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

17

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

ITEM TITLE: APPROVE SECOND READING OF POLICY 3141 – DISCRETIONARY NONRESIDENT STUDENT ATTENDANCE

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

SUMMARY:

The Board of Trustees needs to approve the second reading of board Policy 3141 – Discretionary Non-Resident Student Attendance. The information highlighted in the attached document is new Board Policy and the information in ~~strike through~~ is the previous Board Policy.

Beginning in July 2025, Districts of Choice will be required to bill Districts of Residence for any out-of-the-district students attending their schools. The invoicing will be based on student enrollment during the 2024-2025 school year. Districts will be required to levy the amount invoiced from other schools in their Tuition Funds and will budget revenue received from other Districts in their General Funds.

SUGGESTED ACTION: Approve Second Reading of Policy 3141 – Discretionary Non-Resident Student Attendance

Additional Information Attached

NOTES:

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

Lewistown School District

STUDENTS

3141

Page 1 of 2

Nonresident Student Enrollment

For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student's district of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

Mandatory Nonresident Enrollment for Extenuating Circumstances

The District shall enroll a student who resides outside of the District whenever the extenuating circumstances listed in Section 20-5-321, MCA, exist.

Applying for Nonresident Enrollment with No Extenuating Circumstances

Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a student who resides outside the District is not required, the District may enroll the nonresident student at the request of the student's parent or guardian as specified in this policy. The District shall serve children who are residents of the district and nonresident children seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents students seeking to apply when extenuating circumstances do not exist.

Every nonresident student who seeks to enroll in the District shall apply for admission for the succeeding school year by August 1st. All applications shall be submitted using the form developed by the Superintendent of Public Instruction. Applications received after August 1st may be considered by the Board in accordance with this policy. Nonresident students shall reapply for admission each school year. Admission in one school year does not infer or guarantee admission in subsequent years. Each application shall be assigned a unique number distinct from a student identification number that does not disclose a student's personally identifiable information consistent with Policy 3600. Within 10 days of the initial application for an attendance, the District shall notify the parent or guardian of the child and district of residence involved in the out-of-district attendance agreement of application the anticipated date for approval or disapproval of the agreement application.

The Board of Trustees authorizes the District Administrator to review the applications for nonresident enrollment consistent with this policy and Section 20-5-320, MCA. Not more than 30 days following the application deadline, the District Administrator shall submit a list of students to the Board of Trustees who are recommended for enrollment. The Board of Trustees shall make the decision to approve or deny requests for nonresident enrollment during a meeting of the Board. Each application requiring review or discussion of confidential student information by the board of trustees shall be considered during a closed session consistent with Policy 1400 after giving prior notice to the parents that their application will be considered by the Board of Trustees in a closed session of the Board. Any motion on an application shall be made referring to the distinct application number.

In reviewing and determining whether to approve an application for attendance by a nonresident child, the District Administrator shall recommend for approval and Board of Trustees shall approve the application unless the Board of Trustees find that the impact of approval of the application will negatively impact the quality of education for resident pupils by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding limits of:
 - a. building construction standards pursuant to Title 50, chapter 60, MCA;
 - b. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3; or
 - c. evacuation elements of the district's adopted school safety plan.

The Board authorizes the District Administrator to coordinate with the local fire marshal, law enforcement, health department, and first responders when developing standards under this Subsection 1. Findings shall be adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

2. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.
3. The approval would risk jeopardizing the educational quality adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610 because the nonresident child who is applying was:
 - a. truant as defined in Section 20-5-106, MCA, in the last school district attended;
 - b. expelled by another school district at any time; or
 - c. suspended in another school district in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection C does not apply to a student who is eligible for special education or related services.

Review and consideration of applications and the records of applicants as well as decisions regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In the event the District receives more applications than the District can accommodate, the District shall prioritize applications on the basis of the quality of education for students who are residents of the district of attendance and the obligations of resident taxpayers. This priority may include applications from children of District employees as well as children with siblings who have previously enrolled in the District as nonresident students. This priority is specifically established and shall be implemented on a rational basis to provide a quality education to students enrolled in the District.

Within 10 days of approval or disapproval of an application for non-resident enrollment, District shall provide copies of the approved or disapproved attendance agreement application to the parent or guardian and to the district of residence. In the case of a disapproval, the District shall provide the specific allowable reason for the disapproval consistent with this policy and supporting documentation.

For an approved application and out-of-district attendance agreement application the District shall provide a copy of the completed agreement to the county superintendent of schools of the county of residence, county superintendent of schools of the county of attendance, and the Superintendent of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's district of residence under the provisions of this policy, by July 15 following the year of attendance, the district of attendance shall notify the district of residence of an obligation under Section 20-5-323, MCA.

If an out-of-district attendance agreement application is disapproved or no action is taken, the parent or guardian may appeal the disapproval or lack of action in accordance with Montana law.

Unless otherwise agreed by the district of residence and the district of attendance, the family of a nonresident child whose application for attendance has been approved is responsible for transportation of the child and the child is not an eligible transportee as defined in Section 20-10-101, MCA. The district of attendance may discretionarily provide transportation pursuant to Section 20-10-122, MCA.

Discretionary Nonresident Student Attendance Policy

~~Except as otherwise provided by law, admission to the District as a nonresident student is a privilege. The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the discretionary admission of nonresident students:~~

- ~~1. Except as provided by law, admission to the District as a nonresident student is a privilege, unless required by 20-5-321, MCA. As such, the District will screen all discretionary nonresident students and only consider those who meet the criteria set forth in this policy.~~
- ~~2. The Superintendent is hereby given the authority to recommend to the Board any student's admission in accordance with this policy. The Board shall make the final decision on admission.~~
- ~~3. All students whose legal residence is outside the District and who do not qualify for mandatory attendance will be denied enrollment, with the following exceptions:
 - ~~A. Foreign exchange students, per existing District policy;~~
 - ~~B. Children in the immediate family of nonresident District employees;~~
 - ~~C. Students residing outside the District provided they:
 - ~~• are in good standing with the most recently attended school, in terms of academics, conduct, and attendance;~~
 - ~~• are able to demonstrate a record free of truancy;~~
 - ~~• are able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;~~
 - ~~• have passing grades in the school previously attended;~~
 - ~~• have correctly completed the nonresident student application process; and~~
 - ~~• present no other educationally related detriment to the students of the District.~~~~~~
- ~~4. The Board will not admit any student prior to viewing that student's records from the student's previous school districts.~~
- ~~5. The District has the option of accepting a nonresident student who does not meet the criteria~~

set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

6. ~~Every student who attends the District as a nonresident student must re-apply for admission by June 15. Admission in one school year does not imply or guarantee admission in subsequent years.~~
7. ~~The District will not admit nonresident students, when to do so would require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes.~~
8. ~~All resident students who become nonresidents due to a move from the District by their parents/guardians may continue attendance for the semester, barring registration in another District. At the completion of the semester, the student must apply as a non-resident student.~~
9. ~~The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. An "entity" is defined as either: (1) the parent/guardian; or (2) a school district. Any waiver of tuition must be applied equally to all students whose tuition is paid by the same type of entity (i.e. if the District charges students tuition in those circumstances where the resident district pays, but waives tuition in those circumstances where the parent/guardian is responsible for tuition, the tuition waiver shall be applicable to all students whose parents/guardians bear the responsibility for payment).~~
10. ~~The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from the schools.~~

Legal Reference:	20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	20-5-320, MCA	Out-of-district attendance by parent or guardian request with no extenuating circumstances
	20-5-321, MCA	Attendance with mandatory approval - tuition and transportation
	20-5-322, MCA	Residency determination - notification - appeal for attendance agreement
	20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out of District Attendance Agreements
	10.55.712, ARM	Class Size Elementary

10.55.713, ARM Teacher Load and Class Size – High School

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

18

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

ITEM TITLE: APPROVE FIRST READING OF POLICY 1420 – SCHOOL BOARD MEETING PROCEDURE

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

SUMMARY:

The Board of Trustees needs to approve the first reading of board Policy 1420 – School Board Meeting Procedure due to the passage of HB890 in the 2023 Legislative session that requires Class 1 and 2 Districts (along with other government boards) to record Board Meetings. The information **highlighted** in the attached document is new Board Policy and the information in ~~strike through~~ is the previous Board Policy.

Per the attached policy, the meetings required to be recorded include those referenced in Policy 1400. Policy 1400 refers to: Regular Meetings, Emergency Meetings, Budget Meetings, Special Meetings and Executive Sessions. There is an updated MTSBA policy 1400 that includes Committee Meetings.

Under the section heading “Recording and Broadcast” the following language may be added:

(Optional) If the District is capturing the audio or video recording of the meeting to be published as required by this section through a platform that is also broadcasting or streaming the meeting, the District shall arrange for the written commenting functionality of the platform to be engaged so citizens using the platform to observe the meeting also have the opportunity to comment in accordance with the provisions Policy 1420F. If the platform does not provide written commenting functionality, the District shall arrange for a dedicated public comment email address for citizens observing the meeting through the broadcast or stream to use to provide public comment.

SUGGESTED ACTION: Approve first reading of Policy 1420 – School Board Meeting Procedure.

Additional Information Attached

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1420
Page 1 of 3

School Board Meeting Procedure

Agenda

The authority to set the board agenda lies with the Board Chair in consultation with board members and the administration. The act of preparing the board meeting agendas can be delegated to the Superintendent.

Any topics requested by Board members or members of the public must first be approved by the Board Chair before being placed on the agenda. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. Agendas serving as the public notice of a meeting will be posted and distributed in accordance with Policy 1400. Agendas shall note the meeting will be recorded in accordance with this policy. Upon convening a meeting, the Board Chair shall announce the meeting is being recorded in accordance with this policy.

Recording and Broadcast

Effective, July 1, 2024, unless exempt as a third-class district under Section 20-6-201, MCA, and Section 20-6-301, MCA, the District shall record their public meetings as described in Policy 1400 in an audio and video format. The District shall make the audio and video recordings publicly available within 5 business days after the meeting with a link to the recording on the District’s website. If the District does not maintain a website, it shall establish and maintain a social media page and provide a link to the recording on the social media page.

The audio and video recordings created in accordance with this section of the policy are not required to be the official record or minutes of the meeting as detailed elsewhere in the policy. A recording is not designated as the official record or minutes and the recording may be destroyed after being retained online for 1 year and will no longer be subject to the requirements of Title 2, Chapter 6, for public information requests upon destruction. If a recording is designated as the official record or minutes, the provisions of the policy as required by Section 2-3-212, MCA, shall apply.

The District is not required to disrupt or reschedule a meeting if there is a technological failure of the meeting recording. If the recording is not able to be made available on the District's website or social media site, the District shall prominently post a notice in the same manner as a notice of a public meeting under Policy 1400 and shall post a notice at all locations where the meeting recording links are available. The notice must explain the reason the meeting was not recorded and describe the steps taken to remedy the failure prior to the next meeting.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. The minutes must include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind or cancel previous action may be made anytime by any trustee. A motion to rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection

§ 2-3-213, MCA	Recording of meetings
§ 20-1-212, MCA	Destruction of records by school officer
§ 20-3-322, MCA	Meetings and quorum
§ 20-3-323, MCA	District policy and records of acts
<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	

~~The agenda for any Board meeting shall be prepared by the Superintendent. Items submitted by Board members to the Superintendent shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least four (4) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Grievance Procedure step process has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairman at the appropriate time.~~

~~The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the public's statutory and constitutional rights to participate in governmental operations. In order to permit fair and orderly expression of such comment, the Board will permit public participation through oral or written comments prior to a final decision on a matter of significant interest to the public. The Chairman may control such comment to ensure an orderly progression of the meeting.~~

~~Individuals wishing to be heard by the Chairman shall first be recognized by the Chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairman may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. **It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairman.**~~

~~! 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 (1) presentation per person.~~

~~! Organizations and groups shall 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 would request that persons not speak, if a previous speaker has expressed a similar position on the same issue.~~

~~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 intended for community participation.~~

~~Upon consent of the majority of the members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each Board member at least twenty-four (24) hours in advance of the Board meeting, and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours prior to the Board meeting. An agenda for other types of Board meetings will be prepared if the circumstances necessitate an agenda.~~

Consent Agenda

~~To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.~~

Minutes

~~The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chairman and the Clerk. The minutes shall include:~~

- ~~— The date, time, and place of the meeting;~~
- ~~— The presiding officer;~~
- ~~— Board members recorded as absent or present;~~
- ~~— A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;~~
- ~~— A detailed statement of all expenditures;~~
- ~~— Purpose of recessing to executive session; and~~
- ~~— Time of adjournment.~~

~~When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to '20-1-212, MCA.~~

~~Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon the request. A written copy shall be made available within five (5) working days following approval by the Board.~~

Quorum

~~No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or present via a speaker telephone. A quorum for transacting business shall consist of four (4) trustees. Voting shall be conducted by roll call. A majority of the quorum may pass a resolution, except as provided in '20-4-203(1), MCA, and '20-4-401(4), MCA.~~

Meeting Conduct and Order of Business

~~General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.~~

Legal Reference:	Article II, Section 8, Montana Constitution	Right of participation
	Article II, Section 10, Montana Constitution	Right of Privacy
	"2-3-101, et seq., MCA	Right of participation
	'2-3-212, MCA	Minutes of meetings
		public inspection
	'20-1-212, MCA	Destruction of records by school officer
	'20-3-322, MCA	Meetings and quorum
	'20-3-323, MCA	District policy and record of acts

Policy History:

Adopted on: June 28, 2004

Revised on: September 25, 2006



AN ACT PROVIDING FOR INCREASED TRANSPARENCY AND ACCOUNTABILITY IN GOVERNMENT BY REQUIRING CERTAIN GOVERNMENT ENTITIES TO RECORD THEIR PUBLIC MEETINGS IN AUDIO AND VIDEO FORMAT; REQUIRING THOSE ENTITIES TO MAKE THE AUDIO AND VIDEO RECORDINGS AVAILABLE ONLINE FOLLOWING THE PUBLIC MEETING; PROVIDING EXCEPTIONS; PROVIDING AN APPROPRIATION; SUPERSADING THE LOCAL GOVERNMENT UNFUNDED MANDATE LAWS; AMENDING SECTIONS 2-3-214 AND 7-1-4141, MCA; AND PROVIDING EFFECTIVE DATES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-3-214, MCA, is amended to read:

"2-3-214. Recording of meetings for certain boards. (1) Except as provided in 2-3-203 and subsection (6) of this section, the following boards shall record their public meetings in ~~a~~an audio and video or audio-format:

- (a) the board of investments provided for in 2-15-1808;
- (b) the public employees' retirement board provided for in 2-15-1009;
- (c) the teachers' retirement board provided for in 2-15-1010;
- (d) the board of public education provided for in Article X, section 9, of the Montana constitution;

and

(e) the board of regents of higher education provided for in Article X, section 9, of the Montana constitution;

(f) except as provided in subsection (7)(a), the governing board of a county provided for in Title 7, chapter 1, part 21;

(g) except as provided in subsection (7)(b), the governing board of a first-class and second-class city provided for in Title 7, chapter 1, part 41;

(h) a first-class or second-class school district board of trustees provided for in Article X, section 8, of the Montana constitution, 20-6-201, and 20-6-301; and

(i) a local board of health provided for in Title 50, chapter 2, part 1.

~~(2) All good faith efforts to record meetings in a video format must be made, but if a board is unable to record a meeting in a video format, it must record the meeting in an audio format.~~

~~(3)(2)~~ (a) The boards listed in subsection (1) must subsections (1)(a) through (1)(e) shall make the audio and video or audio-recordings of meetings under subsection (1) publicly available within 1 business day after the meeting through broadcast on the state government broadcasting service as provided in 5-11-1111 or through publication of streaming audio and video or audio content on the respective board's website.

(b) The boards listed in subsections (1)(f) through (1)(i) shall make the audio and video recordings publicly available within 5 business days after the meeting with a link to the recording on the respective board's website. If the board does not maintain a website, it shall maintain a social media page and provide a link to the recording on the social media page.

~~(b)(c)~~ The department of administration may develop a memorandum of understanding with the legislative services division for broadcasting executive branch content on the state government broadcasting service or live-streaming audio or video executive branch content over the internet.

(3) For the boards listed in subsections (1)(f) through (1)(i) that maintain minutes as required by 2-3-212, the audio and video recordings created pursuant to this section are not required to be the official record of the meeting. If a recording is not designated as the official record, the recording may be destroyed after being retained online for 1 year and is not subject to the requirements of Title 2, chapter 6, for public information requests.

(4) A board is not required to disrupt or reschedule a meeting if there is a technological failure of the meeting recording. If the recording is not able to be made available online, the board shall prominently post a notice in the same manner as a notice of a public meeting and shall post a notice at all locations where the meeting recording links are available. The notice must explain the reason the meeting was not recorded and describe the steps taken to remedy the failure prior to the next meeting.

(5) The requirements of this section apply only when a board is acting on a matter over which the board has supervision, control, jurisdiction, or advisory power at a public meeting as defined in 2-3-202 that has

been publicly noticed as required by 2-3-103.

(6) The requirements of this section do not apply to a board listed in subsection (1)(f) when a quorum is incidentally established as described in 7-5-2122(4) and (5) solely on the basis of sharing a common office space.

(7) The following boards must meet the requirements of this section, except that meetings may be recorded, retained, and made available in audio format only:

(a) the governing board of a county with a population of less than 4,500; and

(b) the governing board of a third-class city.

(8) Expenditures by a school district on staff, consultants, equipment, software licenses, storage, or security made to fulfill the requirements of this section qualify as a school facility project under 20-9-525."

Section 2. Section 7-1-4141, MCA, is amended to read:

"7-1-4141. Public meeting required. (1) All meetings of municipal governing bodies, boards, authorities, committees, or other entities created by a municipality ~~shall~~must be open to the public except as provided in 2-3-203.

(2) ~~Appropriate minutes shall~~ Subject to the requirements of 2-3-212, appropriate minutes must be kept of all public meetings and shallmust be made available ~~upon request~~ to the public for inspection and copying and meet the requirements of 2-3-214(2)(b)."

Section 3. Appropriation. There is appropriated \$5,000 from the state general fund to the department of administration for the biennium beginning July 1, 2023, for the purposes of adopting administrative rules under 2-17-518 to provide guidance and best practices for the local governments entities in [section 1(1)(f) through (1)(i)] to create audio and video meeting recordings and store and make the records publicly available online.

Section 4. Unfunded mandate laws superseded. The provisions of [this act] expressly supersede and modify the requirements of 1-2-112 through 1-2-116.

Section 5. Effective dates. (1) Except as provided in subsection (2), [this act] is effective July 1, 2024.

(2) [Section 3] and this section are effective July 1, 2023.

- END -

HOUSE BILL NO. 890

INTRODUCED BY B. BARKER, S. KERNS, C. KNUDSEN, T. BROCKMAN, P. GREEN, J. ETCHART

AN ACT PROVIDING FOR INCREASED TRANSPARENCY AND ACCOUNTABILITY IN GOVERNMENT BY REQUIRING CERTAIN GOVERNMENT ENTITIES TO RECORD THEIR PUBLIC MEETINGS IN AUDIO AND VIDEO FORMAT; REQUIRING THOSE ENTITIES TO MAKE THE AUDIO AND VIDEO RECORDINGS AVAILABLE ONLINE FOLLOWING THE PUBLIC MEETING; PROVIDING EXCEPTIONS; PROVIDING AN APPROPRIATION; SUPERSEDING THE LOCAL GOVERNMENT UNFUNDED MANDATE LAWS; AMENDING SECTIONS 2-3-214 AND 7-1-4141, MCA; AND PROVIDING EFFECTIVE DATES.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

19

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

ITEM TITLE: APPROVE FIRST READING OF POLICY 1420F – NOTICE REGARDING PUBLIC COMMENT

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

SUMMARY:

The Board of Trustees needs to approve the first reading of board Policy 1420F – Notice Regarding Public Comment. The information highlighted in the attached document is new Board Policy and the information in ~~strike through~~ is the previous Board Policy.

SUGGESTED ACTION: Approve first reading of Policy 1420F – Notice Regarding Public Comment.

Additional Information Attached

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1420F

Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings.

By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are not specifically noticed on the agenda. The Board may take a matter raised during the public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens have the right to comment on an item that is specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item.

The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

~~MTSBA recommends that you attach the following notice to the your agendas for your regular Board meetings and/or have the Board Chairman read it aloud at the beginning of the Board meeting, until the public becomes educated about the process:~~

~~HB 94, made effective April 22, 2003, requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any **public matter not otherwise specifically listed on the agenda** that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is **specifically listed/identified on the agenda**, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.~~

~~For those individuals who desire to address the Board during the *public comment* portion of the meeting, if you haven't already done so, please sign your name to the sheet located _____ and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.~~

~~Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.~~

~~By law the District cannot take any action on any matter discussed during the *public comment* portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.~~

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

20

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED ADMINISTRATORS FOR THE 2024-2025 SCHOOL YEAR

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

SUMMARY:

The Board of Trustees needs to approve issuing contracts for Certified Administrators for the 2024-2025 school year.

SUGGESTED ACTION: Approve issuing contracts for Certified Administrators for the 2024-2025 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						

RECOMMENDED 2024-2025 SALARIES

CERTIFIED ADMINISTRATORS				
Name	Position	FTE	Days	Salary
BARTOS, PAUL	PRINCIPAL	1.00	212	FHS Asst Principal/AD Matrix, MA Step 5
FRIESEN, JEFFREY	JHS PRINCIPAL	1.00	217	LJHS Principal Salary Matrix, MA Step 8
LEWIS, MATTHEW	PRINCIPAL	1.00	222	HS Principal Salary Matrix, MA Step 15
MILLER, JESSICA	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 2
VENTRESCA, MATTHEW	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 11
WIRTZBERGER, DANIEL	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 9

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

21

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR

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

SUMMARY:

The Board of Trustees needs to approve issuing contracts for Certified Staff for the 2024-2025 school year.

SUGGESTED ACTION: Approve issuing contracts for Certified Staff for the 2024-2025 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						

2024-2025 CERTIFIED STAFF CONTRACTS

LAST NAME	FIRST NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
AAMOLD	DANIELLE	20 GARFIELD SCHOOL	YEAR 3	BA	1.0	187	Y - 4th Contract Offered
AKREMI	KELLI	30 HIGHLAND PARK SCHOOL	YEAR 7	BA+30	1.0	187	N
ALLERDINGS	NOELLE	30 HIGHLAND PARK SCHOOL	YEAR 3	BA+10	1.0	187	N
AUGER	CHASE	60 FERGUS HIGH SCHOOL	YEAR 3	BA+10	1.0	187	Y
BARTOS	CARRIE	40 LEWIS & CLARK SCHOOL	YEAR 10	BA+30	1.0	187 + up to 5 (Summer SPED Days)	Y
BATEMAN	AMANDA	20 GARFIELD SCHOOL	YEAR 14	MA	1.0	187	Y
BLAZICEVICH	JENIFER	50 JUNIOR HIGH SCHOOL	YEAR 2	BA+30	1.0	187 + up to 5 (Summer SPED Days)	N
BOLING	AUDREY	20 GARFIELD SCHOOL	YEAR 14	BA+10	1.0	187	Y
BRANDON	LUKE	60 FERGUS HIGH SCHOOL	YEAR 14	BA+30	1.0	187	Y
BRAULICK	DOUGLAS	60 FERGUS HIGH SCHOOL	YEAR 14	BA+30	1.0	187	Y
BREIDENBACH	BRADLEY	40 LEWIS & CLARK SCHOOL	YEAR 14	BA+30	1.0	187 + up to 5 (Summer SPED Days)	Y
BREIDENBACH	SHERRY	60 FERGUS HIGH SCHOOL	YEAR 14	BA+30	1.0	187	Y
BUEHLER	DYLAN	50 JUNIOR HIGH SCHOOL	YEAR 6	MA+20	1.0	187	Y
CIRRINCIONE	MEGGAN	60 FERGUS HIGH SCHOOL	YEAR 9	MA+30	1.0	187	Y
CLOUD	CHARLES	40 LEWIS & CLARK SCHOOL	YEAR 10	MA+10	1.0	187	Y
CLOUD	SARAH	30 HIGHLAND PARK SCHOOL	YEAR 14	MA+30	1.0	187	Y
COMER	KELLY	20 GARFIELD SCHOOL	YEAR 3	MA	1.0	187	Y - 4th Contract Offered
COMES	JULIE	30 HIGHLAND PARK SCHOOL	YEAR 14	MA+30	1.0	187	Y
CRAWFORD	GINA	30 HIGHLAND PARK SCHOOL	YEAR 14	BA+30	1.0	187	Y
CROUSE	LEE	60 FERGUS HIGH SCHOOL	YEAR 9	BA	1.0	187 + up to 10 (Summer Counselor Days)	Y - 4th Contract Offered
DECOCK	BRENDON	60 FERGUS HIGH SCHOOL	YEAR 11	MA+30	1.0	187	Y
DERHEIM	MARIA	20 GARFIELD SCHOOL	YEAR 3	BA	1.0	187	Y
DOHRMANN	MARNE	20 GARFIELD SCHOOL	YEAR 9	MA	1.0	187	Y - 4th Contract Offered
DONALDSON	MATTHEW	50 JUNIOR HIGH SCHOOL	YEAR 9	MA+30	1.0	187	Y
FELLER	VICTOR	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
GIES	AMY	20 GARFIELD SCHOOL	YEAR 6	MA+30	1.0	187	N
GOBBLE	CASSI	60 FERGUS HIGH SCHOOL	YEAR 3	BA+10	1.0	187 + up to 5 (Summer SPED Days)	Y
GREMAUX	ALISON	40 LEWIS & CLARK SCHOOL	YEAR 5	BA+20	1.0	187	N
GREMAUX	CINDY	40 LEWIS & CLARK SCHOOL	YEAR 14	BA+30	1.0	187	Y
GRENSTEN	RACHAEL	60 FERGUS HIGH SCHOOL	YEAR 8	MA+30	1.0	187	Y
GRUBB	JULIA	30 HIGHLAND PARK SCHOOL	YEAR 2	BA+10	1.0	187	N
GRUENER	BRENDA	30 HIGHLAND PARK SCHOOL	YEAR 14	MA	1.0	187	Y
GRUENER	MATTHEW	40 LEWIS & CLARK SCHOOL	YEAR 5	BA+30	1.0	187	Y
HANKINS	ASHLEY	30 HIGHLAND PARK SCHOOL	YEAR 7	BA	1.0	187	Y
HENDERSON	JODI	30 HIGHLAND PARK SCHOOL	YEAR 5	BA+20	1.0	187 + up to 5 (Summer SPED Days)	Y
HENDERSON	TROY	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
HICKS	MEGAN	20 GARFIELD SCHOOL	YEAR 4	MA	1.0	187	Y
HOWELL	KARA	20 GARFIELD SCHOOL	YEAR 1	BA+30	1.0	187	N
HUDSON	TROY	60 FERGUS HIGH SCHOOL	YEAR 14	BA+30	1.0	187	Y
IRISH	JEAN	30 HIGHLAND PARK SCHOOL	YEAR 10	BA+10	1.0	187	Y
IRWIN	KATHLEEN	30 HIGHLAND PARK SCHOOL	YEAR 14	BA+30	1.0	187	Y
JENNI	AMANDA	40 LEWIS & CLARK SCHOOL	YEAR 11	BA	1.0	187	Y
JENSEN	JENNIFER	30 HIGHLAND PARK SCHOOL	YEAR 14	BA+20	1.0	187	Y
JOHNSON	ORIN	50 JUNIOR HIGH SCHOOL	YEAR 7	BA+30	1.0	187	Y
KIRSCH	ELIZABETH	30 HIGHLAND PARK SCHOOL	YEAR 14	MA+20	1.0	187	Y
KROGSTAD	JOCELYN	50 JUNIOR HIGH SCHOOL	YEAR 11	BA	1.0	187	Y
LANE	EMILY	30 HIGHLAND PARK SCHOOL	YEAR 7	MA	1.0	187	N
LEAR	DEREK	40 LEWIS & CLARK SCHOOL	YEAR 7	MA	1.0	187	Y
LEWIS	DIANE	60 FERGUS HIGH SCHOOL	YEAR 14	BA+20	1.0	187	Y
LONG	JARED	60 FERGUS HIGH SCHOOL	YEAR 13	MA+30	1.0	187 + up to 40 (Summer FFA Days)	Y
LONG	LESLIE	60 FERGUS HIGH SCHOOL	YEAR 14	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
LOUIS	EMILY	20 GARFIELD SCHOOL	YEAR 3	BA	1.0	187	Y
MANGOLD	MIKE	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
MCKINNEY	SARA	30 HIGHLAND PARK SCHOOL	YEAR 12	BA+20	1.0	187	Y
METCALFE	BRIDGET	30 HIGHLAND PARK SCHOOL	YEAR 7	BA	1.0	187	Y
NEFZGER	TIMOTHY	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
NELSON	SHERI	40 LEWIS & CLARK SCHOOL	YEAR 9	BA+10	1.0	187	Y - 4th Contract Offered
PHILLIPS	TACE	20 GARFIELD SCHOOL	YEAR 5	BA	1.0	187	Y
POSER-BROWN	LORA	40 LEWIS & CLARK SCHOOL	YEAR 6	MA+10	1.0	187	Y
RECTOR	BROOKE	40 LEWIS & CLARK SCHOOL	YEAR 1	BA	1.0	187	N
REESOR	JULIE	40 LEWIS & CLARK SCHOOL	YEAR 6	BA+10	1.0	187	Y
RHOADES	JACOB	50 JUNIOR HIGH SCHOOL	YEAR 9	BA+30	1.0	187	Y - 4th Contract Offered
ROBERTS	PAMELA	20 GARFIELD SCHOOL	YEAR 9	BA	1.0	187 + up to 5 (Summer SPED Days)	Y
RUSSELL	JEFFREY	40 LEWIS & CLARK SCHOOL	YEAR 14	BA	1.0	187	Y
SCHWEDE	JILL	50 JUNIOR HIGH SCHOOL	YEAR 9	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
SHELAGOWSKI	BRETT	50 JUNIOR HIGH SCHOOL	YEAR 14	BA+30	1.0	187	Y
SHELAGOWSKI	LISA	30 HIGHLAND PARK SCHOOL	YEAR 14	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
SMITH	MELANIE	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
SPARKS	BRIDGET	20 GARFIELD SCHOOL	YEAR 14	MA	1.0	187	Y

LAST NAME	FIRST NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
SPERANZA	REBECCA	40 LEWIS & CLARK SCHOOL	YEAR 4	BA	1.0	187	N
STANDLEY	EMILY	50 JUNIOR HIGH SCHOOL	YEAR 2	MA	1.0	187	N
STROUF	LEAH	20 GARFIELD SCHOOL	YEAR 6	BA+30	1.0	187 + up to 5 (Summer SPED Days)	Y
SWIMLEY	RACHAEL	20 GARFIELD SCHOOL	YEAR 3	BA	1.0	187	Y
THACKERAY	BRETT	60 FERGUS HIGH SCHOOL	YEAR 6	BA	1.0	187	Y
TRAFTON	MICHELLE	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0	187	Y
VAUGHN	KERRY	30 HIGHLAND PARK SCHOOL	YEAR 10	MA+30	1.0	187	Y
VAUGHN	TERESA	60 FERGUS HIGH SCHOOL	YEAR 11	MA	1.0	187 + up to 10 (Summer Counselor Days)	Y
VINCENT	MEGAN	60 FERGUS HIGH SCHOOL	YEAR 9	BA	1.0	187 + up to 5 (Summer FACS Days)	Y - 4th Contract Offered
WEICHEL	POLLY	30 HIGHLAND PARK SCHOOL	YEAR 14	BA+30	1.0	187	Y
WICHMAN	NICOLE	50 JUNIOR HIGH SCHOOL	YEAR 11	BA+20	1.0	187	Y
WIRTZBERGER	KATELIN	50 JUNIOR HIGH SCHOOL	YEAR 3	MA	1.0	187	Y
ZEILER	BROOKE	50 JUNIOR HIGH SCHOOL	YEAR 9	MA	1.0	187	Y - 4th Contract Offered
ZIEGLOWSKY	STEVEN	50 JUNIOR HIGH SCHOOL	YEAR 9	MA+10	0.8	151	Y - 4th Contract Offered

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

22

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

ITEM TITLE: APPROVE 2024-2025 MULTI- DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

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

SUMMARY:

For the past 10+ years, several Central Montana School Districts have been participating in a Technology Cooperative. Based in Lewistown, our Cooperative offers technology services to area school districts. Participation in the Cooperative is voluntary. Districts that choose to participate pay a fixed amount per ANB to the Lewistown School District to finance the Cooperative's activities.

The MTSBA-approved agreement is attached for the Board's review and approval. Once the Lewistown Board approves the document, original agreements will be distributed to each participating district for their counter-approval.

SUGGESTED ACTION: Approve 2024-2025 Multi-District Technology Services Agreement

Additional Information Attached

NOTES:

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

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2024 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geysers K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2024 to June 30, 2025. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative

upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2024.

As agreed on this ____ day of _____, 20 ____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

Adverse Weather and Travel

Lewistown Public Schools Tech Support staff may not travel to participating district sites during adverse weather and/or road conditions that cause travel to be unsafe. Determinations for canceling travel shall be made by the Regional Coordinator and/or the Director of Technology. If more than 4 days are missed due to weather and/or road conditions, Lewistown Tech Support will attempt to schedule time for that site to recover those hours, if necessary. The Regional Coordinator and/or Director of Technology shall coordinate with site tech contacts to maintain effective communications in these situations.

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2024 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geysler K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2024 to June 30, 2025. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative

upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2024.

As agreed on this ____ day of _____, 20 ____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

Adverse Weather and Travel

Lewistown Public Schools Tech Support staff may not travel to participating district sites during adverse weather and/or road conditions that cause travel to be unsafe. Determinations for canceling travel shall be made by the Regional Coordinator and/or the Director of Technology. If more than 4 days are missed due to weather and/or road conditions, Lewistown Tech Support will attempt to schedule time for that site to recover those hours, if necessary. The Regional Coordinator and/or Director of Technology shall coordinate with site tech contacts to maintain effective communications in these situations.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

23

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

See Attached Ballot Language for the Elementary District General Fund Levy Election in May 2024. Approval of this levy by voters will allow the District to operate at 100% of its operating budget. Failure of the levy will require the District to operate at 98% of its operating budget.

SUGGESTED ACTION: Set Elementary District Number One Levy Election

Additional Information Attached

NOTES:

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

**OFFICIAL BALLOT
GENERAL FUND MILL LEVY**

This ballot should be marked with an “X” in the square before the words “FOR the Additional Levy” if you wish to vote for the additional levy or mark an “X” in the square before the words “AGAINST the Additional Levy” if you oppose the additional levy.

Lewistown Elementary School District No. 1 of Fergus County

PROPOSITION

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of one hundred fifteen thousand four hundred twenty-seven dollars and sixty-three cents (\$115,427.63) per year which is approximately 6.28 mills, for the purpose of: Maintaining and Operating the School District?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$8.48, on a home with a market value of \$300,000 by approximately \$25.43, and on a home with a market value of \$600,000 by approximately \$50.87. An increase in property taxes may lead to an increase in rental costs.

The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

FOR the Additional Levy

AGAINST the Additional Levy

School districts must obtain voter approval for an increase in the number of dollars budgeted for the over-BASE tax levy. The ballot language above contains all information required to be included per [15-10-425](#), MCA. As long as the information listed in [15-10-425](#), MCA is included in the ballot language, trustees are allowed to use their discretion in formulating ballot language for general fund elections.

NOTE: The proposition lists an approximate number of mills, since taxable valuation and other information necessary to determine an exact number of mills are not available at the time of the election. Actual mills will commonly differ from this estimate.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

24

ITEM TITLE: SET FERGUS HIGH SCHOOL DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

After receiving the Preliminary Data Sheets from OPI, the High School District is not able to increase its levy this year. It is the recommendation to the Board that the levy amounts be set to zero and an election NOT be run in May 2024 for the High School General Fund.

SUGGESTED ACTION: Set Fergus High School District Number One Levy Election

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

03/18/2024

Agenda Item No.

25

ITEM TITLE: APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2025

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

SUMMARY:

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year’s budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

HB159, approved during the 2019 Legislature, appropriated the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. In addition, SB92 expanded permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors. We began taking advantage of the authority and funding in these bills in FY20 and recommend that we continue to do so as long as the State Match is offered.

SUGGESTED ACTION: Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2025

Additional Information Attached

NOTES:

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

Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. State law requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. Lewistown Public Schools Board of Trustees has chosen to publish the *estimated* increase/decrease for ALL funds, both voted and nonvoted.

The Lewistown Public Schools Board of Trustees *estimates* the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2024:

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

Fund	LEWISTOWN ELEMENTARY SCHOOL DISTRICT							
	2023-24 Actual Levies		2024-25 Projections				Est. Annual	Est. Annual
	\$	Mills	\$	Mills	Change \$	Change Mills	Tax Impact \$100K home	Tax Impact \$200K home
General - BASE	\$ 539,953	29.37	\$ 428,177	23.30	\$ (111,776)	(6.07)	\$ (8.19)	\$ (16.38)
General - OverBASE	\$ 1,395,336	75.93	\$ 1,510,764	82.21	\$ 115,428	6.28	\$ 8.48	\$ 16.96
Transportation	\$ 432,599	23.54	\$ 440,646	23.98	\$ 8,047	0.44	\$ 0.59	\$ 1.18
Bus Depreciation	\$ 100,958	5.49	\$ 145,000	7.89	\$ 44,042	2.40	\$ 3.24	\$ 6.48
Tuition	\$ 211,346	11.50	\$ 250,000	13.60	\$ 38,654	2.10	\$ 2.84	\$ 5.68
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	3.35	\$ 61,498	3.35	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 35,822	1.95	\$ 32,546	1.77	\$ (3,277)	(0.18)	\$ (0.24)	\$ (0.48)
Building Reserve Voted	\$ 98,000	5.33	\$ 98,000	5.33	\$ -	-	\$ -	\$ -
Grand Total	\$ 2,875,512	156.46	\$ 2,966,630	161.43	\$ 91,118	4.97	\$ 6.72	\$ 13.44

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

Fund	FERGUS HIGH SCHOOL DISTRICT							
	2023-24 Actual Levies		2024-25 Projections				Est. Annual	Tax Impact
	\$	Mills	\$	Mills	Change \$	Change Mills	\$100K home	\$200K home
General - BASE	\$ 329,073	16.48	\$ 256,218	12.84	\$ (72,855)	(3.64)	\$ (4.91)	\$ (9.82)
General - OverBASE	\$ 684,817	34.31	\$ 698,261	34.98	\$ 13,444	0.67	\$ 0.90	\$ 1.80
Transportation	\$ 215,640	10.80	\$ 221,910	11.12	\$ 6,271	0.32	\$ 0.43	\$ 0.86
Bus Depreciation	\$ 166,418	8.34	\$ 115,000	5.76	\$ (51,418)	(2.58)	\$ (3.48)	\$ (6.96)
Tuition	\$ 89,884	4.50	\$ 115,000	5.76	\$ 25,116	1.26	\$ 1.70	\$ 3.40
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 54,165	2.71	\$ 54,165	2.71	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 17,836	0.89	\$ 16,403	0.82	\$ (1,434)	(0.07)	\$ (0.09)	\$ (0.18)
Building Reserve Voted	\$ 98,000	4.91	\$ 98,000	4.91	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,655,833	82.94	\$ 1,574,957	78.90	\$ (80,876)	(4.04)	\$ (5.45)	\$ (10.90)

Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

This notice must also document the District's expected use of its Building Reserve State Major Maintenance levies and associated funding (see Building Reserve Permissive above). This funding will be used to finance capital improvement projects identified in the District's Facility Assessment and for operational costs related to student safety. By levying in this fund, the District will receive additional revenue from the State of approximately \$83,000 in the Elementary and \$39,000 in the High School.

DATED this 18th day of March, 2024.

CJ Bailey, Board Chair

Rebekah Rhoades, Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

26

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

ITEM TITLE: APPROVE 2024-2025 SCHOOL CALENDAR

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

SUMMARY:

The Board of Trustees will approve the 2024–2025 School Calendar.

SUGGESTED ACTION: Approve 2024-2025 School Calendar

Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

AUGUST 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

SEPTEMBER 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					

OCTOBER 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		

NOVEMBER 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

DECEMBER 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				

JANUARY 2025						
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 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 12 New Staff Orientation
- August 19-20 All Staff Orientation/PIR
- October 17-18 Staff Development Days
Teachers Convention (Bozeman)
- Oct 28-31, Nov 4-8 Parent-Teacher Conferences
Schedules vary by school
PIR October 31
No school Oct 31-Nov 1
- March 24-Apr 4 Parent-Teacher Conferences
Schedules vary by school
Full school days for students
- May 12 PIR Day

HOLIDAYS & VACATIONS

No School for Teachers or Students

- September 2 Labor Day
- November 1 Vacation Day
- November 27-29 Thanksgiving Vacation
- Dec 23-Jan 1 Winter Break
- January 20 Vacation Day
- February 28 Vacation Day
- March 14 Vacation Day
- April 17-21 Easter Vacation
- May 26 Memorial Day

- New Teacher Orientation
- First/Last Day of School K-3 First Day
- End of Quarter
- Quarter Mid-Term
- End of Semester (2nd & 4th quarters)
- Early Out (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				Second Semester				
	92 days				87 days				
	FIRST QUARTER			DAYS	THIRD QUARTER			DAYS	
	First Week	Aug 21	to	Aug 23	3	First Week	Jan 21	to	Jan 24
Second Week	Aug 26	to	Aug 30	5	Second Week	Jan 27	to	Jan 31	5
Third Week	Sept 3	to	Sept 6	4	Third Week	Feb 3	to	Feb 7	5
Fourth Week	Sept 9	to	Sept 13	5	Fourth Week	Feb 10	to	Feb 14	5
Fifth Week	Sept 16	to	Sept 20	5	Fifth Week	Feb 17	to	Feb 21	5
Sixth Week	Sept 23	to	Sept 27	5	Sixth Week	Feb 24	to	Feb 27	4
Seventh Week	Sept 30	to	Oct 4	5	Seventh Week	March 3	to	March 7	5
Eighth Week	Oct 7	to	Oct 11	5	Eighth Week	March 10	to	March 13	4
Ninth Week	Oct 14	to	Oct 16	3	Ninth Week	March 17	to	March 21	5
Tenth Week	Oct 21	to	Oct 25	5					42
				45					
SECOND QUARTER			DAYS	FOURTH QUARTER			DAYS		
First Week	Oct 28	to	Oct 30	3	First Week	March 24	to	March 28	5
Second Week	Nov 4	to	Nov 8	5	Second Week	March 31	to	April 4	5
Third Week	Nov 11	to	Nov 15	5	Third Week	April 7	to	April 11	5
Fourth Week	Nov 18	to	Nov 22	5	Fourth Week	April 14	to	April 16	3
Fifth Week	Nov 25	to	Nov 26	2	Fifth Week	April 22	to	April 25	4
Sixth Week	Dec 2	to	Dec 6	5	Sixth Week	April 28	to	May 2	5
Seventh Week	Dec 9	to	Dec 13	5	Seventh Week	May 5	to	May 9	5
Eighth Week	Dec 16	to	Dec 20	5	Eighth Week	May 13	to	May 16	4
Ninth Week	Jan 2	to	Jan 3	2	Ninth Week	May 19	to	May 23	5
Tenth Week	Jan 6	to	Jan 10	5	Tenth Week	May 27	to	May 30	4
Eleventh Week	Jan 13	to	Jan 17	5					45
				47					Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)		
	August 12	New Staff Orientation
August 19-20	All Staff Orientation/PIR	2.0
October 17-18	Staff Development Days <i>Teachers Convention</i>	2.0
Oct 28-31, Nov. 4-8	Parent-Teacher Conferences <i>Schedules vary by school PIR October 31st No school Oct 31-Nov 1</i>	1.5
March 24-Apr 4	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
May 12	PIR Day	1.0
	Floating PIR Day	<u>1.0</u>
		8.0

HOLIDAYS & VACATIONS	Dates Inclusive	
	September 2	Labor Day
November 1	Vacation Day	
November 27-29	Thanksgiving Vacation	
Dec 23-Jan 1	Winter Break	
January 20	Vacation Day	
February 28	Vacation Day	
March 14	Vacation Day	
April 17-21	Easter Vacation	
May 26	Memorial Day	
July 4	Vacation Day (12-mo employees)	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

27

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

ITEM TITLE: APPROVE – CERTIFICATION FOR INDIRECT COST RATES FOR FY 2024-2025

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

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2014-2025 grants. This approval allows the District to set aside a portion (this year, 4.13%) of its grant expenditures and use that amount to pay general costs related to grant administration.

SUGGESTED ACTION: Approve the certification for indirect cost rates for FY 2024-2025.

Additional Information Attached

NOTES:

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



Office of Public Instruction
 Elsie Arntzen, Superintendent
 PO Box 202501
 Helena, MT 59620-2501

CERTIFICATION FOR INDIRECT COST RATE

For FY 2024-2025

Due April 30, 2024

SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12

Proposed Restricted Indirect Cost Rate 4.13 % (Round to nearest hundredth (X.XX%) of a percent.)

INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and Uniform Guidance 2 CFR 200, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A.

(2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate.

(3) Per 2 CFR 200.1 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

(4) This rate is valid from July 1 through June 30 of the applicable fiscal year of approval or the term of the grant award.

I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson	Street Address or P.O. Box	
	215 7th Avenue South	
Printed Name of Authorized Official	City	Zip Code
CJ Bailey	Lewistown	59457
Title	Date	
Board Chair	3/18/2024	
Send completed form to: School Accounting and Budgeting Office of Public Instruction PO Box 202501 Helena, MT 59620-2501		

ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:

Approved Rate for FY2025	Date Approved

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/18/2024

Agenda Item No.

28

- 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:

Josh Wright

Substitute Custodian:

Josh Wright

SUGGESTED ACTION: Approve Additions to 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

03/18/2024

Agenda Item No.

29

- 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 March 18 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>
CAVILL, Catherine (Catie)	Teacher	Fergus High School	Approve appointment on schedule - BA Step 0, 1.0 FTE, for the 2024-2025 School Year	7/1/2024	Matt Lewis	Replacing Lisa Screeton
MITCHELL, Kristopher	Kitchen Aide	Central Kitchen	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE - Step 0, for up to 3 hours per day, 5 days per week for up to 49 days	3/19/2024	Amie Friesen	Replacing Katelyn Young
MOORE, Macelle (Maci)	Teacher	Fergus High School	Approve appointment on schedule - BA Step 0, 1.0 FTE, for the 2024-2025 School Year	7/1/2024	Matt Lewis	Replacing Kim Miller
NEFZGER, Tim	Teacher	Fergus High School	Accept Letter of Resignation	6/30/2024	Matt Lewis	See Attached Letter
ODERMANN, Rob and FISCUS, Brady	Transportation Director and Mechanic	Transportation	Out of State Travel to Kearny, NE to pick up cruiser bus	3/25/24-3/27/24	Rebekah Rhoades	
PHILLIPS, Tace	Teacher	Garfield Elementary School	Accept Verbal Resignation	6/30/2024	Jessica Miller	Verbal Resignation
SAUNDERS, Benjamin	Teacher	Highland Park Elementary School	Accept Letter of Resignation	6/30/2024	Matthew Ventresca	See Attached Letter
SPRAGGINS, Katherine	Teacher	Lewistown Jr. High School	Accept Letter of Resignation	6/30/2024	Jeff Friesen	See Attached Letter
TROUTT, Justin	Track Coach	Lewistown Jr. High School	Approve appointment on schedule -ASSISTANT 2 TRACK COACH (0.050 X \$35,269.00) \$1,763.45	3/19/2024	Jeff Friesen	New Position - due to participation numbers
TURNER, Logan	Teacher	Fergus High School	Approve appointment on schedule - BA Step 0, 1.0 FTE, for the 2024-2025 School Year	7/1/2024	Matt Lewis	Replacing Jondie Rianda

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday March 18 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>
VINCENT, Megan	Teacher	Fergus High School	Approve out-of-district travel to attend the FCCLA National Leadership Conference in Seattle, WA	6/29 - 7/3/2024	Matt Lewis and Paul Bartos	See Attached Letter
WEST, Jessica	High Needs 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 49 days	3/19/2024	Matthew Ventresca	New Position

Timothy W Nefzger
52 Rocky Mountain Lane
Moore, MT 59464

March 11, 2024

Matt Lewis
Fergus High School
1001 Casino Creek Drive
Lewistown, MT 59457

Dear Mr Lewis,

Please accept this letter as a formal notification of my resignation from my position as a secondary science teacher at Fergus High School.

It is my intention to complete my contractual obligations for the 2023-24 school year.

I would like to sincerely thank you for the rich experience that teaching has afforded me. Fergus High School will always have a special place in my heart. I wish you all the best as Fergus High School continues to make education a top priority.

Sincerely,


Timothy W Nefzger

To whom it may concern:

I am resigning from my position as a special education teacher at Highland Park Elementary, effective at the conclusion of the current school year. I am resigning from my position in order to become a full time parent. The cost of childcare for two infants compared with the take home pay of a teacher at my experience level is such that continuing to work is of little to no financial benefit to my household, and the other benefits of having a full time parent in the home are significant. I have thoroughly enjoyed working for the school district as a teacher in the CARES classroom. It has been the best, most rewarding job I have ever had. I hope to return to teaching when my daughters are older. I hope you will understand and I wish you all the best.

Thank you,

Benjamin Saunders



3/12/24

Lewistown Public Schools

To Whom it may concern:


I am in a position where I need to tender the end of my teaching for the district. It is time for me to retire.

So, make this my formal letter of resignation for my math teacher position at LJHS, for the school year ending on May 31, 2024.

If there is anything you need from me so that I have taken care of all the necessary steps in the process, please let me know.

I appreciate all of the wonderful years I have spent teaching for the district. It has treated me well.

Sincerely,



Katherine Spraggins
March 7, 2024



FERGUS HIGH SCHOOL

1001 CASINO CREEK DRIVE, LEWISTOWN, MT 59457

Phone: (406) 535-2321

Fax: (406) 535-3835

fhs.lewistown.k12.mt.us

MATT LEWIS, PRINCIPAL

PAUL BARTOS, ASST. PRINCIPAL/ACTIVITIES DIRECTOR

March 1, 2024

Dear School Board Members,

The Fergus FCCLA (Family, Career & Community Leaders of America) Chapter is requesting approval for out of state travel to attend the 2024 FCCLA National Leadership Conference in Seattle, WA from June 29 – July 3, 2024 to attend leadership training and professional development.

Fergus FCCLA member Madison Johnston (currently a sophomore at Fergus High School) was elected to serve on the Montana FCCLA State Executive Council as a State Officer from March 2024 – March 2025. As part of this state level responsibility, Madison along with her Chapter Adviser, are asked to attend the National Leadership Conference. It is possible additional chapter members may qualify to attend pending the results of FCCLA competitions being held at the upcoming State Leadership Conference in Bozeman, Montana March 14 – 15, 2024.

We have building administration approval for this request, and we appreciate your consideration. Please do not hesitate to reach out with any questions.

Sincerely,

Megan A. Vincent

Family & Consumer Sciences (FCS) Teacher | FCCLA Chapter Adviser

Fergus High School, Lewistown, MT

406-535-2321 ext. 6117



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)

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)	

