

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Ave South
Lewistown, Montana 59457

MONDAY, May 13, 2024

Meeting ID

meet.google.com/ccw-gomy-dip

Phone Numbers

(US)+1 605-743-0395

PIN: 421 669 826#

Page One of Two

REGULAR BOARD MEETING

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of Fergus High School Music Students and Instructors
5. Presentation – Matt Lewis, Courtney Moline & Dr. LePage - CNA Class Available to Fergus High School Students
6. Discussion – Bond Update, Shane Swandal
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board
10. Report—Budget Update
11. Report—Investment
12. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

14. Minutes of the April 8, 2024, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Canvass of Election Results—Trustee Election & Elementary General Fund Levy

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, May 13, 2024

Page Two of Two

17. Approve Contracting with the Fergus County Clerk and Recorder's Office to Act as Election Administrator for School Elections
18. Approve Building Use Agreement with Lewistown Job Service
19. Approve Retirement Fund Budget Amendment
20. Approve 8th Grade Sports Participation – Boys and Girls Wrestling Only
21. Approve First Reading of Policy 1420 – School Board Meeting Procedure
22. Approve First Reading of Policy 1420F – Notice of Public Comment
23. Approve Second Reading of NEW Policy 2165 – Early Literacy Targeted Intervention
24. Approve Second Reading of NEW Policy 2165F – Early Literacy Targeted Intervention
25. Approve First Reading of Policy 3110 – Entrance Placement and Transfer
26. Approve Second Reading of Policy 3121 – Enrollment and Attendance Records
27. Approve Second Reading of Policy 2410 – High School Graduation Requirements
28. Approve Second Reading of Policy 2410P – High School Graduation Requirements
29. Approve Second Reading of Policy 2410F – Early Graduation Request Form
30. Approve Fergus County Investment Resolution
31. Approve 2% Increase to the Classified Matrix Base
32. Approve Issuing Contracts to the Classified Staff for the 2024-2025 School Year
33. Approve Issuing Contracts to the Classified Administrators for the 2024-2025 School Year
34. Consider Request to Lease Bus to Local Soccer Team per Policy 8132
35. Approve MHSA Catastrophic Insurance, Concussion Insurance and Dues
36. 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>

OATH OF OFFICE

Rebekah Rhoades, Business Office Manager of Lewistown Public Schools, will Administer the Oath of Office to for 3-year terms. Jeff Southworth and Eric VanderBeek.

ORGANIZATION MEETING (Following the Regular Board Meeting)

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

PUBLIC PARTICIPATION

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

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

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

REGULAR BOARD MEETING

Lewistown Public Schools

Board of Trustees

May 13, 2024

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION OF LEWISTOWN PUBLIC SCHOOLS MUSIC STUDENTS AND MUSIC INSTRUCTORS

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

SUMMARY:

The LPS Music instructors, Noelle Allerdings, Rebecca Speranza, Rachael Grensten and Chase Auger, will be recognized as well as students who qualified at the State Music Festival held on May 3, 4, 2024.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

5

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

ITEM TITLE: PRESENTATION – MATT LEWIS. CNA CLASS AVAILABLE TO FERGUS HIGH SCHOOL STUDENTS 2024-2025

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

SUMMARY:

Matt Lewis, Fergus High School Principal, Dr. Amy LePage and Courtney Moline will present to the board information regarding the Certified Nursing Assistant class that will be a new class schedule option for Fergus High School students for the 2024-2025 school year. .

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/4/2023

Agenda Item No.

6

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

ITEM TITLE: DISCUSSION BOND UPDATE

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Discussion will take place regarding updates and progress on the elementary bond presented by Shane Swandal, Hulteng Corporation. Attached are the most recent bids reviewed by the Building and Grounds Committee and accepted by Sletten Construction.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

7

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Maggie Fulbright

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

May 2024 Report

Softball

- Currently has a 12-4 record
- Ties with Havre for 1st place in the conference
- Divisionals are planned for May 17-18 in Lewistown
- State is May 24-25 in Lockwood

Tennis

- Divisionals are May 17-18 in Glendive
- State is May 23-25 in Kalispell

Track

- Divisionals are May 17-18 in Lockwood
- State is May 24-25 in Laurel

NHS

- NHS Induction letters are going out
- There are more inductees than there were last year
- The inductees will be inducted on May 20th after the Kiwanis Awards

Science Olympiad

- Team placed 4th out of 37 teams at the state Science Olympiad competition on April 19th in Bozeman
- Team members placed in the top 8 in 10 of the 14 events
- Lauren Plagenz and Julia Kunau were state champions in Anatomy and Physiology
- Tal Brooks and Tyson Dubbs were state champions in Scrambler

Student Council

- Holding class elections
- Held student body elections
 - President: Regan Comes
 - Vice President: Jaden Martin
 - Treasurer: Ava Robinson
 - Secretary: Kloe Southworth
- Planning end of year activities

Ski Club

- Had to cancel first 5 outings due to weather
- First ski trip was January 20
- Final ski trip was March 23
- Finished the year with 73 members and 5 chaperones
- Nobody had any serious injuries in ski club this year

Spanish Club

- Sold World's Finest Chocolates to raise funds for World Language Days in Missoula
 - 12 students and 2 chaperones attended
- Held 2 fiestas and had club t-shirts made

FFA

- Greenhouse is open on May 11-12

- Annual Banquet on May 7
- Will be announcing 2024-2025 officers there

Choir

- Concert on May 6 at 6pm
- Had five choir members attend the state music festival on May 3-4
- Are preparing to sing at graduation on May 26

Band

- Celebrated Final Concert on May 6 at 7pm
- At the concert all of the senior band members were recognized
- Had members attend the state music festival on May 3-4
- John Phillip Sousa Award was given to Isha Vanderbeek
- Louis Armstrong Award was given to Owen Day
- Are preparing to play at graduation on May 26

F Club

- Finished a four week dodgeball tournament
- Eight teams competed in the double elimination tournament
- The winning team received a trophy and t-shirts
- They are looking forward to run this tournament again next year

Garfield

- Have jump up days planned for students
 - Kindergarten was May 13
 - First Grade was May 7
 - Second Grade is May 20
- Golden Behavior Pizza Party is on May 17
- Splash Park Family Picnic is set for May 28&29
- Awards Assembly is May 29

Highland Park

- Coordinate Jump Up Days for grades 1-4
- Schedule and attend Transition Meetings for Grades 1, 3 and 4
- Schedule and MC Battle of the Books
- Help facilitate HP Talent Show
- Complete state SBAC assessments and district assessments
- Complete LPS Annual Report
- Complete OPI Behavior Report
- Complete all IEP and 504 Meetings for the year
- Help order buses for end of year field trips
- Help with student placements for the next grade level and manage parent requests

Lewis & Clark

- Finished SBAC and MAPS Testing
- Working on transitioning students into their new school environments
 - 3rd and 4th to LC
 - 6th to JH
- Planning Talent Show for May 29
- Planning awards for May 28

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

8

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees Prepared By: LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

9

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2024-2025 School Year.

Building & Grounds Committee met on April 24 at 7:30 a.m.

K-12 Science Curriculum Meeting met on April 29 at 3:45 p.m.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

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

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

10

- 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. A handout will be provided at the meeting.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

11

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for March 2024 was as follows:

Elementary	\$6,903.41
<u>High School</u>	<u>\$5,992.64</u>
TOTAL	\$12,896.05

Interest earned and distributed for April 2024 was as follows:

Elementary	\$6,131.14
<u>High School</u>	<u>\$5,618.73</u>
TOTAL	\$11,749.87

Elementary Bond STIP Interest for March 2024 was \$57,455.96. Elementary Bond STIP Interest for April 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

05/13/2024

Agenda Item No.

12

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

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- ❖ Staffing Update – Food Server (4), FHS Broadfield Science, JH Library/Title. Shuffling Staff to meet Needs and Budget Constraints – PE/Health, Counselor, Paras, & SpEd.
- ❖ Allied Steel Proposal for use of Construction Academy
- ❖ Retirement Dinner (5 Staff Members and 2 Board Members) – **May 15 at 6:00 p.m. at the Yogo. RSVP's**
- ❖ Graduation is May 26th beginning at 2 pm – Board Members attending?
- ❖ BPA National Conference in Chicago
- ❖ 8th Grade Dance @ Megahertz Building (Day Building) – May 10th
- ❖ L&C Music Concert – Thursday, May 14th
- ❖ Summer Driver's Ed First Class, 24 Students – May 20th, first day
- ❖ Battle of the Books at HP – May 29
- ❖ Kinder Screening – June 3-4, Early Literacy? June 5
- ❖ Graduation Week Schedule
 - Senior Brunch - Wednesday, May 15 @ 10:30 a.m.
 - Senior Picnic – Monday, May 20
 - Academic Awards – May 20 @ 6 p.m. FCPA
 - “Eagle Walk” May 22 starting at L&C @ 10:20 a.m.
 - Baccalaureate – Wednesday, May 22 beginning at 7 pm
 - Senior Finals (1-3). (4-5) & (6-7), May 20-22
 - GRADUATION – Sunday, May 26, 2:00 p.m.
- ❖ Summer Schedule—Lincoln Building hours are 7 a.m. – 5 p.m. closed on Fridays (begins June 3, 2024)

End of Year Athletic Events:

- TNS Divisionals @ Glendive, May 16-18; STATE @ Kalispell, May 23-25
- SB Divisionals @ Lewistown, May 16-18; STATE @ Billings, May 23-25
- TR Divisionals @ Laurel, May 17-18 ; STATE @ Laurel, May 24 & 25

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

13

- 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

05/13/2024

Agenda Item No.

14

- 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 April 8, 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, April 8, 2024

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon, Matt Lewis, Diane Lewis, Megan Vincent, Paul Bartos, Jeff Friesen, Marne Dohrman, Pamela Roberts, Kelly Comer, Jessica Miller and others via Google Meet.

OTHERS PRESENT:

KXLO Radio, Lewistown News-Argus, Maggie Fulbright – Student Representative to the Board, Shane Swandal – Hulteng, Chelsey Rogers and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

3. **Motion to Set Agenda with a change to approve agenda item #28 and #29 as First Reading – approved unanimously (Carlson/Birdwell)**

4. **Recognition of FCCLA Members and Advisor**

Megan Vincent, FCCLA Advisor, recognized the FCCLA members for their accomplishments this year. Mrs. Vincent was awarded the State FCCLA Advisor of the Year.

5. **Recognition of BPA Members and Advisor**

Diane Lewis, BPA Advisor, recognized the BPA members for their accomplishments this year.

6. **Presentation – Matt Lewis – Wayfinder**

Matt Lewis, FHS Principal, described the OPI Montana Whole Child Skill Development Competencies, providing context for looking at programs that develop those competencies. FHS staff chose a program called Wayfinder. Mr. Lewis then spent time describing the program and explained the professional development involved to train staff. Trustee Koch expressed concern over the price of the program and was concerned that the material may be controversial. Mr. Lewis stated that students/parents can opt out. Trustee Bailey reported that the Board Kindness Committee reviewed the

curriculum for the program and endorse it. Mr. Lewis confirmed that the program is used by other Montana schools. More discussion ensued. Mr. Lewis will share the curriculum content with the Board.

7. Presentation – Paul Bartos – 8th Grade Sports Participation

Paul Bartos, FHS Assistant Principal/Athletic Director, presented information regarding 8th grade participation in athletics. – See Attached Addendum ‘A’. Mr. Bartos stated that there will be guidelines for how and when 8th graders would be selected for high school sports when a recommendation for action is brought to the May Board Meeting. Discussion regarding the presentation ensued. Trustee Fulbright expressed his concern that a line is being crossed in athletics where it would not be crossed in academics and stated that the rule was really intended for Class C schools that didn’t have enough athletes to field a team. Trustee Hodge requested that individuals that have an opinion in this matter not wait until the day of the next Board Meeting to speak with the Board.

Several coaches shared their opinions on 8th grade participation. Mr. Lear, Head Football Coach, explained that 8th graders cannot participate in high school football, but that he supports 8th graders playing at the high school level. Susie Flentie stated that it should depend on the sport whether or not 8th graders are brought up to compete at the HS level. Brendon DeCock provided a document to the Board to review before the May Board Meeting, and is in favor of 8th grade participation. Adrienna DeCock expressed her concern over having even more athletes to cut in tryouts and does not have the need for 8th grade participation in volleyball, but can see the benefit in other areas.

Mr. Bartos will share the results of the survey that was sent to coaches with the Board.

8. Discussion – Bond Update

Shane Swandal, Hulteng Inc., reported on the status of the Bond for Lewis & Clark Phase II. The district is coordinating the move of classrooms from Highland Park to Lewis & Clark. Work will begin on asbestos abatement and the roof at Garfield Elementary. Work at Highland Park will likely begin in early June. JHS Phase II will also begin the first week in June and the fire sprinkler system is still being finalized. Mr. Peck expressed his thanks to Sletten and Hulteng and their management of the Bond Construction and Bond Budget.

9. Report—Student Representative

Maggie Fulbright, Student Representative, reported on the happenings at Fergus High School.

10. Report—LEA

Luke Brandon, LEA President, updated the Board on the happenings within their organization. Elections for the Union will be taking place soon. Mr. Brandon expressed that students will be impacted next year by the budget shortfall and he is concerned that we are losing staff through attrition. With the loss of staff there will be a loss of electives and loss of prep time, etc. Trustee Brady asked what the Board can do to make changes. Mr. Brandon suggested that all groups work together and seek out their legislative representatives.

11. Report—Committees of the Board
The Policy Committee met on Friday, March 22, 2024 to discuss policies being considered for approval at this meeting and the next few meetings. The committee will be meeting quarterly moving forward, which will help to manage keeping up with all of the changes.

The Kindness Committee met on Tuesday, March 26, 2024 mentioned earlier in the meeting during the Wayfair presentation.

The Activities Committee met on Wednesday, April 3, 2024 to discuss 8th grade participation, spring sports and recommendations for 2024-2025 Winter Head Coaching recommendations. Mr. Peck reported that there are several events that will also be hosted by Fergus High School in the coming year. Trustee Fulbright stated that they also discussed fundraising for all sports.

SUPERINTENDENT’S REPORT

12. 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.
13. Report—Budget Update
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2024-2025 school year.
14. Report—Investment
Interest for March 2024 and Elementary Bond STIP interest was not available and will be reported at the next Board Meeting.
15. Report—Superintendent
Superintendent Peck shared information from OPI that they will be using a new assessment called MAST to replace the SBAC testing. He also shared the OPI data on graduation and dropout rates. The OPI ESSA report cards were provided to the Board. Mr. Peck updated the Board on staffing throughout the District. Mr. Peck reported on the Winter sports GPAs. Information about the possibility of a new Teacher Apprenticeship Program was shared with the Board. Mr. Peck updated the Board on various dates and events taking place throughout the District.

PUBLIC PARTICIPATION

16. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Janel Fulbright asked to publicly thank Tom Wojtowik, accompanist, for volunteering additional hours to work with individual student music groups.

ACTION ITEMS MINUTES

17. Minutes of the March 18, 2024 Regular Board Meeting with the amendment to move the abstention of Trustee Brady from agenda item #19 to #20.
– Approved Unanimously (Birdwell/Fulbright)

APPROVAL OF CLAIMS

18. Claims – The claims referenced in the 2024-2025 Bill Schedule and submitted through April 5, 2024, were approved unanimously (Fulbright/Birdwell). The

Finance Committee for April – June 2024 is Board Chair CJ Bailey, Lisa Koch, Zane Fulbright and Kris Birdwell.

INDIVIDUAL ITEMS

19. Approve Dental Insurance Rates for 2024-2025 – Approved Unanimously (Hodge/Carlson)
20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – Approved Unanimously (Brady/Fulbright)
21. Approve First Reading of NEW Policy 2165 – Early Literacy Targeted Intervention – Approved (Brady/Birdwell) Against – Fulbright and Carlson
Jessica Miller, Garfield Principal, spoke regarding the new legislation (HB352) and the Early Literacy Intervention Program at Lewistown Public Schools – See Attached Addendum ‘B’. The Board asked questions of Mrs. Miller regarding the program and discussion ensued. Several teachers shared their support of the program and the current Kindersteps teacher, Marne Dohrman shared her vision of the program.
22. Approve First Reading of NEW Policy 2165F – Early Literacy Targeted Intervention Form – Approved (Brady/Fulbright) Against – Carlson
23. Approve First Reading of Revised Policy 3110 – Entrance Placement and Transfer – (Fulbright/Brady)
Move to postpone the vote on Policy 3110 to the May Meeting – Approved (Fulbright/Carlson) Against - Brady
24. Approve First Reading of Revised Policy 3121 – Enrollment and Attendance Records – Approved (Brady/Birdwell) Against - Fulbright
25. Approve First Reading of Policy 2410 – High School Graduation Requirements – Approved Unanimously (Fulbright/Carlson)
Mr. Lewis provided information on all three 2410 series policies. The Board asked questions of Mr. Lewis and discussion ensued.
26. Approve First Reading of Policy 2410P – High School Graduation Requirements Procedures with the edit to remove “under any circumstances” on page 51 – Approved Unanimously (Fulbright/Hodge)
27. Approve First Reading of Policy 2410F – Early Graduation Request Form – Approved Unanimously (Fulbright/Hodge)
28. Postpone First Reading of Policy 1420 – School Board Meeting Procedure – Approved Unanimously (Fulbright/Brady)
29. Postpone First Reading of Policy 1420F – Notice of Public Comment – Approved Unanimously (Fulbright/Hodge)
25. Approve Personnel Report – Approved Unanimously (Fulbright/Carlson)
Amend motion to Exclude the FHS Activity and Athletic Recommendations for Fall/Winter Sports – Approved Unanimously (Fulbright/Hodge)

ADJOURNMENT

The meeting was adjourned at 10:09 p.m. (Birdwell). The next regular meeting will be held at 6:00 p.m. on Monday, May 13, 2024, at the Lincoln Board Room.

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

Board Chair and members of the Board of Trustees,

First of all, thank you for the opportunity to present before you today on the subject of 8th-grade student participation in high school-level activities for the academic year 2024-2025. Recognizing the Board's directive to annually evaluate this topic, I have taken steps to assemble a plan aimed at offering a transparent and informed path forward.

Understanding the significant implications of integrating 8th-grade students into high school activities, it was paramount to initiate this evaluation by seeking insights from those directly involved in our athletic programs. To this end, I reached out to all head high school coaches with two critical inquiries:

- 1.) Their stance on supporting 8th-grade participation at the high school level.
- 2.) An invitation for open-ended feedback regarding their perspectives on this matter.

The response was both enlightening and instrumental in shaping the framework of our discussions today. Of the coaches solicited for input, all but two provided their feedback, revealing that 57% are in favor of allowing 8th graders to participate in high school-level activities. This notable majority underscores a readiness to explore opportunities that may enhance the development and competitive experience of our student-athletes.

The second inquiry, aimed at gaining comprehensive insights, opened a channel for coaches to express their views freely. This approach ensures that any decision made is well-informed, considering the experiences and opinions within our coaching staff.

High School Coaches Concerns:

- 1.) "It could promote elitism and may actually discourage participation by some high school students."
- 2.) "If we are truly encouraging HS students to participate in our sports, there is not a numbers issue."

- 3.) "It could cause issues with parents who think their athletes should be moved up over others."
- 4.) "It could diminish our JH teams and could stunt the athletic growth of 8th graders (who)moved up too soon."
- 5.) "It could contribute to bullying issues."

High School Coaches In Favor:

- 1.) "I would never "pull a kid up" that I do not feel is ready. The school hires and trusts coaches to make decisions that are in the best interest of student/athletes and their program, why not trust them to make the decision about pulling a kid up or leaving a kid down?"
- 2.) "We played 5 (JH) teams during our season that allowed 8th graders an opportunity to play High School. We played Malta and Huntley both who were missing their 4 best 8th graders, because they play at the High School level. This year beating those teams by 40 doesn't help our kids, considering we only play 7 games anyways."
- 3.) "Coaches have told me that most kids have opted to stay with the middle school program and not compete at the high school level because they are not quite ready. This decision is simply giving 8th graders who are ready an opportunity."

Mr. Freisen has shared comments from Junior High Coaches. Below are a selection of these remarks for your consideration.

Junior High Coaches Concerns:

- 1.) Allowing 8th grade participation brings some social challenges that I think parents and kids are not necessarily ready for so this will challenge coaches, kids, and parents. Mixing 13-14 year olds with 18-19 year olds will be an issue even though they may or may not have daily interaction.
- 2.) Forcing all kids to move up...not everyone is ready and some still need their JH seasons or we may lose players and kids will lose experience.

Junior High Coaches in favor:

- 1.) I am for 8th grader participation, which will allow coaches access to a greater number of athletes. It's not every year we will have kids that are physically advanced enough but when they are they should not be limited.
- 2.) If 8th graders are allowed to play high school, are 6th graders allowed to play junior high sports to fill the gap? I believe 6th graders already wrestle and if so then the precedence is set.

In the data table provided, which offers a detailed breakdown of the Eastern A region, several notable observations emerge regarding 8th-grade participation in high school activities. It's important to highlight certain key findings from this analysis.

Firstly, the overall participation rate of 8th graders is notably low across the region. This observation may prompt further inquiry into the factors influencing these participation levels. However, it is also crucial to acknowledge that there are exceptions to this trend. Specifically, Hardin and Lockwood demonstrate significantly higher participation rates among 8th graders, distinguishing themselves as outliers within this dataset.

The variance in participation rates can be attributed to the differing philosophies and approaches of the athletic programs across the region. While Hardin and Lockwood may have practices or policies that actively encourage or facilitate greater 8th-grade involvement, the majority of programs observe lower levels of participation.

I have compiled a set of Class A 8th grade participation guidelines for your review. It's worth noting the diversity in philosophies among Class A schools. For example, Park High School follows "per MHSAA guidelines," while other schools have specific stipulations regarding the number of athletes required for 8th grade participation.

Custer County (Miles City)

Is your school allowing 8th grade participation for the 2022-23 school year?
Yes, but with our own rules:

1. 8th grade participation allowed for INDIVIDUAL sports only.
(WR/XC/TRACK/)
2. Must be out of necessity to fill a varsity position – not sub-varsity
3. Only the head coach can ask to move a player up. Parents have to agree and it has to be signed off by the coach, AD, Principal.
4. This coming year we will be forcing the 8th graders participating in HS athletics to follow the high school rulebook for eligibility and handbooks.

Park High, (Livingston)

8th graders are eligible to try out in all sports except football as stated in MHSA rules.

Billings Central

EIGHTH GRADE PARTICIPATION

It is the policy of Billings Catholic Schools that 8th grade students will only be allowed to participate in

BCCHS athletic activities as a member of a team if:

- Their participation is necessary to roster a team,
- They do not fill a roster spot that would otherwise be filled by an eligible 9-12 grade student,
- They meet all MHSA eligibility requirements for participation in MHSA activities.

If 8th grade participation becomes necessary, it will be at the discretion of the coach with the approval of the Athletic Director and BCCHS Principal

Dawson County High School

EIGHTH GRADE PARTICIPATION

Eighth-grade students who meet the DCHS Activities criteria are eligible to participate in high school activities except for football. Participation by an eighth grade student will be at the sole discretion of the coaching staff and DCHS Administration. Students participating in a DCHS activity as eighth grade students will be held to the same eligibility and training rules as a traditional high school student.

Hardin High School

*An 8th grade student that has been approved for high school activities participation will have five (5) years of eligibility for Association activities.

Eighth Grade Participation

A student who is enrolled in the 8th grade shall be eligible to participate in an Association contest, but must meet the following requirements and parameters: The eighth-grade student can participate in all MHSAs contests other than football and

Speech and Drama.

Any eighth-grade student allowed to participate will have eight semesters of high school eligibility remaining.

All eighth-grade students participating will need to have passed 4 classes in the previous semester to be eligible to try out for a high school sport.

If an athlete is approved for high school participation, they will not be allowed to participate in that sport at the middle school level.

All eighth-grade students participating must meet the transfer requirements. The official

MHSA transfer form must be used.

All eighth-grade students participating in a high school contest must adhere to all other

MHSA rules and guidelines.

The head coach of a sport must complete the participation form for each 8th grader that they have determined has made their team. All signatures must be signed by parents, administrators and returned to the athletic director for final approval.

Libby High School

To ensure the growth and development of our Middle School athletic programs and to protect returning athletes, Libby High School does not endorse 8th grade participation on a regular basis in any sport. On the rare occasions where we cannot field a HS team and there is a genuine need we will make an exception and allow a few athletes to move up to fill an incomplete HS team that is currently established (Frosh/JV/Varsity). The decision will be made by the LHS Administration and Activities Coordinator, with the input of a review committee made up of other coaches and a school board representative.

Process for requesting 8th Grade Participants for a team sport.

1- At the beginning of each season, the head coach will evaluate the numbers of high school athletes currently participating to determine if there are enough to complete the scheduled games. If not, they will formally request the administration to move up 8th grade athletes to fill the team. This request can only be made by the head coach, parents and/or individual athletes may not request moving up on their own. The coach will then consider the following questions:

- Can we meet the minimum number of participants for each level outlined by MHSA guidelines? The number varies between sports; (SO-17, VB-18, FB-N/A, BB-8, SB-17). The committee will create Sport specific guidelines if approved.
- What level is the best fit for the 8th grade athlete's mental and physical abilities?
- Is the team, the athlete and their parents in favor of the move?
- Are there enough participants to conduct quality practices and have substitutes for games? (full squad live practices)
- Can I make it through the season with the number of participants (with no cuts)?

2- If the head coach feels like the following questions have been answered appropriately, they must then decide whether or not to cancel the season for that level for the year or move 8th graders up to salvage the season.

3- If the decision is made to allow 8th graders for a specific sport, all athletes interested in moving up will be given a tryout to qualify for the team. The number of athletes allowed to come up has been predetermined by the review committee and administration. The cut number and rationale for each sport are outlined below:

- FB- No 8th graders allowed to participate according to MHSA
- SOCCER (2 teams)- 22
- VOLLEYBALL(3 teams)-24
- BASKETBALL(3 teams)-24
- SOFTBALL (2 teams)- 22

Note: All decisions will be made at the beginning of the season, 8th grade athletes will not be moved in mid-season and will not be allowed to compete in 2 sports in the same season.

At the June school board meeting, I plan to present a recommendation to the Board. Over the next weeks, I anticipate that the issue of 8th-grade participation will generate considerable conversation among you. I appreciate the time you've invested in this matter thus far and am eager to continue this collaborative journey towards making an informed decision. Thank you for your engagement and support.

Eastern A
 8th Grade Participation by activity
 2023-2024

School	Allow 8th Grade	Girls XC	Boys XC	Girls Golf	Boys Golf	Volleyball	Girls Basketball	Boys Basketball	Girls Wrestling	Boys Wrestling	Note:
East Helena	yes	0	0	2	2	0	5	0	2	1	
Laurel	yes	2	0	0	0	0	0	0	1	3	Stipulations
Billings Central	Yes	0	0	0	0	0	0	0	0	0	
Lockwood	Yes	0	0	2	1	0	12	2	3	2	
Custer County	yes	0	0	1	0	0	0	0	4	2	Stipulations
Glendive	Yes	1	0	3	0	0	4	1	0	3	
Havre	Yes	0	0	0	0	0	0	4	0	1	
Park	Yes	1	0	0	2	2	1	4	0	2	
Sidney	Yes	0	0	0	0	0	5	0	0	5	
Hardin	Yes	10	10	0	0	8	10	1	0	4	

Addendum 'B'

Good evening and thank you for having me. My name is Jessica Miller, and I am the principal of Garfield Elementary. I want to explain to you all my vision for what an Early Literacy Targeted Intervention Program could look like at Garfield. I have taken a lot of the following information from the Montana Office of Public Instruction, the Montana School Board Association, and the Montana Board of Public Education.

What? During the 2023 legislative session, Rep. Brad Barker introduced HB 352 bipartisan legislation with the aim of providing targeted interventions to support 3rd grade reading proficiency. The bill outlined three types of interventions: classroom-based, home-based, and a summer program. And it established the duty of the Board of Public Education to identify an evaluation methodology or screening tool to determine whether the child is above, at, or below a developmental trajectory leading to reading proficiency upon completion of 3rd grade. The Board of Public Education created the Montana Early Literacy Advisory Council (ELAC) and the MTSBA wrote their model policy based on this legislation and the recommendations of the Early Literacy Advisory Council. You all adopted policy 3100 “Exceptional Circumstances” earlier this year, and we currently serve one student under that policy. That being said, we are federally mandated to serve all students (down to three years of age) with a disability that has academic impact. These two policies are related, but they don’t really cover the exact same set of students.

Who? Students who are 4 years old or older on or before September 10th **and** who qualify based on the evaluation methodology or screener our district administers **and** whose parents want them to participate will be eligible for the program - it is strictly voluntary.

We don’t want there to be an additional cost associated with the screening process (new materials + training); therefore, we plan to use the Brigance screener we currently have for Kindergarten screening. As per the law and policy, we will get parent permission prior to screening. The screener will measure: i. Oral Language; ii. Phonological Awareness; iii. Alphabet Knowledge (all key reading and pre-reading skills).

How? It will be a targeted literacy program taught by a highly experienced and qualified teacher. I am proposing a full day program for the following reasons:

- Practical concerns:

- Transportation (Donell Rosenthal, State Pupil Transportation Specialist @ 406-461-9316)
- Specials schedule - music, library, PE (+ lunch and cleaning time)
- Research shows that students learn best in the morning. For this reason, across the district, we always try to put our most academically rigorous programs in the morning blocks.
- Increased stamina and the ability to stick with school and overcome day-to-day challenges.
- “Reading doesn’t happen in a vacuum.” Literacy is an all-encompassing endeavor, and giving students as much exposure as possible to language only increases their chances to be successful.

I am proposing a full day program, but like kindergarten, parents can opt to send their child only half time.

Why? Children’s brains are rapidly developing in their first five years of life, which is why exposure to quality early learning is critical. Literacy gaps appear in children well before they enter kindergarten, yet 1 in 3 kids will enter school without those skills. Reading proficiency by the end of third grade is a crucial marker in a child’s educational development and is a predictor of later life outcomes. We want to do as much as we can to ensure that as many children as possible have access to and benefit from programs that increase literacy and a child’s ability to develop their full potential. And it works! Have a look at the data.

What’s changing? One major difference between this new Early Literacy Targeted Intervention program and our current KinderStep program is student age. In 2019, Mr. Lewis proposed to you all the current KinderStep program with the aim of providing students “foundational skills in social/emotional and academic areas to be successful in elementary school and beyond” and “to give younger students the gift of time.” The KinderStep program was tailored to the needs of our community, and was designed after careful examination of data at the local level. Upon examining the students who were being retained in Kindergarten. Mr. Lewis and the Garfield staff designed the program based on local data to fill a local need. The criteria for the program included:

1. Children who have their 5th birthday between April 1st and September 10th - technically age eligible for kindergarten.

2. A child who needs more support with social/emotional development. Every kindergarten teacher, and really every teacher will tell you that students cannot learn if they don't have these skills. A child who needs more time to develop appropriate peer interactions and learn how to interact and socialize with other students. Brigance Self-help & Social/Emotional Scale will measure social/emotional development.

3. A child who needs more academic support with pre-reading, pre-math, and pre-writing skills. This may include students who did not attend preschool or have limited exposure or success with preschool learning foundations.

Parent Perspective:

Great program and gave my son a leg up.

What about 5 year olds who are a little young? Trend is to hold kids back until kindergarten.

Parents struggle with finding early childhood. There is a large swath of parents who don't have options. Don't qualify for Head Start and private preschool is expensive.

Bolster the workforce by allowing more parents to work during the day.

"Excellent and very valuable"

Final Considerations:

- Kindergarten position is open and I need to hire someone
- We need time to put the word out and schedule registration and screenings. I have had several parent phone calls and questions.
- Come see it!

Garfield Early Literacy Program

What?

- Classroom-based targeted interventions to support early literacy

Who?

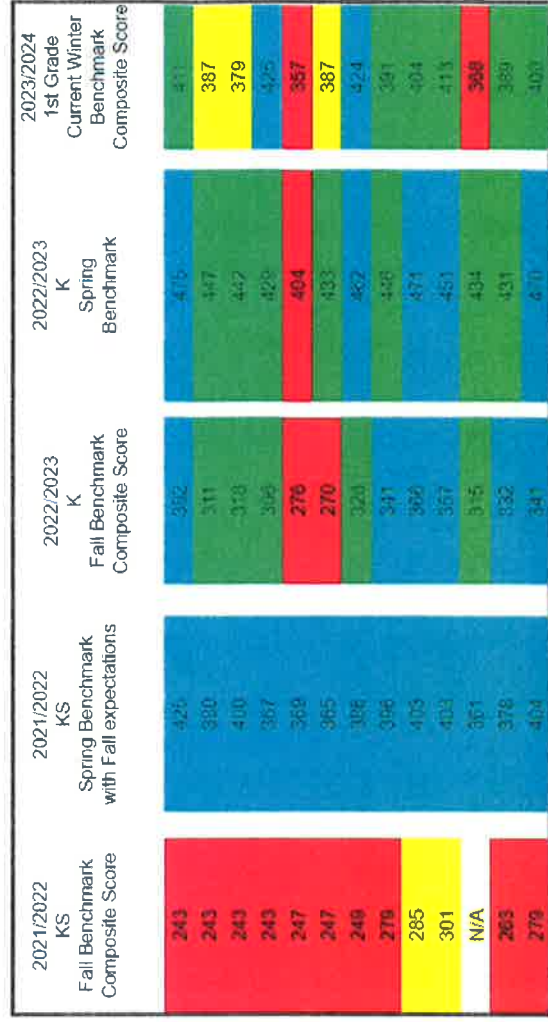
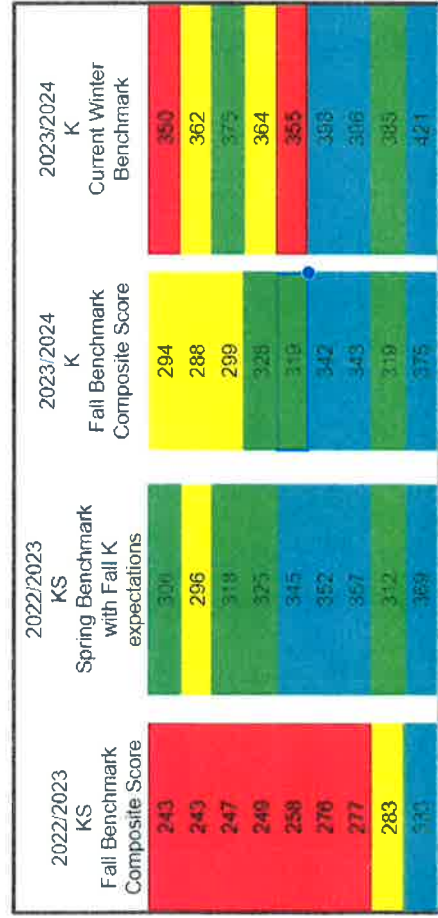
- Students who are 4 years old or older on or before September 10th **and** who qualify based on the screener **and** whose parents want them to participate

Why?

- Quality early learning is critical to a child's future success in school
- Literacy by the end of 3rd grade is a crucial marker in a child's life and is a predictor of later life outcomes
- Literacy gaps appear well before a child enters kindergarten
- This program would fulfill a need in our community
 - Currently families in our community have few options for early childhood education

How?

- Experienced early childhood educator and para(s) will teach the Early Childhood Standards for a full day
 - Research show that students learn better in the morning
 - Increases stamina for Kindergarten



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

15

- 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 May 10, 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

05/13/2024

Agenda Item No.

16

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

ITEM TITLE: CANVASS OF ELECTION RESULTS—TRUSTEE ELECTION & ELEMENTARY GENERAL FUND ELECTION

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

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the results of the May 7, 2024, School District Number One Election.

The attached information shows the UNOFFICIAL results of the school election. OFFICIAL election results will be brought to the meeting after the provisional ballots are resolved on Monday, May 13, 2024.

SUGGESTED ACTION: Approve Election Results

Additional Information Attached

NOTES:

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

Detail Results

Machine ID: A Machine #: 4519033255

Fergus County, Montana
School Election
05/07/2024

05/07/2024 20:26:48

First Ballot Date Time: 05/07/2024 16:45:43
Last Ballot Date Time: 05/07/2024 20:25:21

Total Sheets Processed: 2696
Total Ballots Cast: 2696
Blank Sheets Cast: 0

Contest	Votes
TRUSTEE LEWISTOWN	
(Vote For 2)	
KATIE METCALF	859
LOGAN SMITH	647
JEFF SOUTHWORTH	1719
ERIC VANDERBEEK	957
Write-in	26
Write-in	7
Over Votes	208
Under Votes	969
Total	5392
ELEMENTARY GENERAL FUND LEVY LEWISTOWN	
(Vote For 1)	
FOR THE ADDITIONAL LEVY	1192
AGAINST THE ADDITIONAL LEVY	1431
Over Votes	0
Under Votes	73
Total	2696

UNOFFICIAL

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

17

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

ITEM TITLE: APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER’S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS IN 2024-2025

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

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder’s Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2024-2025 Fiscal Year in accordance with 20-20-417 MCA.

If the Board chooses to run a polling place election Rebekah Rhoades will be the Election Administrator and the election will be held by the District.

SUGGESTED ACTION: Approve Contracting with the Fergus County Clerk and Recorder’s Office to act as Election Administrator for School Elections in 2024-2025

Additional Information Attached

NOTES:

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

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)

BE IT RESOLVED, the Board of Trustees for School District No. 1, Fergus County, State of Montana, requests that Fergus County, State of Montana, conduct the following school elections for School District No. 1, Fergus County for fiscal year 2025:

All Elections

Specific Elections

1. Regular Election, if by mail ballot
2. Special or Bond Election, if by mail ballot

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

18

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

ITEM TITLE: APPROVE BUILDING USE AGREEMENT WITH THE LEWISTOWN JOB SERVICE

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

SUMMARY:

The Federal Government transfer of the Central Montana Education Center property on Airport Road from Montana State University – Northern to Lewistown Public Schools took place in August 2019. As a result, the District may now allow other educational providers to enter into a Building Use Agreement for their portion of the building (prorated by square footage utilized). This document has been reviewed by both MTSBA and Rural Employment Opportunities. An Agreement with Providence was approved by the Board in June 2019, placing them in position of the primary occupant, so University of Providence will also need to sign off on this Agreement.

Job Service has been utilizing the building for the last few years. This will allow them to utilize the building for 1 additional year.

SUGGESTED ACTION: Approve building use agreement with Lewistown Job Service.

Additional Information Attached

NOTES:

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

AGREEMENT

THIS AGREEMENT #6693-A is made and entered into by and between the Lewistown School District, (“the District”) University of Providence, (“the University”) and the Montana Job Service – Lewistown Office (“Job Service”).

WHEREAS, the District is the owner of the property identified as former BLM Lewistown Field Office, Lewistown, Montana; and

WHEREAS, the District leases the property to the University in accordance with terms of an Agreement executed on July 1, 2024; and

WHEREAS, the application for transfer of the property identifies Job Service as an authorized occupant; and

WHEREAS, the terms of the Agreement between the University and the District authorize the University to assign portions of the property for use by Job Service.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions set forth herein, the parties hereto agree as follows:

1. **PREMISES:** The University agrees to permit the Job Service to use a portion of the District-owned property known as the former BLM Lewistown Field Office located at 773 Airport Road, Lewistown, Montana, 59457, in accordance with the terms and conditions of this Agreement. The portion property to be utilized by Job Service consists of the front desk, office #118, office #121, office #124, open area between offices (Room #120), portion of hallway behind front desk and shared areas (restroom facilities, entryway and lobby area near front desk).

2. **TERM:** The term of this Agreement shall be for a period of 1 year, beginning on July 1, 2024 and continuing through June 30, 2025. Renewal of this Agreement is not expected by either Party.

3. **CONSIDERATION:** In consideration for the use of said premises in accordance with the terms and conditions of this Agreement, the Job Service agrees to maintain required insurance coverage, pay for required maintenance and operating costs related to the portion of the premises utilized by Job Service as outlined in Exhibit A.

4. **USE OF PREMISES:** Any and all activities conducted on said premises shall conform and comply with all the Agreement between the University and District as well as District policies as well as all federal, state, and local laws, ordinances and regulations, including all non-discrimination laws. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016, the Parties agree that (i) any hiring of persons to perform this Agreement will be made on the basis of merit and qualifications and (ii) there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this Agreement.

District Policies will be provided to Job Service upon request. Specific School District policies of note include prohibition of tobacco use, limitation of access to registered sex offenders, school building security and preservation of student privacy. Job Service agrees further to keep the premises in a clean, safe, and sanitary condition.

5. **RESPONSIBILITIES:** Job Service agrees to provide for the care of the interior space being occupied by the offices and areas of use by staff. Job Service's use or storage of gasoline, hazardous materials, or other flammable or explosive materials on the premises is prohibited. Job Service shall not change or alter any part of the premises, in any form, except with the written

permission of the District. The building, placing, or constructing of any permanent structure or item by Job Service is prohibited. Any structural change which is not approved by the District in writing will be subject to removal at Job Service's expense.

Job Service is exclusively responsible for the following expenses it may incur as a result of use of its use of the premises: custodial services and supplies, post office box, internet, garbage and waste services, and telephone services.

Job Service is responsible for monitoring the premises for maintenance issues and report maintenance issues to the District. Any use of the premises by entities unaffiliated with Job Service, the University, or District or their assignees or sublessees will be in accordance with the District's facilities use policies. All use of the premises will be reported to the District by October 1 of each year to ensure full compliance with the federally required Utilization Report. Job Service shall be only liable for up to \$200 per month for building major maintenance.

6. **INSURANCE AND INDEMNITY**: Job Service and any assignees are obligated to provide insurance coverage for the contents of the building consisting of property, effects, documents, or possessions of Job Service or assignees, and the University and District shall not in any event be responsible for the loss of such property, effects, documents, or Job Service's possessions located on the premises except if such loss arises from the negligence or other wrongful act or omission of the University or District or their employees or agents. Job Service and assignees shall provide insurance for coverage for the contents of the building owned by Job Service and assignees. Job Service and assignees shall provide for insurance coverage or be self-insured for comprehensive general liability in an amount of \$750,000 for each claim and \$1.5 million for each occurrence for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the negligent or other wrongful act or omission of its

employees or agents while using the facility as described herein. Proof of insurance or self-insurance will be submitted to the District upon execution of this Agreement.

Subject to the applicable limitation of liability found in Mont. Code Ann. § 2-9-108, each party (indemnifying party) agrees to defend, indemnify and hold the other harmless from and against any and all claims, losses, liabilities or expenses, including without limitation attorneys' fees, which may arise, in whole or in part, out of (i) the negligence or willful misconduct of the indemnifying party, its employees and agents a , (ii) a breach by the indemnifying party of its material obligations under this Agreement, (iii) material violation of District policy, state law or federal law by Job Service or assignees.

Job Service and assignees shall maintain a workers' compensation insurance policy covering all employees while providing services on the premises in accordance with Title 39, chapter 71, MCA and other applicable provisions of Montana's Workers' Compensation Act. Job Service and assignees shall provide proof of such policy to District upon execution of the Agreement.

At no time during the term of this Agreement will University or the District's insurance policies be considered to cover acts or omissions by Job Service or assignees. All insurance policies required by this Paragraph must remain valid for the entire term of the Agreement. Job Service and assignees must promptly notify University and District of any lapse in coverage. Job Service and assignees will not provide services on the premises in the event any insurance coverage lapses. period. Failure to honor the terms of this Paragraph is grounds for termination of the Agreement.

7. **ASSIGNMENT**: Job Service is not authorized to sublet any portion of the property without first obtaining the District's prior written consent.

8. **CHANGES:** University and Job Service may, at any time by written notice, request to negotiate changes to the Agreement.

9. **STATUS:** This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of any or all of the parties.

10. **TERMINATION:** This Agreement will terminate upon expiration of the Agreement in Paragraph 2. Each Party shall have the right to terminate this Agreement upon one year's written notice submitted to the other Party. Each Party shall have the right to terminate this Agreement if any other Party is in default of any material obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from a non-defaulting Party specifying such default. Job Service may also terminate this Agreement by giving the other parties 30 days' written notice if funds are not made available to continue Job Service's performance under this Agreement.

11. **RETURN OF PROPERTY:** Upon the expiration or earlier termination of this Agreement, Job Service shall deliver promptly to the District all property relating to the business and work of the District. Such property shall include but not be limited to all keys and other District-owned property. Upon termination of the Agreement, Job Service shall return the premises to the same condition in which it was received, ordinary wear and tear excepted, and free of Job Service's personal property, trash, and debris.

After five (5) days following Job Service's surrender of the premises or termination of Agreement in any manner except by court order, and if the District reasonably believes that Job Service has abandoned any personal property remaining on the premises, the District may remove the property to a place for safekeeping, and take any steps reasonable and proper under Montana

law. The District shall be entitled to reimbursement from Job Service for actual costs of storage and safekeeping of the property.

12. **NOTICES**: All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or codified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant Party, which initially shall be the address set forth on the signature page to this Agreement. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a Party.

13. **SIGNAGE**: Any signage to be installed by Job Service must be first approved in writing by the School District Superintendent.

14. **PARTY REPRESENTATIVES**: Any notice or demand required or permitted to be given under this lease must be in writing. Written notice shall be deemed given when hand delivered, when mailed by first class mail, postage prepaid, to the addresses specified in this section, or by e-mail with confirmation of delivery.

The District's address for purpose of receiving demand or notice is Lewistown Public Schools, 215 7th Avenue South, Lewistown, MT 59457.

The District's representative for purposes under this lease is Rebekah Rhoades, telephone (406) 535-8777, e-mail address: rrhoades@lewistown.k12.mt.us.

The University's address for purpose of receiving demand or notice is Office of the President, University of Providence, 1301 20th Street S, Great Falls, MT 59405.

The University's representative for purposes under this lease is Very. Rev. Oliver J. Doyle, telephone (406) 791-5300, e-mail address: Oliver.Doyle@uprovidence.edu.

The Department's address for the purpose of receiving notice is Montana Department of Labor and Industry, Workforce Services Division, P.O. Box 1728, Helena, Montana, 59620.

The Department's representative for purposes under this lease is Samantha Nimmick, telephone (406) 265-5847, e-mail address: samantha.nimmick@mt.gov.

If any party changes its address or contact person, it must notify the other parties in writing at the addresses provided in this section.

15. **ENTIRE AGREEMENT; MODIFICATION**: This Agreement contains the entire agreement between the parties, and may not be altered, modified, or amended, except by written agreement signed by the authorized representatives of the respective parties. Time is of the essence to the terms of this Agreement.

16. **PARTIAL INVALIDITY**: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force without being impaired or invalidated in a manner.

17. **CONSTRUCTION AND JURISDICTION**: This Agreement shall be construed under the laws of the State of Montana, and the parties agree that the state district courts of the State of Montana shall have personal jurisdiction over the parties in relation to any claim or cause of action arising from or related to the provisions hereof, including, but not limited to, any action for breach or enforcement of the terms and conditions of this Agreement. . The District's failure to require strict compliance with the conditions of this Agreement or to exercise any right provided,

shall not be deemed a waiver of such default, nor limit the District's rights with respect to that or other default.

18. **ACCESS TO RECORDS:** Pursuant to Mont. Code Ann. § 18-1-118, the State Legislative Auditor shall have reasonable access to the records of the District and the University to determine whether the Parties have complied with the terms of the Agreement.

(Remainder of page left intentionally blank)

IN WITNESS WHEREOF:

LEWISTOWN SCHOOL DISTRICT

By: _____
Chair, Board of Trustees Date

UNIVERSITY OF PROVIDENCE

By: _____
Authorized Representative Date

JOB SERVICE

By: _____
Sarah Swanson, Commissioner Date
Department of Labor and Industry

APPROVED BY:

By: _____
Garett M. Bacon, Leasing Officer Date
Department of Administration, General Services Division

By: _____
Julia Swingley, Agency Legal Counsel Date
Department of Administration

By: _____
Office of Budget and Program Planning Date

By: _____
Misty Ann Giles, Director Date
Department of Administration

EXHIBIT 'A'

**ESTIMATED EXPENSES FOR THE EDUCATION CENTER IN LEWISTOWN:
13,326 SQ FT CLASSROOM BUILDING**

JOB SERVICE PORTION = 2229 SQ FT (17% OF PRORATED EXPENSES)

JOB SERVICE RESPONSIBILITY (WILL NEED TO COORDINATE WITH UNIVERSITY OF PROVIDENCE):

CUSTODIAL SUPPLIES
CUSTODIAL SERVICES (CLEANING SERVICES AND LAWN CARE)
POST OFFICE BOX
INTERNET/PHONE
WASTE SERVICES

DISTRICT RESPONSIBILITY TO BILL MONTHLY (WILL BILL PROVIDENCE/JOB SERVICE/OTHER ENTITIES MONTHLY ON A PRORATED BASIS):

INSURANCE = \$3,100/YR = \$258/MO
STREET MAINTENANCE TAXES = \$2,200/YR = \$184/MO
CITY WATER AND SEWER CLASSROOM BUILDING = \$1,500/YR = \$125/MO
IRRIGATION FOR LAWN SPRINKLERS = \$650/YR = \$55/MO
GAS/ELECTRIC = \$20,000/YR = \$1,667/MO (UNABLE TO GET ACTUAL FIGURES FROM NORTHWEST ENERGY, AMOUNT BASED ON COSTS FOR A SIMILAR BUILDING IN THE DISTRICT)
SNOW PLOW LOT = \$2,500/YR = \$209/MO (DEPENDS ON WINTER)
LAWN FERTILIZER/WEED KILLER (NUTRALAWN) = \$215/YR = \$18/MO
SPRINKLER SYSTEM MAINTENANCE = \$145/YR = \$12/MO
FIRE EXTINGUISHER INSPECTION = \$150/YR = \$13/MO
KENCO SECURITY & ALARM INSPECTION = \$400/YR = \$34/MO
ELEVATOR SERVICE/REPAIRS = \$2,000 = \$167/MO (UNABLE TO GET ACTUAL FIGURES, AMOUNT BASED ON COSTS FOR A SIMILAR ELEVATOR IN THE DISTRICT)

MONTHLY FEE NOT PRORATED

MAJOR MAINTENANCE FEE = \$2,400/YR = \$200/MO (MONTANA JOB SERVICE)

ALL AMOUNTS ARE **APPROXIMATE** AND BASED ON PREVIOUS YEAR'S BILLS. WHERE NOTED, THE SCHOOL DISTRICT DID NOT HAVE ACCESS TO PREVIOUS YEAR'S BILLS AND *ESTIMATED* COSTS ARE USED OR THE AMOUNTS ARE LEFT UNKNOWN. THIS IS NOT MEANT TO BE AN ALL INCLUSIVE LIST OF ROUTINE EXPENSES. THE UNIVERSITY, JOB SERVICE AND ANY OTHER ENTITIES IN THE BUILDING WILL BE BILLED MONTHLY FOR ACTUAL COSTS INCURRED IN ADDITION TO THE MAJOR MAINTENANCE FEE.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

19

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

ITEM TITLE: APPROVE RETIREMENT FUND BUDGET AMENDMENT

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

SUMMARY:

Due to an unforeseen number of retirements in the elementary district, the Board of Trustees needs to approve a Retirement Fund Budget Amendment. The request is to use reserves to pay for the unexpected shortfall, which will likely be around \$25,000-\$30,000. The proclamation will be advertised in the local newspaper and a resolution will be recommended for approval at the June Board Meeting.

SUGGESTED ACTION: Approve Retirement Fund Budget Amendment.

Additional Information Attached

NOTES:

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

**BUDGET AMENDMENT PROCLAMATION
SCHOOL DISTRICT #1 OF FERGUS COUNTY
LEWISTOWN ELEMENTARY**

At a regular meeting of the board of trustees of School District No 1, Fergus County, Montana, held May 13, 2024, at 6:00p.m. in the Lincoln Board Room, the following resolution was introduced:

WHEREAS, the trustees of School District No. 1, Fergus County, Montana, have made a determination that as a result of unforeseen circumstances, the district's budget for the Elementary Retirement Fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Elementary Retirement Fund budget in the amount of \$40,000 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of meeting the financial needs of the District and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the Elementary Retirement Fund reserve;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No.1, Fergus County, Montana, proclaims a need for an amendment to the Elementary Retirement Fund budget for fiscal year 2024 in the amount of \$40,000 under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No. 1, Fergus County, Montana, will meet at 6:00 p.m. in the Lincoln Board Room on June 10, 2024 for the purpose of considering and adopting the budget amendment.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

20

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

ITEM TITLE: APPROVE 8TH GRADE SPORTS PARTICIPATION

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

SUMMARY:

Fergus High School Activities is recommending 8th grade participation for Girls and Boys Wrestling only. Fergus High will follow all of the guidelines set forth by MHSAA for 8th grade participation.

SUGGESTED ACTION: Approve 8th grade sports participation.

Additional Information Attached

NOTES:

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

In alignment with our commitment to fostering the growth and development of our Junior High School athletic programs while ensuring the well-being of Fergus High School returning student-athletes, Fergus High School has established guidelines regarding 8th-grade participation in high school extracurricular activities.

STUDENT HANDBOOK ADDITION:

Fergus High School does not endorse regular participation of 8th-grade students in any extracurricular activities except for wrestling. In order for an eighth grade student-athlete to participate in wrestling at the high school level, the following criteria must be met:

Activities Handbook

8th grade participation in Wrestling

- All MHSAA by-laws will be followed.
- The use of 8th grade students in Fergus High School Wrestling will be at the discretion of the program's Head Coach in coordination with the parent(s) of each student.
- 8th Graders participating in Fergus High School Wrestling WILL be charged a full FHS participation fee.
- 8th Grade wrestlers are subjected to the same Academic Eligibility Standards as FHS students.
- 8th Grade Athletic Advancement Form must be completed and approved by Fergus High School administration, parents, head coach and student prior to student-athlete participation.

FERGUS HIGH SCHOOL 8th GRADE ATHLETIC ADVANCEMENT FORM

The advancement of 8th-grade wrestling student-athletes to the high school wrestling team is a decision that should be approached with careful consideration and reserved as an exception rather than the norm. This process is guided by the following criteria:

1. **Exceptional Circumstances:** Advancement will only be considered if it serves to fill open weight classes on the high school wrestling team. It must be evident that the advancement is beneficial both to the student-athlete and the wrestling program.
2. **Risk Assessment:** Consideration for advancement may arise if a student-athlete poses a risk of causing harm to other participants at the junior high school level due to superior physical prowess within their weight class.
3. **Request Procedure:** Only the head varsity wrestling coach is authorized to request advancement; parental requests will not be considered.
4. **Administrative Review:** Once a request is submitted by the head coach, it will undergo thorough evaluation by the high school principal, junior high principal, and activities director. This team will assess the student(s) being considered for advancement.
5. **Stakeholder Meeting:** If the administration team determines that advancement is necessary, the activities director will convene a meeting involving parents, the student-athlete, and the head wrestling coach. This meeting will review rules, guidelines, expectations, and potential concerns.
6. **Consensus and Documentation:** Should all parties, including principals, the activities director, the head wrestling coach, parents, and the student, unanimously agree that advancement is in the best interest of the student and the team, and all required documentation is duly signed, the student will be recommended for advancement and deemed eligible to compete in the Fergus High School wrestling program.

This procedure ensures that the advancement of 8th-grade wrestling student-athletes to the high school level is a carefully considered decision that prioritizes the well-being of the student-athlete and the integrity of the wrestling program at Fergus High School.

FERGUS HIGH SCHOOL 8th GRADE WRESTLING ADVANCEMENT FORM

APPROVALS

Your signature below indicates that you approve of the recommendation to advance the student from Lewistown Junior High wrestling program to Fergus High School as a high school wrestling participant.

Student Signature

Date

Parent/Guardian Signature

Date

Varsity Head Wrestling Coach Signature

Date

Junior High Principal Signature

Date

High School Principal Signature

Date

Activities Director Signature

Date

MOORE PUBLIC SCHOOLS, DISTRICT #44
509 Highland Avenue
Moore, MT 59464
Phone (406) 374-2231
FAX (406) 374-2490



Scott Stiegler
Superintendent

Cindy Barta
Business Mgr/Clerk

Nancy Epkes
Office Secretary

Lewistown School Board Members
% Mr. Thom Peck, Superintendent
215 7th Avenue South
Lewistown, MT 59457

Dear Board Members,

The Board of Trustees at Moore Public Schools wishes to thank Fergus High School and the trustees of the Lewistown Public School Board for the cooperative effort to offer wrestling to our students. Without this co-op, students don't have the opportunity to participate in high school wrestling. The relationship has been off to a great start and it was a successful wrestling season.

Moore School permits 8th-grade participation in each high school athletic program, except football. However, without mutual approval by both school boards, our 8th graders don't have the option to participate in high school wrestling. We have discussed the matter of 8th-grade wrestlers participating in the high school wrestling program and we are aware the Lewistown Public Schools Board of Trustees plans to address this as well.

In response to MHSAs 2022 approval of 8th-grade participation in HS sports, many schools in Montana took advantage of this new rule to fill open spots and complete their teams, including most schools at the Class A level. In this spirit, teams use this opportunity to field more complete rosters and fulfill the athletic opportunities of the other student-athletes, whether it is for their teammates or opposing teams. For individual team sports such as cheer, cross country, wrestling, track & field, and golf, the addition of 8th graders sees the largest benefit. Results from state track & field and state wrestling championships demonstrate that 8th graders are very successful when competing with high school kids. An 8th-grade girl from Hardin was a track and field state champion last year in two events. 8th-grade wrestlers stood on the podium and even won state championships this past season at the State tournament.

Including 8th-grade athletes on high school teams is subject to deliberate and proper supervision. We hire our coaches and athletic directors not just to coach our kids, but to supervise them and ensure their safety & well-being. Communication with parents is a mandatory part of this. As board members, we rely on our administrators to ensure the proper procedures and systems are in place.

The Moore Public School Board of Trustees appreciates your consideration of permitting 8th-grade wrestlers to participate in the high school program, and we encourage you to approve it. We look forward to continuing our wrestling relationship with Fergus High School.

Respectfully,

Trustees of Moore Public School Board.

Rana Wichman, Justin Wichman, Samantha Ereaux, Denise Brottem, Michelle Gibbons

The block contains five handwritten signatures in blue ink, arranged in two rows. The top row contains the signatures of Michelle Gibbons and Rana Wichman. The bottom row contains the signatures of Justin Wichman, Denise Brottem, and another signature that is partially obscured or illegible.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

21

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

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

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

SUMMARY:

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

Per the attached policy, the meetings required to be recorded include those referenced in Policy 1400. Policy 1400 refers to: Regular Meetings, Emergency Meetings, Budget Meetings, Special Meetings and Executive Sessions. There is an updated MTSBA policy 1400 that includes Committee Meetings that has not been adopted by the Board.

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

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

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

Additional Information Attached

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

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, roll call 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 B Right of participation
	Article II, Section 10, Montana Constitution B Right of Privacy
	' 2-3-101, et seq., MCA Right of participation
	' 2-3-212, MCA Minutes of meetings B 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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

22

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

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

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

SUMMARY:

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

SUGGESTED ACTION: Approve first reading of policy 1420F – Notice 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 Apublic 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 Apublic 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

05/13/2024

Agenda Item No.

23

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

ITEM TITLE: APPROVE SECOND READING OF NEW BOARD POLICY 2165 – EARLY LITERACY TARGETED INTERVENTION

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

SUMMARY:

The Board of Trustees needs to approve the second 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.

Program Description

Name: Kinderstep Early Literacy Intervention Program

Criteria for Acceptance: Student must be 4 years old or older on or before September 10th AND qualify based on the evaluation methodology determined by the District to predict 3rd grade reading proficiency

Classroom Size: 10-18 students

Educational Day: Full Day program with parental choice option for Half Day program

SUGGESTED ACTION: Approve second reading of NEW policy 2165 – Early Literacy Targeted Intervention.

Additional Information Attached

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 or another research-based tool selected by the District, 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

05/13/2024

Agenda Item No.

24

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

ITEM TITLE: APPROVE SECOND READING OF NEW BOARD POLICY # 2165F – EARLY LITERACY TARGETED INTERVENTION

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

SUMMARY:

The Board of Trustees needs to approve the second reading of NEW board policy # 2165F – Early Literacy Targeted intervention.

SUGGESTED ACTION: Approve second reading of NEW board policy # 2165F – Early Literacy Targeted Intervention.

Additional Information Attached

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

05/13/2024

Agenda Item No.

25

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

ITEM TITLE: APPROVE FIRST READING OF BOARD 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~~.

MTSBA has recommended this policy change due to the addition of the early literacy targeted intervention program.

SUGGESTED ACTION: Approve first reading of policy # 3110 – Entrance Placement and Transfer

Additional Information Attached

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
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 (5th) birthday does not occur on or before the tenth (10th) 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 (6th) birthday does not occur on or before the tenth (10th) 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 (19th) birthday on or prior to September 10th 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 may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

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

05/13/2024

Agenda Item No.

26

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY # 3121 – ENROLLMENT AND ATTENDANCE RECORDS

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

SUMMARY:

The Board of Trustees needs to approve the second 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~~.

MTSBA has recommended this policy change due to the addition of the early literacy targeted intervention program.

SUGGESTED ACTION: Approve second reading of policy # 3121 – Enrollment and Attendance Records.

Additional Information Attached

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
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 of the District 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
	Chapter 297	2021 General Legislative Session
	Chapter 269	2021 General Legislative Session
	Chapter 247	2021 General Legislative Session
	Chapter 406	2021 General Legislative Session
	Chapter 580 (2023)	Remote Instruction
	2 Chapter 307 (2023)	Transformational Learning

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

05/13/2024

Agenda Item No.

27

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY # 2410 – HIGH SCHOOL GRADUATION REQUIREMENTS

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

SUMMARY:

The Board of Trustees needs to approve the second 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 second reading of policy # 2410 – High School Graduation Requirements.

Additional Information Attached

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 (9th) 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

05/13/2024

Agenda Item No.

28

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY # 2410P– HIGH SCHOOL GRADUATION REQUIREMENTS

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

SUMMARY:

The Board of Trustees needs to approve the second 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 second reading of policy # 2410P – High School Graduation Requirements.

Additional Information Attached

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
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. **Financial Literacy 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

05/13/2024

Agenda Item No.

29

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY # 2410F– EARLY GRADUATION REQUEST FORM

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

SUMMARY:

The Board of Trustees needs to approve the second 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 second reading of 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 12th grade class, I relinquish the right to be the valedictorian or salutatorian, and will not be eligible for locally generated scholarships available to 12th grade students. A student requesting to graduate in January of their senior year, is considered a 12th 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 3rd quarter of the student's sophomore year.

It is the student's responsibility to:

1. Submit a personal statement stating his/her rational 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.

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

05/13/2024

Agenda Item No.

30

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

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

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

SUMMARY:

The Board of Trustees needs to approve the attached Agreement and Resolution for the 2024-2025 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution.

Additional Information Attached

NOTES:

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

**FERGUS COUNTY TREASURER AGREEMENT
FOR SCHOOL DISTRICT INVESTMENT ACCOUNT
LEWISTOWN PUBLIC SCHOOLS**

This Agreement is hereby made by and between the Fergus County Treasurer (“Treasurer” herein) and School District #1 of Fergus County (“District” herein) for the purposes of the District participating in the Treasurer’s school district investment account.

Montana Code Annotated § 20-9-235 (2023) authorizes the trustees of a school district to place funds in county investment accounts. Pursuant to § 20-9-235(4), any such account must be governed by a written agreement between the county treasurer and the school district.

The Treasurer has established an investment account known as the Fergus County Investment Pool in which any county school district may participate. School District #1 of Fergus County has passed a resolution to participate in the investment account.

All District monies received by the Treasurer will be invested pursuant to Montana Code Annotated § 20-9-235(3)(b) as directed by the Treasurer under the guidance of the Fergus County Investment Committee. There will be no individual investments for any one school district.

The Treasurer will post checks and warrants to the account daily. The Treasurer will submit monthly ledgers to the District. It is the District’s responsibility to audit the ledgers and immediately report any errors or inconsistencies to the Treasurer. (MCA § 20-9-235(4)(a)(i))

The term of this Agreement is one (1) year beginning on July 1, 2024, and ending on June 30, 2025. (MCA §§ 20-9-235(4)(a)(ii) and 20-9-235(4)(a)(iii))

Dated this 13th day of May, 2024.

Gwenda Gehlen
Fergus County Treasurer

CJ Bailey
Board Chair, Lewistown Public Schools

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

31

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

ITEM TITLE: APPROVE 2 PERCENT INCREASE TO THE CLASSIFIED MATRIX BASE

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

SUMMARY:

Last year, much time was spent by the district to ensure that Classified pay rates were more competitive with the local market, utilizing a wage study and other comparisons. It is essential that the District provide a 2% increase to the base of the classified matrix to ensure that our matrix does not fall behind again, and allow for better recruitment and retention. This increase aligns with the other staff pay increases already approved in the District and is currently budgeted.

SUGGESTED ACTION: Approve 2 percent increase to the Classified Matrix Base.

Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
FY2024-25 CLASSIFIED PAY MATRIX
May 13, 2024**

% ON BASE: 2%

****PROPOSED****

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	16.32	16.65	16.98	17.32	17.67	18.28	18.65	19.02	19.40	19.79	20.19	20.89
FIRST COOK/BAKER	15.25	15.55	15.87	16.18	16.51	17.08	17.43	17.77	18.13	18.49	18.86	19.52
FOOD SERVER/KITCHEN AIDE	12.57	12.82	13.08	13.34	13.61	14.08	14.37	14.65	14.95	15.25	15.55	16.09
HOT LUNCH VAN	14.60	14.89	15.19	15.49	15.80	16.35	16.68	17.01	17.35	17.70	18.06	18.69
IMC TECH	19.13	19.51	19.90	20.30	20.70	21.43	21.85	22.29	22.74	23.19	23.66	24.48
BUS SWEEPER	10.51	10.72	10.93	11.15	11.37	11.77	12.01	12.25	12.49	12.74	13.00	13.45
CUSTODIAN	14.61	14.90	15.20	15.50	15.81	16.36	16.69	17.02	17.37	17.71	18.07	18.70
LEAD CUSTODIAN - FHS	17.15	17.49	17.84	18.20	18.57	19.22	19.60	19.99	20.39	20.80	21.22	21.96
LEAD CUSTODIAN - LHHS	15.25	15.55	15.87	16.18	16.51	17.08	17.43	17.77	18.13	18.49	18.86	19.52
MAINTENANANCE I	20.71	21.12	21.54	21.97	22.41	23.20	23.66	24.13	24.62	25.11	25.61	26.51
MAINTENANANCE II	23.21	23.67	24.14	24.63	25.12	26.00	26.52	27.05	27.59	28.14	28.70	29.71
MECHANIC	20.24	20.64	21.05	21.48	21.90	22.67	23.13	23.59	24.06	24.54	25.03	25.91
MECHANIC+CERT	22.27	22.72	23.17	23.64	24.11	24.95	25.45	25.96	26.48	27.01	27.55	28.52
PLAYGROUND AIDE/BUS AIDE	12.75	13.01	13.27	13.53	13.80	14.28	14.57	14.86	15.16	15.46	15.77	16.32
PARA EDUCATOR+CERT	15.24	15.54	15.86	16.17	16.50	17.07	17.41	17.76	18.12	18.48	18.85	19.51
PARA EDUCATOR - HIGH NEEDS	16.17	16.49	16.82	17.16	17.50	18.12	18.48	18.85	19.22	19.61	20.00	20.70
PARA EDUCATOR - LEAD	17.10	17.44	17.79	18.15	18.51	19.16	19.54	19.93	20.33	20.74	21.15	21.89
PAYROLL	21.30	21.72	22.16	22.60	23.05	23.86	24.34	24.82	25.32	25.83	26.34	27.27
ACCOUNTS PAYABLE/RECEIVING	18.05	18.42	18.78	19.16	19.54	20.23	20.63	21.04	21.47	21.89	22.33	23.11
ACCOUNTS PAYABLE/PURCHASING	19.13	19.51	19.90	20.30	20.70	21.43	21.85	22.29	22.74	23.19	23.66	24.48
SECOND COOK/BAKER	14.43	14.72	15.01	15.31	15.62	16.16	16.49	16.82	17.15	17.50	17.85	18.47
SECRETARY	15.56	15.87	16.18	16.51	16.84	17.43	17.78	18.13	18.49	18.86	19.24	19.91
STUDENT DATABASE TECH	21.30	21.72	22.16	22.60	23.05	23.86	24.34	24.82	25.32	25.83	26.34	27.27
TECHNOLOGY I	20.27	20.68	21.09	21.51	21.94	22.71	23.17	23.63	24.10	24.58	25.08	25.95
TECHNOLOGY II	21.30	21.72	22.16	22.60	23.05	23.86	24.34	24.82	25.32	25.83	26.34	27.27
REGIONAL TECH COORD (SALARIED)	25.50	26.01	26.53	27.06	27.60	28.57	29.14	29.72	30.32	30.92	31.54	32.65
BUS DRIVER	18.73	19.11	19.49	19.88	20.28	20.99	21.41	21.84	22.27	22.72	23.17	23.98
SCHOOL NURSE (RN)	22.44	22.89	23.35	23.81	24.29	25.14	25.64	26.16	26.68	27.21	27.76	28.73

LONGEVITY

Classified employees shall receive one percent (1%) of their annual salary in the fifteenth (15th) year through the nineteenth (19th) year, two percent (2%) during the twentieth (20th) through the twenty-fourth (24th) year, three percent (3%) during the twenty-fifth (25th) through the twenty-ninth (29th) year and four percent (4%) during the thirtieth and succeeding years of service in the District. Longevity will only apply to those staff members with 15+ consecutive years of service with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

32

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

ITEM TITLE: APPROVE ISSUING CONTRACTS TO THE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR.

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

SUMMARY:

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

SUGGESTED ACTION: Approve issuing contracts to the Classified Staff for the 2024-2025 school year.

Additional Information Attached

NOTES:

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

**CLASSIFIED CONTRACTS
2024-2025 SCHOOL YEAR**

Last Name	First Name	Description	Step	Hours Per Day	Position Days
AAMOLD	ALLYSSA	PARA EDUCATOR - HIGH NEEDS	1	7.5	186
AGOSTINELLI	ROBERT	PARA EDUCATOR+CERT	3	7.5	186
ALEXANDER	POLLY	PAYROLL	8	8	260
ANGEL	CHRISTINE	FOOD SERVER/KITCHEN AIDE	5	3	186
BIRDWELL	MISTI	PARA EDUCATOR+CERT	7	7.5	186
BLACKADAR	LESLEY	FOOD SERVER/KITCHEN AIDE	8	4	186
BOWEN	CONNIE	PARA EDUCATOR+CERT	9	7.5	186
BOYLES	JOE	BUS DRIVER	5	4.5	186
BRADSHAW	CYNTHIA	PARA EDUCATOR+CERT	1	7.5	186
BRISTOL	JENNIFER	SECRETARY	11+	8	215
CARLISLE	JACILYNN	PARA EDUCATOR - HIGH NEEDS	2	4	186
CARLISLE	JACILYNN	PARA EDUCATOR+CERT	2	3.5	186
CHARBONNEAU	LISA	PARA EDUCATOR - HIGH NEEDS	11+	6	186
CHARBONNEAU	LISA	PARA EDUCATOR+CERT	11+	1.5	186
CLARK	BRADLEY	CUSTODIAN	5	8	260
CODY-CHACON	HARRISON	PARA EDUCATOR - HIGH NEEDS	1	7.50	186
CONRAD	CASSIDY	FIRST COOK/BAKER	8	1	186
CONRAD	GRETCHEN	PARA EDUCATOR+CERT	9	7.5	186
D'HOOGHE	JOAN	PLAYGROUND AIDE/BUS AIDE	11+	7.5	186
DAVIS	BETH	FOOD SERVER/KITCHEN AIDE	8	3.75	186
DAVIS	BETH	FOOD SERVER/KITCHEN AIDE	8	2.5	186
DAY	JOSHUA	REGIONAL TECHNOLOGY DIRECTOR	6	8	260
DERHEIM SMITHSON	HELEN	PARA EDUCATOR+CERT	3	7.5	186
DOGAN	TRACIE	FOOD SERVER/KITCHEN AIDE	2	4	186
DUGGINS	APRIL	BUS DRIVER	4	4	186
DUGGINS	KYRSTIN	PARA EDUCATOR - HIGH NEEDS	2	3.5	186
DUGGINS	KYRSTIN	PARA EDUCATOR+CERT	2	4	186
ESTRADA ZACARIAS	PALOMA	FOOD SERVER/KITCHEN AIDE	2	4.5	186
EVANS	STACI	ACCOUNTS RECEIVABLE	1	6	251
FIGUEROA	RAYMOND	CUSTODIAN	6	8	260
FIGUEROA	TANNA	FIRST COOK/BAKER	5	8	186
FISCUS	BRADY	MECHANIC+CERT	8	8	260
FISCUS	ZABREA	TECHNOLOGY II	10	8	260
FISK	DALE	CUSTODIAN	11+	8	260
FLESCHE	DENNIS	CUSTODIAN	4	8	260
GILL	DAVID	PARA EDUCATOR+CERT	3	7.5	186
GOBBLE	CHRISTINE	ACCOUNTS PAYABLE	EE1	8	260
HAMMON	TRAVIS	CUSTODIAN	2	8	260
HART	KELLY	PARA EDUCATOR+CERT	2	7.5	186
HENDERSON	CHRISTINA	PARA EDUCATOR+CERT	8	7.5	186
HENSLEY	DANIEL	MAINTENANANCE II	9	8	260
HERSEL	ROBERTA	SECRETARY	8	8	215
HOULD	ZACHERY	PARA EDUCATOR+CERT	1	7.5	186
HUTCHINS	MANDIE	FOOD SERVER/KITCHEN AIDE	6	3	186
JOHNSON	JENNIFER	PARA EDUCATOR - HIGH NEEDS	10	4.5	186
JOHNSON	JENNIFER	PARA EDUCATOR+CERT	10	3	186
KARHI	ALYSANN	PARA EDUCATOR+CERT	6	7.5	186
KARHI	NICOLE	PARA EDUCATOR - HIGH NEEDS	4	1.5	186

Last Name	First Name	Description	Step	Hours Per Day	Position Days
KARHI	NICOLE	PARA EDUCATOR+CERT	4	6	186
KELLY	STEVEN	LEAD CUSTODIAN - LJHS	EE1	8	260
LAHR	TASHA	PARA EDUCATOR - HIGH NEEDS	9	7.5	186
LELEK	JONETTE	FOOD SERVER/KITCHEN AIDE	8	3.5	186
LEWIS	ISABELLA	PARA EDUCATOR - HIGH NEEDS	3	6	186
LEWIS	ISABELLA	PARA EDUCATOR+CERT	3	1.5	186
LOGAN	SANDRA	FOOD SERVER/KITCHEN AIDE	1	6	186
LOWER	HOLLY	PARA EDUCATOR+CERT	2	7.5	186
MCLENDON	DARCY	PARA EDUCATOR+CERT	9	7.5	186
MCRAE	SANDY	PARA EDUCATOR+CERT	6	7.5	186
METCALF	TARA	PARA EDUCATOR - HIGH NEEDS	7	7.5	186
MIKAT	GREGORY	TECHNOLOGY II	4	8	260
MILLER	JEANETTE	PLAYGROUND AIDE/BUS AIDE	11+	2	186
MILLER	JEANETTE	BUS SWEEPER	11+	6	186
MITCHELL	KRISTOPHER	FOOD SERVER/KITCHEN AIDE	0	3	186
MOWDY	NATASHA	PARA EDUCATOR+CERT	3	7.5	186
NOEL	CINDY	BUS DRIVER	10	8	260
O'DELL	FLEETA	PARA EDUCATOR (BUS AIDE)	11+	1	186
O'DELL	FLEETA	SECRETARY	EE1	3.75	186
O'DELL	FLEETA	PARA EDUCATOR (CLASSROOM AIDE)	11+	2.5	186
PERRINE	MICHAEL	BUS DRIVER	6	4	186
PETERSON	SARA	SECRETARY	6	8	215
PFAU	WENDY	SECRETARY	11+	8	41
PRINDLE	LYNNE	PARA EDUCATOR+CERT	9	7.5	186
RAMEY	THOMAS	LEAD CUSTODIAN - FHS	6	8	260
RHYNER	MISTI	PARA EDUCATOR+CERT	6	8	186
RICHARDS	BENJAMIN	TECHNOLOGY I	3	8	260
ROBERTSON	FAITH	FOOD SERVER/KITCHEN AIDE	4	3.75	186
ROBINSON	LISA	SCHOOL NURSE (RN)	5	7	215
ROGERS	CHRISTINE	ADMIN SECRETARY	EE1	8	260
ROGERS	JACK	CUSTODIAN	5	8	260
RUTTEN	KRISTIN	IMC TECH	7	8	215
SALLEE	STACIE	PARA EDUCATOR+CERT	2	7.5	186
SATTERFIELD	MARY	PARA EDUCATOR+CERT	7	7.5	186
SCHOENFELDER	LANNA	SECRETARY	11+	8	215
SCHUCHARD	SHAWN	CUSTODIAN	EE1	8	260
SRAMEK	STACEY	BUS DRIVER	4	8	186
STANSBERRY	CHERYL	FOOD SERVER/KITCHEN AIDE	1	2.5	186
STEWART	RHONDA	BUS DRIVER	2	4	186
STROUF	DONNA	FOOD SERVER/KITCHEN AIDE	2	3.5	186
THAYNE	MELINDA	SECOND COOK/BAKER	11+	7	186
WATSON	JADE	MECHANIC	10	8	260
WEST	JESSICA	HIGH NEEDS PARA	1	7.5	186
WHITE	ALBERT	BUS DRIVER	9	4.5	186
WICHMAN	TAHAN	TECHNOLOGY II	9	8	260
WIEGERT	KIM	TECHNOLOGY II	9	7	215
WILLIAMS	DEBRA	SECOND COOK/BAKER	11+	4	186
WILSON	RICHARD	MAINTENANANCE II	2	8	260
WOJTOWICK	JOHN	ACCOMPANIST	9	3	186
WOOD JR	FRED	CUSTODIAN	EE1	6	186
WRIGHT	JAMES	CUSTODIAN	9	8	260
WYLIE	KENDRA	PARA EDUCATOR - HIGH NEEDS	1	7.5	186

Last Name	First Name	Description	Step	Hours Per Day	Position Days
YARGER	AMANDA	HIGH NEEDS PARA	1	7.5	186

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

33

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

ITEM TITLE: APPROVE ISSUING CONTRACTS TO THE CLASSIFIED ADMINISTRATORS FOR THE 2024-2025 SCHOOL YEAR.

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

SUMMARY:

The Board of Trustees needs to approve issuing contracts to the Classified Administrators for the 2024-2025 school year. It is important to note that the Classified Administrators do not have a pay matrix and do not move lanes each year as all other staff do. The recommended increase aligns with the other staff pay increases already approved in the District and is currently budgeted.

SUGGESTED ACTION: Approve issuing contracts to the Classified Staff for the 2024-2025 school year.

Additional Information Attached

NOTES:

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

RECOMMENDED 2024-2025 SALARIES

CLASSIFIED ADMINISTRATORS				
BALDWIN, WILLIAM SCOTT	TECHNOLOGY DIRECTOR	1.00	260	2023-2024 Level + Percentage Increase (4%)
FRIESEN, AMIE	SCHOOL FOOD DIRECTOR	1.00	220	2023-2024 Level + Percentage Increase (4%)
FRY, JASON	MAINTENANCE DIRECTOR	1.00	260	2023-2024 Level + Percentage Increase (4%)
ODERMANN, ROBERT	TRANSPORTATION DIRECTOR	1.00	260	2023-2024 Level + Percentage Increase (4%)
RHOADES, REBEKAH	BUSINESS MGR/CLERK	1.00	260	2023-2024 Level + Percentage Increase (1%)

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

34

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

ITEM TITLE: CONSIDER REQUEST TO LEASE BUS TO LOCAL SOCCER TEAM PER POLICY 8132

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

SUMMARY:

The Board of Trustees needs to consider the request to allow the local soccer team to lease a Lewistown Public Schools bus per policy 8132.

Per our lease agreement, the soccer team will need to provide their own driver, proof of insurance and pay for all fuel. There will also be a lease fee of \$150.00/day for the trip.

Trip Dates: June 7-9, 2024
 Destination: Helena, MT
 Driver: Zachary Manning (also a LPS Bus Driver)

SUGGESTED ACTION: Consider the request to lease bus to local soccer team per policy 8132.

Additional Information Attached

NOTES:

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

Lewistown School District

NON-INSTRUCTIONAL OPERATIONS

8132

Activity Trips

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

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

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

35

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

ITEM TITLE: APPROVE MHSA CATASTROPHIC INSURANCE AND DUES FOR 2024-2025

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

SUMMARY:

The Board of Trustees needs to approve the Catastrophic Insurance and Dues for the 2024-2025 school year.

SUGGESTED ACTION: Approve MHSA Catastrophic Insurance and Dues for 2024-2025.

Additional Information Attached

NOTES:

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

MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota
Helena, MT 59601

Annual Dues Application and Fees Remittance Form

Fergus High School of Lewistown Montana, hereby makes application for membership in the Montana High School Association (MHSA) for the school year **2024-25** in accordance with Article 1, Section (1) of the MHSA By-Laws, and appoints the Association as its representative in interscholastic activities for the current school year. The Board of Trustees adopts and agrees to comply with the rules and regulations of the MHSA as presently contained in its official MHSA Handbook, and acknowledge receipt of a copy of such handbook in effect. It is understood that each member school is entitled to one vote on any resolution presented to the Association membership. A resolution adopted by the Board and inserted in the minutes of a meeting of the Board on the date below directs the chairperson of the Board of Trustees to remit to the Association the yearly membership fees. If the school is registering for an activity in which the school district did not participate the previous year and did not request sanctioning for this activity in writing, students will not be permitted to compete in MHSA post-season contests, other than activities which are not assigned to districts and/or divisions. (Rules and Regulations, Sections 14 and 16). **Send payment to MHSA, 1 South Dakota Avenue, Helena, MT 59601.**

In the chart mark an "X" to the left of the activities in which your school wishes to participate.

BOYS		GIRLS		COMBINED ACTIVITIES	
<input type="checkbox"/>	Baseball	<input checked="" type="checkbox"/>	Basketball	<input checked="" type="checkbox"/>	Band
<input checked="" type="checkbox"/>	Basketball	<input checked="" type="checkbox"/>	Cross Country	<input checked="" type="checkbox"/>	Chorus
<input checked="" type="checkbox"/>	Cross Country	<input type="checkbox"/>	Flag Football	<input checked="" type="checkbox"/>	Drama
<input checked="" type="checkbox"/>	Football	<input checked="" type="checkbox"/>	Golf	<input type="checkbox"/>	Orchestra
<input checked="" type="checkbox"/>	Golf	<input type="checkbox"/>	Soccer	<input checked="" type="checkbox"/>	Speech
<input type="checkbox"/>	Soccer	<input checked="" type="checkbox"/>	Softball	<input type="checkbox"/>	ESports
<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Swimming		
<input checked="" type="checkbox"/>	Tennis	<input checked="" type="checkbox"/>	Tennis		
<input checked="" type="checkbox"/>	Track	<input checked="" type="checkbox"/>	Track		
<input checked="" type="checkbox"/>	Wrestling	<input checked="" type="checkbox"/>	Volleyball		
		<input checked="" type="checkbox"/>	Wrestling		
7	<< TOTAL BOYS	8	<< TOTAL GIRLS		<< TOTAL COMBINED

TOTAL NO. OF ACTIVITIES (BOYS, GIRLS, & COMBINED) **19** @ \$250.00 = \$ **4750⁰⁰**

Remit this amount to the MHSA office before July 15th and include an ORIGINAL SIGNED FORM

Signed/Dated: _____
Chair / Board of Trustees

Signed/Dated: _____
Superintendent or Principal

<i>For MHSA Use Only:</i>	
Date Received: _____	Amount Received: _____
Check No. _____	Late Fee: _____
Total Amount Received: _____	

MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota Avenue
Helena, MT 59601
(406) 442-6010

LIABILITY CATASTROPHE PLAN REMITTANCE FORM

We have enclosed our remittance in the amount of \$ 625 based on the HIGH SCHOOL ENROLLMENT (schedule below) to cover our school's share of the Liability Catastrophe Plan insurance premium for **2024-25**.

School Fergus High School
Date _____
Signed _____

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2023

<u>Enrollment</u>	<u>Premium</u>
0-40	\$206.00
41-110	\$302.00
111-200	\$381.00
201-300	\$503.00
<u>301-400</u>	<u>\$625.00</u>
401-800	\$836.00
801+	\$1,339.00

You must use your high school enrollment per your FALL, 2023 report to OPI or for private schools, use your enrollment as of November 1, 2023.

PLEASE RETURN THIS SIGNED FORM AND YOUR PAYMENT BY JULY 15, 2024.

For MHS A Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee _____

**MONTANA HIGH SCHOOL ASSOCIATION
2024-25 Catastrophic Insurance Renewal
Mutual of Omaha**

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary, and necessary covered expenses, with an overall lifetime limit of \$1,000,000.
- **Deductible:** \$50,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum** \$365,000 per calendar year.
- **Combined Home Healthcare/Custodial Care Maximum:** \$100,000 per calendar year.
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for paralysis, including quadriplegia, paraplegia, or hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation.
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel, and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,500 per month for remainder of life.
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$1,000 per month for remainder of life.



MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

TO: MHSAA MEMBER SCHOOL ADMINISTRATORS
FROM: BRIAN MICHELOTTI, EXECUTIVE DIRECTOR
RE: CONCUSSION INSURANCE

The MHSAA, through negotiations with our insurance broker, Dissinger Reed, can continue offering concussion insurance for all MHSAA athletic participants and cheerleaders at only \$1.35 per student. The coverage includes:

- Maximum - \$25,000 per year
- Benefit Period – 1 year
- Deductible - \$0 per claim
- Eligible Person – all athletes participating in MHSAA sports (including cheerleading).
- Covered Activities – participating in practice or play of sports sponsored by the MHSAA (including cheerleading).
- Definition of Injury: 1) Directly and independently caused by specific accidental contact with another body or object; 2) A source of loss that is sustained while the injured person is covered under the policy and while he or she is taking part in a covered activity; 3) Resulting in a concussion.

The participant’s insurance would first be billed and would pay however there would be no out-of-pocket cost for the participant up to \$25,000 per covered injury. For example, if the participant’s insurance had a \$3,000 deductible and none of that deductible was met, this insurance would pay the \$3,000 so there would be no out-of-pocket cost to the family. Also, all co-pays would be covered and if there were tests not covered by the primary insurance this insurance would cover all those costs. The cost per year for schools is as follows:

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41
41-110	\$66
111-200	\$121
201-300	\$141
301-400	\$171
401-800	\$191
801+	\$226

Again, all MHSAA athletes and cheerleaders would be covered, there is no deductible, and the maximum coverage per injury per year is \$25,000. This is a very proactive approach to dealing with the issues of concussion that are nationwide including the threats of litigation in every state. It also demonstrates that each school is being proactive in the event of litigation.

If you so desire, payment may be made along with your Membership Application and Catastrophic Insurance applications.

Attachment (remittance form)

1 South Dakota Avenue
Helena, MT 59601
(406) 442-6010

CONCUSSION INSURANCE REMITTANCE FORM

We have enclosed our remittance in the amount of \$ 171⁰⁰ based on the **HIGH SCHOOL ENROLLMENT** (schedule below) to cover our school's share of Concussion Insurance premium for 2024-25.

School Fergus High School
Date _____
Signed _____

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2023

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41.00
41-110	\$66.00
111-200	\$121.00
201-300	\$141.00
<u>301-400</u>	<u>\$171.00</u>
401-800	\$191.00
801+	\$226.00

You must use your high school enrollment per your FALL, 2023 report to OPI or for private schools, use your enrollment as of November 1, 2023.

PLEASE RETURN THIS SIGNED FORM AND YOUR PAYMENT BY **JULY 15, 2024**.

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

36

- 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 May 13, 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>
ALLERDINGS (JENSEN), Noelle	Teacher	Highland Park Elementary School and Garfield Elementary School	Accept Letter of Resignation	5/30/2024	Matthew Ventresca and Jessica Miller	See Attached Letter
DAVIES, Katrina	Teacher	Garfield Elementary School and Highland Park Elementary School	Approve appointment on schedule, MA Step 5, 1.0 FTE for 187 days. For the 2024-2025 School Year	8/19/2024	Matthew Ventresca and Jessica Miller	Replacing Noelle Allerdings
GREENE, Cassidy	Teacher	Garfield Elementary School	Approve appointment on schedule BA Step 0, 1.0 FTE for 187 days for the 2024-2025 School Year	8/19/2024	Jessica Miller	Replacing Tace Phillips
HAMILTON, Maranda	Food Server Kitchen Aide	Highland Park Elementary School	Accept Letter of Resignation	5/16/2024	Amie Friesen	See Attached Letter
KING, Joel	Teacher	Lewistown Jr. High School	Approve appointment on schedule BA+ 30 Step 5, 1.0 FTE for 187 days for the 2024-2025 School Year	8/19/2024	Jeff Friesen	Replacing Jill Schwede (transferred to Highland Park) and Jondie Rianda (2 periods shop classroom)
LOWER, Holly	Secretary	Lewis and Clark Elementary School	Approve appointment on schedule - SECRETARY Step 0 for up to 8 hours per day for up to 215 days for the 2024-2025 School Year	8/19/2024	Danny Wirtzberger	Replacing Faith See
MARTIN, Haley	Food Server Kitchen Aide	Highland Park Elementary School	Approve appointment on schedule -FOOD SERVER/KITCHEN AIDE Step 1 for up to 3 hours per day for up to 186 days for the 2024-2025 School Year.	8/19/2024	Amie Friesen	Replacing Miranda Hamilton
MOORE, Brad	Superintendent	Central Office	Approve out-of-state travel to attend the School Superintendents Association Conference, Washington DC	7/8 /24 - 7/11/24		There is no cost to the district
NEUMAN, Heather	High Needs Paraprofessional	Highland Park Elementary School	Accept Letter of Resignation	5/3/2024	Matthew Ventresca	See Attached Letter
NEUMAN, Heather	Bus Driver	Transportation	Accept Letter of Resignation	5/3/2024	Rob Odermann	See Attached Letter

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 13, 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>
RECOMMENDATIONS FOR KINDERGARTEN SCREENING STAFF	Kindergarten Screening Staff	Garfield Elementary School	Approve appointment on schedule as per attached recommendation	6/3/ - 6/4/2024	Jessica Miller	See Attached Memo
RECOMMENDATIONS FOR WINTER ATHLETICS	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
ROCHE, Newell	Girls Basketball Head Coach	Fergus High School	Accept Letter of Resignation	4/23/2024	Paul Bartos	See Attached Letter
SEE, Faith	Secretary	Lewis and Clark Elementary School	Accept Letter of Resignation	5/31/2024	Danny Wirtzberger	See Attached Letter
VINCENT, Megan	Teacher/FCCLA Advisor	Fergus High School	Approve out-of-state travel to attend the FCCLA Fall Institute convention in Anaheim, CA	10/24/24 - 10/27/2024	Matt Lewis and Paul Bartos	See Attached Request
WEBB, Karin	Teacher	Lewistown Jr. High School	Approve appointment on schedule MA+30, Step 2, 1.0 FTE for 187 days for the 2024-2025 School Year	8/19/2024	Jeff Friesen	Replacing Open Position previously was Karin Webb. Pending successful background check.
WEBB, Thomas	Teacher	Fergus High School	Approve appointment on schedule BA Step 3, 1.0 FTE for 187 days for the 2024-2025 School Year	8/19/2024	Jeff Friesen	Replacing Shannon Fisk. Pending successful background check.
WEICHEL, Nora	Counselor	Lewis and Clark Elementary School and Highland Park Elementary School	Approve appointment on schedule BA+ 10, Step 3, 0.85 FTE for 155 days for the 2024-2025 School Year	8/19/2024	Jeff Friesen	Replacing Ashley Jenness. Pending successful background check.

Noelle (Allerdings) Jensen
P.O Box 83
Stanford, MT 59479

April 10, 2024

Dear Mrs. Miller & Mr. Ventresca,

Please accept this letter as my formal resignation from my position as Lewistown's K-3 Music Instructor. I still intend to continue my contractual obligations for the 2023-2024 school year.

I would like to thank you both for the opportunity to work for the school district over this past school year. The students and staff I have worked with will always hold a special place in my heart as I continue on.

Sincerely,

A large, faint, and mostly illegible handwritten signature, likely belonging to Noelle Jensen, is written across the middle of the page. The signature is very light and appears to be a cursive or semi-cursive script.

Noelle Jensen

April 18, 2024

Amie, Thank you so much for the opportunity to work for the food part of Lewis town Public Schools. I however am resigning my position due to having a baby soon. My last day will be May, 16th 2024. Thank you for your understanding!

Sincerely,

Maranda
Hamilton

Heather Neuman
2160 Red Hill Road
Lewistown, MT 59457

4/21/24

Lewistown Public Schools
215 7th Ave. S.
Lewistown, MT 59457

Dear Rob and Matt,

Please accept this letter as my formal resignation from my bus driver and high needs para position. My last day of work will be 5/3/24.

Thank you for the opportunity to work with Lewiston Public Schools, I am grateful for the experience and knowledge gained during my time here.

Thank you,
Heather Neuman



Garfield Elementary School

415 East Boulevard Street
Lewistown, Montana 59457

Phone: (406)535-2366 Fax: (406)5352367



Jessica Miller, Principal

Lanna Schoenfelder, Secretary

May 1, 2024

Dear Mr. Peck and Lewistown School District Trustees,

I am writing this request on behalf of the Garfield Elementary Kindergarten and KinderSteps Team. I would request that the district pay the following individuals for three days of work at the agreed upon \$22.50 per/hour as negotiated in the Collective Bargaining Agreement. During those three days (June 3rd, 4th, and 5th), the team will be conducting Kindergarten screening and KinderSteps Early Literacy Intervention Program screening and creating class lists for the 2024-2025 school year.

The teachers who will be conducting the screenings and participating in the creation of the class lists are: Tace Phillips, Kelly Comer, Dani Aamold, Megan Hicks, Maria Derheim, Marne Dohrmann, Leah Strouf, Audrey Boling, Pam Roberts, Fleeta O'Dell, Cynthia Bradsahw, Sandy McCrea, Nicole Karhi, and Isabella Lewis.

Thank you for your consideration,

Jessica Miller

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

Activity	Name	Position	Index	Stipend
BOYS BASKETBALL	Scott Sparks	Head Coach	0.150	\$ 5,343.30
GIRLS BASKETBALL		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

Newell Roche
618 W Corcoran St.
Lewistown, MT 59457
21 April 2024

Paul Bartos
Athletic Director
Fergus High School
1001 Casino Creek Drive
Lewistown, MT

To whom it may concern:

Please accept this as official notice of my resignation as girls' basketball coach at Fergus High School.

Sincerely,

Newell Roche

Faith See
618 8th Ave N
Lewistown, MT 59457

April 11, 2024

Thomas Peck
Lewistown Public Schools
215 7th Ave S.
Lewistown, MT 59457

Dear Mr. Peck,

It pains me to submit my letter of resignation for the role of Elementary School Secretary at Lewis & Clark, starting the school year of 2024-2025. I will complete my school year contract for 2023-2024. I am writing to make it clear that I am not resigning for any other reason than financial concerns and the need to support my household at a more comfortable and realistic level, especially with raising inflation, standard of living in the community getting higher, etc.

I have worked hard the last few years to try and see how I can make having this role into perpetuity work. I have taken on second jobs, restricted my finances to only the essentials, even foregoing WiFi for years and higher heats in the winter to keep costs down. I have thought of various ways to try and keep the role that would not be conducive for district standards and realistic with budgeting. I appreciate the raise that was implemented last year and all the hard work that went into that very much, but sadly with inflation, raising home taxes, etc. it was not able to provide for a healthier lifestyle or make an impact beyond *trying* to cover the increase in the cost of living.

I truly do love this role. My principal has been the most supportive and professional supervisor of my career. A person who became a mentor and I am having a hard time imagining not working together 40 hours a week. He has done so much to try and ensure we ALL are looked after and can make a living within the boundaries that budgeting allows. My co-workers are supportive, patient and kind and the culture that has been created in these walls is uplifting, warm and professional.

The students above all else, have added a fulfillment to not just my career, but also my personal life, that I never even knew I was missing.

This is the most demanding role of my life, but also the most fulfilling. It is Public Relations (my previous field) on overdrive. As the secretary, you are the first contact to the community when they call. You are a warm, safe place for students. You are a sounding board and message relayor to concerned parents. You support every single staff person in the building. You protect children with legal documents and make sure they have their medication to function through the day. The person in that role is as strong a reflection of the school and the district as any. I truly hope one day it will be seen beyond the traditionally dismissive branded "secretary" name, and rather as

the partnership with every single person in the building, district and community that it is, and compensated as such, rather than a role to be filled by the best person who may like the hours or have a second, strong, income in the household.

So, with reluctance and a heavy heart, I need to seek opportunities elsewhere. It was not without trying for several years. But sadly, the reality is, I can no longer afford this position.

Thank you for the years. It has been the most rewarding on my career. I appreciate the support, kindness and opportunity so much.

Faith See



FERGUS HIGH SCHOOL

1001 CASINO CREEK DRIVE, LEWISTOWN, MT 59457

Phone: (406) 535-2321

Fax: (406) 535-3835

fhs.lewistown.k12.mt.us

MATT LEWIS, PRINCIPAL

PAUL BARTOS, ASST. PRINCIPAL/ACTIVITIES DIRECTOR

May 8, 2024

Dear School Board Members,

The Fergus FCCLA (Family, Career & Community Leaders of America) Chapter is requesting approval for out of state travel to attend the 2024 FCCLA Fall Institute in Anaheim, California from October 24 – 27, 2024.

At the Fall Leadership Institute, students will undergo training centered on teamwork and leadership, facilitated by the Disney Imagination Campus. They will participate in two half-day Disney-led sessions aimed at enhancing their leadership and teamwork abilities through the Disney methodology. FCCLA will further reinforce these skills, along with offering networking and strategic planning opportunities, and provide take-home materials applicable to their classrooms and chapters.

Fergus FCCLA member Maddy Johnston (currently a junior at Fergus High School) is serving as the Montana FCCLA Vice President of Competitive Events on the Montana FCCLA State Executive Council until March 2025. As part of this state level responsibility, I would like to take Maddy to the Fall Leadership Institute to continue to develop and expand her leadership skills at the national level.

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

Sincerely,

Megan A. Vincent

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

Fergus High School, Lewistown, MT

406-535-2321 ext. 6117



ORGANIZATIONAL MEETING

Lewistown Public Schools

Board of Trustees

May 8, 2023

OATH OF OFFICE

Rebekah Rhoades, Business Office Manager of Lewistown Public Schools, will Administer the Oath of Office to Jeff Southworth and Eric VanderBeek for 3-year terms.

ORGANIZATION MEETING (Following the Regular Board Meeting)

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

Minutes/Claims Board of Trustees Superintendent's Report

Action – Consent

Action – Indiv.

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Office Manager of Lewistown Public Schools, will administer the Oath of Office to Jeff Southworth and Eric VanderBeek for 3-year terms.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 7th day of May, 2024, the candidate Jeff Southworth was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 13th day of May, 2024, and ending at the trustee organizational meeting in May 2027, or until a successor has been elected or appointed and has been qualified.

ISSUED this 13th day of May, 2024:

Board Chair: CJ Bailey

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20__

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____
--

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 7th day of May, 2024, the candidate Eric VanderBeek was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 13th day of May, 2024, and ending at the trustee organizational meeting in May 2027, or until a successor has been elected or appointed and has been qualified.

ISSUED this 13th day of May, 2024:

Board Chair: CJ Bailey

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20__

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____
--

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2024

Agenda Item No.

1 - 5

Minutes/Claims Board of Trustees Superintendent's Report

Action – Consent
 Action – Indiv.

ITEM TITLE: ORGANIZATION MEETING

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

SUMMARY:

The following will take place for the organizational meeting:

- Call to Order
- Roll Call
- Call for Nominations and Election of the Chair
- Call for Nominations and Election of the Vice-Chair
- Appointment of the District Clerk

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

**REPORT OF ORGANIZATION OF BOARD OF TRUSTEES
ELEMENTARY SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

This is to certify that at the annual organizational meeting of the Board of Trustees held May 13, 2024, a Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

**BOARD
OF
TRUSTEES**

Dated: May 13, 2024

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

**LEWISTOWN PUBLIC SCHOOLS
SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

THIS IS TO CERTIFY THAT, the Trustees of Lewistown Public Schools, School District Number One, have duly appointed _____ as Clerk of the District on the 13th day of May 2024 .

School Laws of Montana:

Section 20-3-321

Organization and Officers: (1) the Trustees of each district shall employ and appoint a competent person, who is not a member of the Trustees, as the Clerk of the District.

Clerk of the District: As provided in 20-3-321, the Trustees shall employ and appoint a Clerk of the District. The Clerk of the District shall attend all meetings of the Trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the Clerk is not present at a meeting, the Trustees shall have one of their members or a district employee act as Clerk for the meeting and such person shall supply the Clerk with a certified copy of the proceedings. The Clerk of the District also shall be the custodian of all documents, records, and reports of the Trustees. Unless the Trustees provide otherwise, the Clerk shall;

- (1) Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
- (2) Prepare the annual Trustees' report required under the provisions of 20-9-213(6).

BOARD OF TRUSTEES

LEWISTOWN PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

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

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














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

PIR DAYS (Pupil Instruction-Related)

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

HOLIDAYS & VACATIONS
No School for Teachers or Students

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

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

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

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

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