

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**

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

**MONDAY, April 8, 2024**

**REGULAR BOARD MEETING**

**PAGE 1**

Meeting ID

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

Phone Numbers

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

PIN: 421 669 826#

**CALL TO ORDER (6:00 P.M.)**

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition of FCCLA Members and Advisor
5. Recognition of BPA Members and Advisor
6. Presentation – Matt Lewis – Wayfinder
7. Presentation – Paul Bartos – 8<sup>th</sup> Grade Sports Participation
8. Discussion – Bond Update
9. Report—Student Representative
10. Report—LEA
11. Report—Committees of the Board

**SUPERINTENDENT'S REPORT**

12. Report—Election Information
13. Report—Budget Update
14. Report—Investment
15. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

17. Minutes of the March 18, 2024 Regular Board Meeting

**APPROVAL OF CLAIMS**

18. Claims

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**

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

**MONDAY, April 8, 2024**

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

**INDIVIDUAL ITEMS**

19. Approve Dental Insurance Rates for 2024-2025
20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
21. Approve First Reading of NEW Policy 2165 – Early Literacy Targeted Intervention
22. Approve First Reading of NEW Policy 2165F – Early Literacy Targeted Intervention Form
23. Approve First Reading of Revised Policy 3110 – Entrance Placement and Transfer
24. Approve First Reading of Revised Policy 3121 – Enrollment and Attendance Records
25. Approve First Reading of Policy 2410 – High School Graduation Requirements
26. Approve First Reading of Policy 2410P – High School Graduation Requirements Procedures
27. Approve First Reading of Policy 2410F – Early Graduation Request Form
28. Approve Second Reading of Policy 1420 – School Board Meeting Procedure
29. Approve Second Reading of Policy 1420F – Notice of Public Comment
30. 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

04/08/2024

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION –FERGUS HIGH SCHOOL FCCLA MEMBERS AND ADVISOR

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

**SUMMARY:**

Megan Vincent, FCCLA Advisor, will introduce the FCCLA Members for the 2023-2024 year.

**SUGGESTED ACTION:** Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2024

Agenda Item No.

5

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

**ITEM TITLE:** RECOGNITION – FERGUS HIGH SCHOOL BUSINESS PROFESSIONALS OF AMERICA AND ADVISOR

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

**SUMMARY:**

Diane Lewis, BPA Advisor, will introduce the BPA members for the 2023-2024 year.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

04/08/2024

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION – MATT LEWIS - WAYFINDER

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

**SUMMARY:**

Matt Lewis, Fergus High School Principal will present to the board information regarding Wayfinder.

**SUGGESTED ACTION:** Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

04/08/2024

Agenda Item No.

7

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

ITEM TITLE: PRESENTATION – PAUL BARTOS 8<sup>TH</sup> GRADE SPORTS PARTICIPATION

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

**SUMMARY:**

Paul Bartos, Fergus High School Assistant Principal/Athletic Director will present to the board information regarding 8<sup>th</sup> grade sports participation.

**SUGGESTED ACTION:** Informational

\_\_\_\_\_

Additional Information Attached

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

8

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

**ITEM TITLE:** DISCUSSION BOND UPDATE

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

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**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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**Additional Information Attached**

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**NOTES:**

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

9

- 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 Furbright

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**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

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**Additional Information Attached**

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**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

10

- 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

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**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

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**Additional Information Attached**

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2024

Agenda Item No.

11

- 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 2024-2025 School Year.

The Policy Committee met on Friday, March 22 at 7:00 a.m.

The Kindness Committee met on Tuesday, March 26 at 7:30 a.m.

The Activities Committee met on Wednesday, April 3 at 7:30 a.m.

**SUGGESTED ACTION:** Informational

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Additional Information Attached

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NOTES:

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

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

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

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

12

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

**ITEM TITLE:** REPORT—ELECTION INFORMATION

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

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**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**

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**NOTES:**

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

**BOARD MEMBERS TERMS OF OFFICE**

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

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

**School District #1 -- 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:**

Katie Metcalf  
 Logan Smith  
 Jeff Southworth  
 Eric VanderBeek

Note: Spencer Walsh withdrew his declaration of intent on 4/2/24

**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

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	<b>Thursday, December 14 through Thursday, March 28</b>	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></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>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 27</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a>  <a href="#">13-19-203</a>  <a href="#">20-9-422</a>  <a href="#">20-20-201</a>  <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, March 1</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 8</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: <a href="#">Mail Ballot Plan Timetable and Instructions</a></p>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 11</b>	<p><b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.</p>	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<p><b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).</p> <p><i>*Votes only count for write-in candidates who file a Declaration of Intent.</i></p>	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 5</b>	<p><b>Deadline to notify election judges of appointment.</b></p>	<a href="#">13-4-101</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees 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. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 8</b>	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 8</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Not more than 30 days before	<b>Monday, April 8</b>	<b>Performance Testing and Certification of Voting System.</b> The election administrator must publicly test and certify that the system is performing properly.	<a href="#">13-17-212</a>
Day after Close of Regular Registration	<b>Tuesday, April 9</b>	<b>Start of Late Registration.</b> Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 28 Through Saturday, April 27</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>
At least 20 days before	<b>Wednesday, April 17</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed)</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of marks that would identify the voter, and</li> <li>• A self-addressed, return envelope with affirmation printed on the back</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 12 through Monday, April 22</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Absentee/Mail Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Polling Location Accessibility Notice.</b> Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-3-105</a> <a href="#">13-3-207</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Publication of Information Concerning Voting Systems.</b> Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-17-203</a>
Day before (by Noon)	<b>Monday, May 6</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 6</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>
Election Day 	<b>Tuesday, May 7</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election.  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 13</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 25 days after the election	<b>By Friday, May 31</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	<a href="#">20-20-415</a> <a href="#">20-20-416</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 5 days after the official canvass	<b>Monday, May 13 through Wednesday, June 3</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 13 through Monday, June 5</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 25 days of election	<b>By Friday, May 31</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
By June 1	<b>Friday, May 31</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator 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.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>By Friday, June 14</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

[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

04/08/2024

Agenda Item No.

13

- 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 4/3/2024**

**ELEMENTARY**

Adjusted Preliminary Data Sheets sent 3/26/24  
Elem=\$15,279.68 additional

<b>Current Year (2023-2024) Budget</b>	\$7,216,778.62	
<b>2024-2025 Projected Budgets</b>	\$7,261,404.56	without a vote (98% of allowed budget)
	\$7,376,832.20	with a vote (\$115,427 levy; 100% of allowed budget)
<b>FY24 Budget v s FY25 Budget</b>	\$44,625.94	higher without a vote
	\$160,053.58	higher with a vote
<b>FY25 Projected Expenditures</b>	\$7,420,157.90	
<b><u>Preliminary</u> Budget Shortfall/Surplus</b>	(\$158,753.34)	without a vote
	(\$43,325.70)	with a vote
<b>Significant Elementary Changes:</b>	decrease of 19 ANB (average enrollment decreased by 36) no longer qualify for the teacher incentive program (see below)	

**HIGH SCHOOL**

Adjusted Preliminary Data Sheets sent 3/26/24  
HS=\$3,058.32 additional

<b>Current Year (2023-2024) Budget</b>	\$3,465,179.94	
<b>2024-2025 Projected Budgets</b>	\$3,526,114.18	without a vote
	\$3,526,114.18	with a vote
<b>FY24 Budget v s FY25 Budget</b>	\$60,934.24	without a vote
	\$60,934.24	with a vote
<b>FY25 Projected Expenditures</b>	\$3,627,837.29	
<b><u>Preliminary</u> Budget Shortfall/Surplus</b>	(\$101,723.11)	without a vote
	(\$101,723.11)	with a vote

**Unknowns: 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 (reduction of 2.5 para and 1 certified teacher, restructure due to vacancies), elimination of curriculum budget in Elementary and FHS (will use interlocal fund for Science 2024-2025), reduction of 1 para position at FHS, reduction of 1.0fte Second Grade teaching position (not filling vacancy), reduction of 1.0fte P.E. teaching (restructure due to retirement), shifting expenses from General Fund to other funds where possible (note -

**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.

		<b>Neither FHS or Elem qualify in FY25</b>
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

04/08/2024

Agenda Item No.

14

- 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 for March 2024 was not available at the time of posting.

Elementary Bond STIP Interest for March 2024 was not available at the time of posting.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

15

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

**Requested By:** Superintendent    **Prepared By:** Thom Peck

**SUMMARY:**

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

- ❖ Staffing Update
- ❖ Winter Sports Team GPA – Wrestling – 3.09 GPA, GBB – 3.510 GPA and BBB – 3.78 GPA
- ❖ SBAC Testing and MAST testing for all schools in 2024-25 (MAST Road Show, April 8)
- ❖ Teacher Apprenticeship Program in MT (Dept. of Labor)...NOT Alternative Licensure
- ❖ April 3 – Paraprofessionals Day
- ❖ Parent/Teacher Conferences Update
- ❖ FFA State Convention @ Billings, April 4-6
- ❖ 2<sup>nd</sup> Grade Music Program @ 6 p.m. 3<sup>rd</sup> Grade Music Program @ 7 p.m. April 4
- ❖ Books for Bikes Assemblies at Garfield, HP and L&C
- ❖ FHS and HP Floating PIR @ 4-7 p.m. April 11
- ❖ No School for Students – Flex Day, April 12
- ❖ Music Performances and District Music Festival April 12-13 at FCPA, State @ Billings, May 3-4
- ❖ PTO Meeting @ Civic Center, 6:30 p.m. April 15
- ❖ Youth Challenge Presentation for Central MT Schools
- ❖ MT Ready Trades Fair, April 18
- ❖ School Law Seminar, April 23, 6-8 p.m. at the Education Center
- ❖ LJH Drama Class Performance, FCPA, 7:00 p.m.
- ❖ May 7<sup>th</sup> – School Election Day
- ❖ May 2 - HP 4<sup>th</sup> Grade Science Fair
- ❖ May 9 - 8<sup>th</sup> Grade Dance, Day Law Building
- ❖ Home Athletic Events:
  - SB – Fergus Invite, April 12-13

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

16

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

\_\_\_\_\_  
 Additional Information Attached

**NOTES:**

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

17

- 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 March 18, 2024, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and via Google Meet  
215 Seventh Avenue South  
Lewistown, Montana 59457**

**MONDAY, March 18, 2024**

**REGULAR BOARD MEETING**

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

1. ROLL CALL  
TRUSTEES PRESENT:  
Kris Birdwell, Whitney Brady, Zane Fulbright, John Carlson, CJ Bailey, Lisa Koch, Kevin Hodge  
TRUSTEES ABSENT:  
  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon – LEA President and other interested parties.  
OTHERS PRESENT:  
KXLO Radio, Lewistown News Argus, Shane Swandal – Hulteng and other interested parties.
2. PLEDGE OF ALLEGIANCE
3. Motion to Set Agenda with the addition of Girls and Boys Basketball to item #4 - Recognition – Approved Unanimously (Birdwell/Brady)
4. Recognition of FHS Choir, Girls Basketball and Boys Basketball  
Rachael Grensten introduced and had the FHS Sapphire Choir sing the Star Spangled Banner and another song. Rachael also shared other activities that choir programs at both FHS and LJHS have been participating in throughout the year.  
  
Newell Roche, Head Girls Basketball Coach, introduced his assistant coaches and recognized the team for their season and their accomplishments post-season.  
  
Scott Sparks, Head Boys Basketball Coach, recognized the team for their season and their accomplishments post-season.
5. Report—Student Representative  
Maggie Fulbright, Student Representative, provided an updated on the happenings at Fergus High School.
6. Report—LEA  
Luke Brandon, LEA President, updated the Board on activities in the LEA organization. Members of the LEA will be attending the State Convention.

7. Report—Committees of the Board  
Building and Grounds Committee met regarding the Elementary Bond. Shane Swandal provided an update on the projects to the Board. Progress and Lewis & Clark has gone well and is on time. Garfield addition work will begin soon with the roofing to follow. Highland Park bids came in higher than expected and Shane is working to keep the District on budget. LJHS fire suppression is out for bid and is the last large unknown in the project.

7-12 Science Curriculum Team met on 3/12/24 and discussed standards and resources. The K-12 curriculum team will meet in the near future. The Science Curriculum recommendation will come to the Board in June 2024.

Kindness Committee will be meeting on 3/26/24.

The Activities Committee will meet on 4/3/24.

The Policy Committee will meet at 7:00am on Friday, March 22<sup>nd</sup>.

### **SUPERINTENDENT'S REPORT**

8. 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.
9. Report—Budget Update  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2024-2025 school year.
10. Report—Investment  
Interest for February 2024 was \$8,267.02 in the High School and \$10,114.61 in the Elementary for a total of \$18,381.63. Elementary Bond STIP Interest for February 2024 was \$55,100.78.
11. Report—Superintendent  
Superintendent Peck updated the Board on staffing throughout the District. Parent Teacher Conferences will be taking place the last week of March and first week of April. Mr. Peck will be attending the career fair at Montana State University – Bozeman. Mr. Peck attended the MASS/META conference and much discussion was had regarding Artificial Intelligence and Cyber Security. Information was provided to the Board regarding a formal complaint filed by the Legislature against the Office of Public Instruction. Megan Vincent was recently awarded the FCCLA Advisor of the Year. The Board was updated on various dates/events taking place throughout the District. The District is going to visit Livingston Public Schools to observe their Early Literacy Program.

### **PUBLIC PARTICIPATION**

12. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
There was no public participation.

### **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

- Approved Unanimously (Brady/Hodge)

### **APPROVAL OF CLAIMS**

14. Claims – The claims referenced in the 2023-2024 Bill Schedule and submitted through March 8, 2024, were approved unanimously (Brady/Carlson). The Finance Committee for January – March 2024 is Board Chair CJ Bailey, John Carlson, Whitney Brady and Lisa Koch. New Finance Committee – Board Chair CJ Bailey, Lisa Koch, Zane Fulbright, Kris Birdwell.

### **INDIVIDUAL ITEMS**

15. Approve 2024-2026 Superintendent Contract for Brad Moore – Approved Unanimously (Carlson/Birdwell)
16. Approve Inter-local Agreement between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative – Approved Unanimously (Hodge/Brady)
17. Approve Second Reading of Policy 3141 – Discretionary Nonresident Student Attendance – Approved Unanimously (Fulbright/Hodge)  
Trustee Koch requested the review of Policy 1610, referenced in Policy 3141.
18. Approve First Reading of Policy 1420 – School Board Meeting Procedure – (Hodge/Brady)  
Motion to postpone the vote on Policy 1420 – Approved Unanimously (Brady/Carlson)
19. Approve postponing First Reading of Policy 1420F – Notice of Public Comment – Approved (Brady/Birdwell) Abstain - Brady
20. Approve Issuing Contracts for the Certified Administrators for the 2024-2025 School Year – Approved Unanimously (Fulbright/Carlson)
21. Approve Issuing Contracts for Certified Staff for the 2024-2025 School Year – Approved (Carlson/Hodge) Abstain - Birdwell
22. Approve 2024-2025 Multi-District Agreement for Technology Services to – Approved Unanimously (Fulbright/Brady)
23. Set Elementary District Number One Levy Amount to \$115,427.63 – Approved Unanimously (Brady/Hodge)
24. Set High School District Number One Levy Amount to \$0 – Approved Unanimously (Brady/Fulbright)
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 – Approved Unanimously (Brady/Hodge)
26. Approve 2024-2025 School Calendar – Approved Unanimously (Fulbright/Carlson)
27. Approve Certification for Indirect Cost Rates for FY 2024-2025 – Approved Unanimously (Fulbright/Hodge)
28. Approve Additions to the Substitute List for the 2023-2024 School Year – Approved Unanimously (Hodge/Fulbright)
29. Approve Personnel Report Remove Tace Phillips' Resignation and Add Laura Gilskey's Resignation– Approved Unanimously (Birdwell/Fulbright)

### **ADJOURNMENT**

The meeting was adjourned at 8:36 p.m (Birdwell). The next regular meeting will be held at 6:00 p.m. on Monday, April 8, 2024, at the Lincoln Board Room.

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

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

18

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

**ITEM TITLE:** CLAIMS

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

**SUMMARY:**

Approve claims paid through April 5, 2024, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2024 include Board Chair CJ Bailey, Lisa Koch, Zane Fulbright and Kris Birdwell

**SUGGESTED ACTION:** Approve Claims as Presented

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE DENTAL INSURANCE RATES FOR 2024 – 2025

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

**SUMMARY:**

The Board of Trustees needs to approve the dental insurance rates for 2024 – 2025. Over the past few years, our premiums have been exceeding our claims, which allowed us to reduce our rates for 2023-2024. We now have a sufficient “bank” in the Self-Insured Dental account and it has been recommended by Boulder Dental to keep our rates the same for 2024-2025.

**SUGGESTED ACTION:** Approve dental insurance rates for 2024 – 2025.

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

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

**SUMMARY:**

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of Surplus Property as stated on the attached notice.

**SUGGESTED ACTION:** Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property

**Additional Information Attached**

**NOTES:**

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

**NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY**

**WHEREAS**, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

**1996 - MCI 102D CRUISER BUS**

**2010 - 14x66 MOBILE OFFICE BUILDING**

**WHEREAS**, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

**THEREFORE BE IT RESOLVED** that the Trustees of said School Districts authorize the sale and disposal of the attached listed property.

**BE IT FURTHER RESOLVED** that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

**DONE** at Lewistown, Montana, this 8th day of April 2024.

**ATTEST:**

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**CHAIR  
BOARD OF TRUSTEES  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE**

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**REBEKAH RHOADES  
BUSINESS MANAGER/CLERK  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE**

**To be published in the News Argus on April 10,  
2024**

**P.O. #**

The 1996 MCI Cruiser Bus will be sold to the Red Birds Baseball Organization. The 14x66 Mobile Office building will be available for sale after 7/1/2024. Sale price will be set by the District at the time of sale.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

21

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

**ITEM TITLE:** APPROVE FIRST READING NEW POLICY 2165 - EARLY LITERACY TARGETED INTERVENTION

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of New Board Policy 2165- Early Literacy. The MTSBA model policy was utilized in development of this new policy, therefore any optional language not being used has ~~strike through~~. Any information **highlighted** are additions to the model policy.

Jessica Miller, Principal at Garfield Elementary School will present facts and proposed policy requirements for the Early Literacy Policy.

**SUGGESTED ACTION:** Approve New Board Policy 2165 Early Literacy Targeted Intervention

**Additional Information Attached**

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**NOTES:**

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

Early Literacy Targeted Interventions

Purpose and Goals

The Board of Trustees finds the ability to read at or above grade level is essential for educational success. The purposes of this policy are to:

- (a) provide parents with voluntary early literacy interventions for their children;
- (b) increase the number of children in the District who are reading proficient at the end of 3rd grade and in so doing help those children develop their full educational potential pursuant to Article X, section 1(1), of the Montana Constitution; and
- (c) foster a strong economic return for the state on early literacy investment through enhancing the District's skilled workforce and decreasing future reliance on social programs and the criminal justice system.

The Board of Trustees intends to collaborate with the Board of Public Education and Office of Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making available outcome data and by continually refining the interventions to increase the efficacy and efficiency of each intervention.

Compliance

The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall be in accordance with early childhood education standards at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall include, at minimum:

- (a) ongoing evaluation of student progress used to tailor instruction to specific student needs;
- (b) strategies to encourage, enhance, and honor parental involvement;
- (c) methods to employ and assign qualified staff to deliver programming who have completed a fingerprint based criminal background check in accordance with Policy 5120 and Policy 5122 and receive regular professional development in accordance with Policy 5121;
- (d) adherence to eligibility standards;
- (e) organization, when applicable, of classrooms which satisfy physical, supervision, safety, and capacity standards; and dedicated Trustee and administrative leadership in accordance with Policy 6110.

Child Evaluation

An eligible child is defined as a child who has been determined, through evaluation methodologies selected by the Board of Public Education, to be below a trajectory leading to reading proficiency at the end of 3rd grade. An eligible child may receive early literacy targeted intervention provided by the

District for the subsequent school year in accordance with this policy.

The Board of Trustees authorizes the District staff to administer evaluation methodologies in April, May, or June of each year to a child who will be 4 years of age or older on or before the following September 10 ~~and who has not yet entered 3rd grade.~~ **Students enrolling after the first day of school each year will be evaluated on a case-by-case basis.**

A child shall not be evaluated to determine eligibility for early targeted literacy intervention without written parental consent.

#### ~~OPTIONAL Classroom-Based Programming~~

The Board of Trustees has established a ~~(select option) full time or half time~~ classroom based early literacy targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who is not entering and who has not completed kindergarten in the District's classroom-based early literacy targeted intervention program. If a full-time program is established the District will allow a parent or guardian to enroll their child on a half-time basis. The classroom-based program shall foster parental engagement and be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade.

#### ~~OPTIONAL Home Based Programming~~

~~The Board of Trustees has established a home-based early literacy targeted intervention program. The Board of Trustees authorizes the District staff to serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 2nd grade in the District's home-based program. 35 Any home-based program available in the District shall be operated by a non-profit entity previously selected by the Board of Public Education. The home-based program shall foster parental engagement and be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade. The home-based program shall have a cost of no more than \$1,000 a year for each child. 41~~

#### ~~OPTIONAL Jumpstart Programming~~

~~The Board of Trustees has established jumpstart early literacy targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 5 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 3rd grade.~~

~~The District's jumpstart program shall take place during the time between the end of one school calendar year and the start of the next school calendar year, as set by the Board of Trustees in accordance with Policy 2100, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade.~~

#### Reporting and Funding ~~(SELECT PROVISIONS CONSISTENT WITH ABOVE SECTION)~~

The Board of Trustees authorizes the District administration to include an eligible child participating in a classroom-based program in accordance with this policy in enrollment counts for the purpose of ANB calculations in the manner described in Policy 3121.

~~The Board of Trustees authorizes the District administration to report the number of eligible children participating in a home-based program to superintendent of public instruction for purposes of receiving payment for provided programming.~~

~~The Board of Trustees authorizes the District administration to include an eligible child participating in a jumpstart program in accordance with this policy in enrollment counts on a quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121. 26~~

The Board of Trustees shall monitor the early literacy intervention programs and authorizes the District administration to report annually to the superintendent of public instruction on the efficacy of the program no later than July 15 of each year.

Cross Reference: Policy 2100 – School Calendar  
Policy 3121- Enrollment and Attendance Calculation  
Policy 5120- Hiring Practices  
Policy 5121 –Professional Development  
Policy 5122 -Fingerprint Background Checks  
Policy 6110- Superintendent Responsibilities

Legal Reference: Article X, section 1(1), of the Montana Constitution  
Title 20, Chapter 7, Part 18 – Early Literacy Targeted Interventions  
Title 10 Chapter 63 ARM – Early Childhood Standards  
Section 20-9-311, MCA – Calculation of

ANB

Policy History:

Adopted on:

Reviewed on:

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE FIRST READING NEW POLICY 2165F- EARLY LITERACY TARGETED INTERVENTION FORM

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of New Board Policy 2165F- Early Literacy Targeted Intervention Form.

**SUGGESTED ACTION:** Approve New Board Policy 2165F - Early Literacy Targeted Intervention

**Additional Information Attached**

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**NOTES:**

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

**Lewistown Public Schools**  
**Policy 2165F – Early Literacy Targeted Intervention Consent**

Dear Parent/Guardian,

The School District is providing notice required under the provisions of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. Copies of these provisions are available upon request. This notice is being provided to inform you of the opportunity to have your child evaluated for an early literacy targeted intervention programs and services which will be provided to children as described in Policy 2165 whose parents who provide written consent.

**Notice of Your Rights**

This notice is intended to inform parents that the following early literacy evaluation will be provided at the school: \_\_\_\_\_ . This evaluation will be provided on \_\_\_\_\_ at \_\_\_\_\_ .

As a parent/guardian of a student, you have the right to authorize your child to attend or receive the evaluation in accordance with Montana law and District policy by completing, signing, and submitting the attached form prior to the date identified in the above notice.

**Early Literacy Evaluation Consent Form**

A family who wants their student to receive an early literacy evaluation offered at the school may provide consent to such evaluation by completing this form.

I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_, request my child receive an early literacy evaluation for \_\_\_\_\_ to be held at the above noted date and time. This request will be handled in a manner consistent with the methods identified by the School District as specified in of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. The results of the evaluation will be provided to the parent.

I understand my student will receive the early literacy evaluation. I also understand my student may be eligible to receive any services from the school district staff based on the results of the evaluation. I understand I will be provided information about those services prior to my child receiving any literacy services. I agree to accept responsibility for my student’s participation in the evaluation and services. Participation is strictly voluntary.

A student seeking such services whose parents have not completed this form will not receive the evaluation.

I acknowledge I have received notification of my rights in this area under District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA and have been provided an opportunity to review related information and materials on this topic.

I provide consent for my student to receive the evaluation described above at the Lewistown School District.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

23

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

**ITEM TITLE:** APPROVE FIRST READING OF REVISED POLICY 3110 – ENTRANCE PLACEMENT AND TRANSFER

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3110 – Entrance, Placement and Transfer. Information that has been added is highlighted and information that is being removed has ~~strike-through~~.

**SUGGESTED ACTION:** Approve first reading of board policy

**Additional Information Attached**

**NOTES:**

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

## Lewistown School District

### STUDENTS

3110 Page  
1 of 4

#### Entrance, Placement, and Transfer Entrance, Date and Age

No pupil may be enrolled in kindergarten, whose fifth (5<sup>th</sup>) birthday does not occur on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child registers to enter school. A birth certificate and an immunization record are required for admission to the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

No pupil may be enrolled in first grade, whose sixth (6<sup>th</sup>) birthday does not occur on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child registers to enter school. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. A birth certificate and an immunization record are required for admission to the District. The District will not assign or admit any child who has reached his/her nineteenth (19<sup>th</sup>) birthday on or prior to September 10<sup>th</sup> of the year in which the child is to enroll.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District's schools.

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. Students enrolled by the Trustees under this provision shall find the student's exceptional circumstances:

- (a) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
- (b) the child under 5 is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- (c) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

The Trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meet the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

## School Entrance

1. The District requires that a child's parents, legal guardian, or legal custodian present to the school, within forty (40) days of enrollment, proof of identity of the child (e.g., birth certification, certified transcript, or baptismal record).
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for persons seven [7] years or older). If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.
3. The aforementioned requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interest of the child. The Superintendent or designee shall serve as the point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

## Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

## Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in the student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

## Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): When a student initially enrolls in elementary school, the principal or counselor may not have adequate data to make a permanent placement. The principal or counselor may make informal assessments to determine proficiency levels of the student in order to make

appropriate temporary or permanent placement. Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks. The school will request cumulative records or other documentation from the school the student last attended or from the appropriate county superintendent.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day, and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and the Board.

Requests for transfer of credit and/or grade placement from any non-accredited, nonpublic school shall be subject to examination and approval before being accepted by the District. This will be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

1. Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in District schools;
2. Document that the student followed a curriculum essentially similar to that of the course for which the student is requesting credit;
3. In the event of credit request in a lab, industrial arts, or music course, document that the equipment and facilities were sufficient to meet the required learning activities of the course;
4. Require that the student have satisfactorily passed, in all courses in which a final exam is normally given, a final exam prepared and administered by a staff member of the District.

The District will only give credit for home schools which have met all requirements specified in Montana statute. Credit from home schools will be accepted only when a like course is offered in District schools.

The school transcript will record courses taken in home schools or non-accredited schools, by indicating title of the course, school where the course was taken, and grade.

Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer reviews.

Cross Reference:	3150 3121	Part Time Attendance Attendance and Enrollment
Legal Reference	§ 20-5-101, MCA § 20-5-403, MCA § 20-5-404, MCA § 20-5-405, MCA § 20-5-406, MCA § 44-2-511, MCA 10.16.3122, ARM 10.55.601, et seq., ARM Chapter 617 (2023)	Admittance of child to school Immunization required – release and acceptance of immunization records Conditional attendance Medical or religious exemption Immunization record School enrollment procedure Local Educational Agency Responsibility For Students with Disabilities Accreditation Standards: Procedures Enrollment on Part Time Basis

Policy History:

Adopted on: June 28, 2004  
Revised on: October 9, 2023

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

24

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

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

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 3121 – Enrollment and Attendance Records. Information that has been added is highlighted and information that is being removed has ~~strike-through~~.

**SUGGESTED ACTION:** Approve first reading of board policy 3121 - Enrollment and Attendance Records

**Additional Information Attached**

**NOTES:**

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

## STUDENTS

Enrollment and Attendance Records

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

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

- A resident of the District or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the District;
- Participating in the Running Start program at district expense under 20-9-706, MCA;
- Receiving education services, provided by the District using appropriately licensed District staff at a private residential program or private residential facility licensed by the Department of Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4) (d) and 20-9-324(18) (b), MCA;
- A student the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Section 20-9-311(3)(e), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, of Chapter 247, Laws of 2021 and Policy 2600;
- A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana Job Corps program under an interlocal agreement with the District under 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the District under 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
  - the student has not graduated;
  - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
  - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

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

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

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

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

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

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

Homeless Youth and Foster Children

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

Cross References:      Policy 3510                      School Sponsored Activities

Policy 3150	Part Time Enrollment
Policy 2600	Work Based Learning
Policy 1010FE/3100	Early Enrollment for Exceptional Circumstances

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
	§ 20-9-706, MCA	Running start program
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-112, MCA	Participation in Extracurricular Activities
	§ 20-1-101, MCA	Definitions
	§ 20-3-324, MCA	Powers and Duties
	§20-7-1510, MCA	Credit for participating in work-based learning partnerships
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities
	<del>Chapter 297</del>	<del>2021 General Legislative Session</del>
	<del>Chapter 269</del>	<del>2021 General Legislative Session</del>
	<del>Chapter 247</del>	<del>2021 General Legislative Session</del>
	<del>Chapter 406</del>	<del>2021 General Legislative Session</del>
	<b>Chapter 580 (2023)</b>	<b>Remote Instruction</b>
	<b>2 Chapter 307 (2023)</b>	<b>Transformational Learning</b>

Policy History

Adopted on: June 28, 2004  
 Revised on: November 13, 2017  
 Revised on: August 14, 2023

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

25

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

**ITEM TITLE:** APPROVE FIRST READING OF REVISED POLICY 2410 – HIGH SCHOOL GRADUATION REQUIREMENTS

---

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 2410 – High School Graduation Requirements Information that has been added is highlighted and information that is being removed has strike through.

**SUGGESTED ACTION:** Approve first reading of board policy 2410 – High School Graduation Requirements

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**Additional Information Attached**

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**NOTES:**

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

**Lewistown School District**

**INSTRUCTION**

2410

High School Graduation Requirements

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements, which as a minimum, satisfy those established by the Board of Public Education (A.R.M. 10.55.904 and 905). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth (9<sup>th</sup>) grade. Exceptions to this general rule may be made, when it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades nine through twelve (9-12). The Board shall approve graduation requirements as recommended by the Superintendent.

To graduate from Fergus High School, a student must have satisfactorily completed the last quarter prior to graduation as a Fergus High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school.

A student with a disabling condition shall satisfy those competency requirements, which are incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. In such instances the diploma will be awarded after the official ceremony has been held.

~~A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.~~

Legal Reference:	20-5-201, MCA	Duties and sanctions
	20-3-322(3), MCA	Meetings and Quorum
	10.55.904, ARM	Basic Education Program Offerings B High School
	10.55.905, ARM	Graduation Requirements
	10.55.906, ARM	High School Credit

Policy History:

Adopted on: June 28, 2004

Revised on:

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

26

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

**ITEM TITLE:** APPROVE FIRST READING OF REVISED POLICY 2410P – HIGH SCHOOL GRADUATION REQUIREMENTS PROCEDURE

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of board policy 2410P – High School Graduation Requirements Procedure. Information that has been added is highlighted and information that is being removed has ~~strike through~~.

**SUGGESTED ACTION:**    Approve first reading of board policy 2410P – High School Graduation Requirements Procedure

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**Additional Information Attached**

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**NOTES:**

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

High School Graduation Requirements

1. **Mathematics - 3 credits** One (1) credit may be a crossover credit (accounting or business math taken during junior or senior year)
2. **Science - 3 credits** One (1) credit may be a crossover credit (1 year of Anatomy & Physiology/Veterinary Science taken during junior or senior year = 1 crossover credit).
3. **Social Science - 3 credits** World History or AP World History - sophomores, American History - juniors, and US Government or AP Government - seniors
4. **English - 4 credits**
5. **Health Enhancement - 2 credits** (Required for Freshmen and Sophomores)
6. **Fine Arts - 1 credit** Band, Choir, Art or Drama
7. **Career and Technical Education - 1 credit** Agriculture, Business, Computers, or Family and Consumer Sciences.
8. **Additional Electives - Complete 5 elective courses** above the 17 required classes
9. **Personal Finance requirements** as per state legislation will be included in select CTE or other elective course offerings.
10. A total of 22 credit hours earned for graduation.

Publication of Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of twenty-two (22) credits units in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. The Board may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

Alternative Programs

A student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Credit toward graduation requirements may be granted for planned learning

experiences from accredited programs, such as summer school, university courses, and correspondence courses, extension, and distance learning courses, adult education, summer school, work study, work-based learning partnerships, and other experiential learning opportunities, custom-designed courses, and challenges to current courses. The District shall accept units of credit taken with the approval of the District and which appear on the student's official school transcript. Credit for work experience may be offered when the work program is a part of and supervised by the school.

~~Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Credit for work experience may be offered when the work program is a part of and supervised by the school.~~

All classes attempted at Fergus High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

### Dual Credit

Dual credit allows high schools students to simultaneously earn credit toward both a high School diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. As noted in the Student Handbook, the District will assign the grade given by ~~CHOOSE OPTION 1 or 2: 1) the classroom teacher or 2) the college professor~~ **the classroom instructor** to the *student's report card*. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The **Lewistown** School District has dual credit partnerships with **Universities and Colleges within the State of Montana**. ~~[name of post-secondary institutions]~~. Students interested in dual credit opportunities must meet with their-building administration **and/or school counselors** to determine available options.

Students should be aware of Montana High School Association on-campus attendance Eligibility requirements for activity participation.

### Honor Roll

A student must have a minimum grade point average of 3.00 to be placed on the regular honor roll. Specific information regarding honors at graduation is included in the student handbook.

### Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA **are designated with an asterisk on the report card** ~~indicated in the Course Description Guides~~.



Chapter 80  
HB246

2021 General Legislative Session  
2021 General Legislative Session

Policy History:

Adopted on: June 28, 2004  
Revised on: August 8, 2005  
Revised on:

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

27

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

**ITEM TITLE:** APPROVE FIRST READING OF POLICY 2410F –EARLY GRADUATION REQUEST FORM

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy 2410F – Early Graduation Request Form. Information that has been added is highlighted and information that is being removed has ~~strike-through~~.

**SUGGESTED ACTION:** Approve first reading of Board Policy 2410F – Early Graduation Request Form.

**Additional Information Attached**

**NOTES:**

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

# Lewistown Public Schools

## Early Graduation Request Form

Policy 2410F

**Student Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Current Grade:** \_\_\_\_\_ **Anticipate Graduation Date:** \_\_\_\_\_

I hereby request permission for early graduation from Fergus High School. Early graduation is being planned at the end of the semester. If this request is approved, I understand that any end of semester failure in the courses required for graduation automatically voids the approval.

If the early graduation happens at the end of my junior year, I understand that because I am not a member of the 12<sup>th</sup> grade class, I relinquish the right to be the valedictorian or salutatorian, and will not be eligible for locally generated scholarships available to 12<sup>th</sup> grade students. A student requesting to graduate in January of their senior year, is considered a 12<sup>th</sup> grade student and is eligible for scholarships but will relinquish the right to be valedictorian or salutatorian. I also acknowledge that I will not be able to participate in graduation activities.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following requirements must be completed before consideration will be given to this request for early graduation. All of information needs to be completed and turned into the principal no later than the end of the 3<sup>rd</sup> quarter of the student's sophomore year.

It is the student's responsibility to:

1. Submit a personal statement stating his/her rationale in seeking early graduation.
2. Meet with the Fergus High School counselor to analyze credits and set a plan in place for early graduation.
3. Complete at least six semesters of successful high school work and maintain a cumulative GPA of 3.33 or higher.
4. Submit a letter of parental/guardian support for early graduation.
5. Submit three letters of recommendation from current or former high school teachers.
6. Meet with school counselor, principal and parent regarding the early graduation request.
7. If courses are taken out side of Fergus High School, they must be from an accredited education institution. The student and parent are responsibility for any cost associated with this course work and the school must be provided with a copy of the official transcript.

### Counselor Verification:

I have consulted with this student and his/her parent/guardian and have verified that all requirements for graduation can be completed prior to the date of graduation.

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Student and Parent/Guardian Verification:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Principal Verification:

I have consulted with the student and parent/guardian and reviewed this application. I verify eligibility for early graduation.

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Decision -**                      **Approved**                      **Denied**

**Board Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lewistown Public Schools**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/08/2024

**Agenda Item No.**

28

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

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

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

**SUMMARY:**

The Board of Trustees needs to approve the second reading of board policy 1421F – Notice of Public Comment. Information that has been added is highlighted and information that is being removed has ~~strike through~~.

**SUGGESTED ACTION:** Approve second reading of board policy 1420 – School Board Meeting Procedure

**Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Ave	Nay	Abstain	Other
Bailey						
Birdwell						
Carlson						
Hodge						
Koch						
Brady						
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. In the event that 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**

04/08/2024

**Agenda Item No.**

29

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

**ITEM TITLE:** APPROVE SECOND READING OF BOARD POLICY 1420F- NOTICE OF PUBLIC COMMENT

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

**SUMMARY:**

The Board of Trustees needs to approve the second reading of board policy 1420F – Notice of Public Comment. Information that has been added is highlighted and information that is being removed has ~~strike through~~.

**SUGGESTED ACTION:** Approve second reading of board policy 1420F – Notice of Public Comment

**Additional Information Attached**

**NOTES:**

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

04/08/2024

**Agenda Item No.**

30

- 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						
Carlson						
Hodge						
Koch						
Brady						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday April 8, 2024**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BLAZICEVICH, Jenifer</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for Drivers Education instruction at \$28.00 per hour	5/20/2024 - 6/28/2024	Thom Peck	
<b>CONRAD, Cassidy</b>	First Cook/Baker	Central Kitchen	Approve appointment on schedule - FIRST COOK/BAKER for up to 8 hours per day, 5 days per week for up to 187 days for the 2024-2025 school year	8/19/2024	Amie Friesen	Replacing Shelly Biglen
<b>GRUENER, Matt</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for Drivers Education instruction at \$28.00 per hour	5/20/2024 - 6/28/2024	Thom Peck	
<b>LEWIS, Diane</b>	Business Professionals of America - Advisor	Fergus High School	Approve out-of-state travel for students and chaperone, Sventlana Kunau, to attend the National Convention in Chicago, IL	5/9/2024 thru 5/14/2024	Paul Bartos and Matt Lewis	See Attached Letter
<b>MURPHY, Tia</b>	Teacher	Lewistown Jr. High School	Approve appointment on schedule - MA + 20, Step 5, 1.0 FTE for the 2024-2025 School Year	8/19/2024	Jeff Friesen	Replacing Katherine Spraggins
<b>PFAU, Wendy</b>	Athletic Secretary	Fergus High School	Accept Letter of Request to Rescind Retirement Date	10/1/2024	Matt Lewis and Paul Bartos	See Attached Letter
<b>PHILLIPS, Tace</b>	Teacher	Garfield Elementary School	Accept Letter of Resignation	6/30/2024	Jessica Miller	See Attached Letter
<b>POSER-BROWN, Laura</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for Drivers Education instruction at \$28.00 per hour	5/20/2024 - 6/28/2024	Thom Peck	
<b>RECOMMENDATIONS FOR WINTER ATHLETICS 2024-2025</b>	COACHING AND EXTRA CURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended	7/1/2024 - 6-30-2025	Paul Bartos	See Attached Schedule
<b>ZIEGLOWSKY, Steve</b>	Counselor	Lewistown Jr. High School	Accept Letter of Resignation	6/30/2024	Jeff Friesen	See Attached Letter

April 2, 2024

Lewistown School Board  
215 7<sup>th</sup> Ave. S  
Lewistown, MT 59457

Dear School Board Members:

This letter is to request permission for Svetlana Kunau to chaperone our four Business Professionals of American students at their National Leadership Conference.

*The Business Professionals of America (BPA) Organization's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills for high school students.* The BPA National Convention will be held in Chicago, IL May 9<sup>th</sup> – 14<sup>th</sup>, 2024. Students will leave May 9<sup>th</sup> and return May 14<sup>th</sup> by plane. Fergus High School BPA students have gone through a rigorous competitive process first at a regional level and then at the state level to obtain an opportunity to compete at the National Level. Only students placing in top positions in their events qualify to contend at this convention. Competitive events are tied to the products and positions found in the business workplace; for example, designing web pages, interviewing for a job, creating video commercials, or computer troubleshooting and networking. Informative workshop sessions offered in the past have included: Public Speaking and Presentation Skills, Building Your Personal Brand, How to Win Friends and Influence People, Taking Responsibility Like a True Leader, Taking Action on Your Goals, Separating from the Crowd, How to Dress for Success, and Finding Peace at School, the Workplace, and Home. They will be honored for their service with individual Torch Awards, there is an impressive College Fair, ability to take industry certification exams on site, and a National Showcase Business Panel of leading business companies that are incredibly supportive of BPA such as Cisco, Microsoft and Adobe to name a few.

Fergus High School has four students who earned top positions and plan to compete at the national level in their qualifying events. This opportunity offers Lewistown students a chance to vie against the top students (over 6,000 in attendance) from 28 states. It also offers them occasions to explore business from a national perspective in an area where large companies are participating in the sessions. Our students will experience firsthand contact with professionals who work in the industry of their product or event. The returning Fergus High School BPA students will bring this experience back to the region, the community and Fergus High School. The students can share experiences to help train and encourage students in our own chapter and area chapters that can assist additional school BPA chapters. Julia Kunau, Alex Naber, Lauren Plagenz, and Aidan Manning are working very hard to raise money for their trip.

Thank you for considering this as a worthwhile, educational endeavor for these students and allowing us the opportunity to enhance our skills and business knowledge for Business Professionals of America.

Sincerely,

Diane Lewis

Diane Lewis  
BPA Advisor

**RESCIND RETIREMENT OF WENDY PFAU – NEW RETIREMENT DATE OF OCTOBER 1, 2024**

Please rescind the retirement date of June 30, 2024 for Wendy Pfau, and accept a new retirement date of October 1, 2024.

For the incoming Activities Secretary - This timing will allow for more valuable hands-on training for not only the fall activities and beginning-of-the-school-year preparation and organization but also for the assistance provided to the FHS staff in ordering and general school atmosphere involvements. Additional time for learning about all the events during the different sport seasons and what is required for each, as well as financial involvements, ticket taking procedures, reports, awards, and sports and year end requirements will also prove valuable for our new activities' secretary. This additional time comes with minimal cost as Wendy asks for no provision of insurance coverage and will work only the necessary hours in August and September to adequately present training that will provide a smooth transition for both the office personnel and the staff at Fergus High School.

Friday, March 15<sup>th</sup>, 2024

To whom it may concern:

My name is Tace Phillips and I will not be returning in the fall to teach. I love teaching kindergarten and I'm so thankful that this job brought me to Lewistown. At this point, the best move for my family is to stay home and raise our children. It was a hard decision but the right one. Our kindergarten team is amazing and I will miss my Garfield family. I look forward to returning to teaching in the future. Thank you for eight wonderful years.

Kind Regards,

Tace Phillips



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

**Fwd: Resignation Notice**

1 message

**Jeff Friesen** <jfriesen@lewistown.k12.mt.us> Thu, Mar 21, 2024 at 8:08 AM  
To: Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>, Thom Peck <thom.peck@lewistown.k12.mt.us>, Christy Rogers <crogers@lewistown.k12.mt.us>

Official notice from Mr. Z below.

----- Forwarded message -----  
From: **Steve Zieglowsky** <steve.zieglowsky@lewistown.k12.mt.us>  
Date: Thu, Mar 21, 2024 at 8:06 AM  
Subject: Resignation Notice  
To: Jeff Friesen <jfriesen@lewistown.k12.mt.us>

Mr. Friesen,

I want to provide notice that I will not be returning for the 2024-25 school year. It has been a pleasure working at Lewistown Junior High School and I will miss both wonderful students and staff. Thank you for the opportunity to work at such a collaborative, student centered organization.

Cordially,

Steve Zieglowsky

Cordially,

Steve Zieglowsky

Lewistown Jr. High Counselor

(406) 535-5419 ext. 5217

NOTE: The information contained in this e-mail is confidential and is intended only for the use of the recipient named above. If the reader is not the intended recipient, you are notified that dissemination, distribution or copying of this information is strictly prohibited. If you have received this e-mail in error, please notify the sender by telephone or e-mail and delete the message from your computer. Thank you.

--  
Jeff Friesen  
Principal  
Lewistown Junior High School  
Lewistown, MT  
(406) 535-5419

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

<b>Activity</b>	<b>Name</b>	<b>Position</b>	<b>Index</b>	<b>Stipend</b>
BOYS BASKETBALL	Scott Sparks	Head Coach	0.150	\$ 5,343.30
GIRLS BASKETBALL	Newell Roche	Head Coach	0.150	\$ 5,343.30
SPEECH & DRAMA	Lee Stahl	Head Coach	0.110	\$ 3,918.42
WRESTLING	Brendon DeCock	Head Coach	0.145	\$ 5,165.19

# LEWISTOWN PUBLIC SCHOOLS

# 2023-2024 SCHOOL CALENDAR

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

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

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

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

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

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

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

**PIR DAYS (Pupil Instruction-Related)**

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

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

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

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

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

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

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

