

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES
REGULAR BOARD MEETING**

**LINCOLN BOARD ROOM
215 7th Ave South
Lewistown, MT 59457**

MONDAY, September 9, 2024

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation – Doug Reisig, MQEC
5. Discussion – Bond Progress
6. Report – Student Representative to the Board
7. Report – Lewistown Education Association (LEA)
8. Report – Committees of the Board
9. Report – Investments
10. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

12. Minutes of the August 12, 2024, Regular Board Meeting
13. Claims
14. Out of District Agreements
15. Transportation
16. Additions to the Substitute List for the 2024-2025 School Year
17. Personnel Report

ACTION ITEMS – OLD BUSINESS

18. Second Reading Policy 5450 – Employee Use of Electronic Mail, Internet, Networks and District Equipment; Second Reading Policy 5450P - Employee Use of Electronic Mail, Internet, Networks and District Equipment Procedure; Second Reading Policy 5450F – Employee Equipment Use, Internet Conduct, and Network Access Agreement

ACTION ITEMS – NEW BUSINESS

19. Letter of Appointment for Brad Moore to the Central Montana Foundation Board

ADJOURNMENT

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#4

MEETING DATE: September 9, 2024

ITEM TITLE: PRESENTATION – DOUG REISIG, MONTANA QUALITY EDUCATION
COALITION

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Doug Reisig, MQEC Executive Director, will share information about his organization and their role in the upcoming Legislative session with the Board.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: September 9, 2024

ITEM TITLE: DISCUSSION – BOND PROGRESS

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Shane Swandal, Hulteng Corp. and our Building Representative, will brief the Board of Trustees on the progress of the Elementary Bond.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#6

MEETING DATE: September 9, 2024

ITEM TITLE: REPORT - STUDENT REPRESENTATIVE

PREPARED BY: Maggie Fulbright, Student Representative

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#7

MEETING DATE: September 9, 2024

ITEM TITLE: REPORT – LEWISTOWN EDUCATION ASSOCIATION

PREPARED BY: Luke Brandon, LEA President

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#8

MEETING DATE: September 9, 2024

ITEM TITLE: REPORT – COMMITTEES OF THE BOARD

PREPARED BY: Committees

SUMMARY:

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

The Public Charter School Task Force met on Wednesday, August 28th and Wednesday, September 4, 2024 to discuss the possibility of a public charter school at Fergus High School.

Attached is the list for Standing Committees of the Board for the 2024-2025 School Year. The list has been revised to include Mariah Shammel, replacing John Carlson on committees he had been previously assigned to. This may be an opportune time for the Board to consider the committees and determine if any should be removed or added to the standing list.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

STANDING COMMITTEES OF THE BOARD
2024-2025 School Year

Committee	Number on Comm.	Jeff Soutworth	Kris Birdwell	Whitney Brady	Mariah Shammel	Eric Vanderbeek	Kevin Hodge	Lisa Koch
Building & Grounds	3	X	X	X				
Insurance Risk Committee	2				X		X	

OTHER COMMITTEES WITH BOARD REPRESENTATION
2024-2025 School Year

Committee	Number on Comm.	Jeff Southworth	Kris Birdwell	Whitney Brady	Mariah Shammel	Eric Vanderbeek	Kevin Hodge	Lisa Koch
Activities	3	X	X	X				
Curriculum Committees:								
Social Studies	2			X				X
CTE (VoAg, Business, FACS)	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

#9

MEETING DATE: September 9, 2024

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for June 2024 was as follows:

Elementary - \$13,519.24

High School - \$9,646.29

Interest earned for July 2024 was as follows:

Elementary - \$19,440.93

High School - \$16,311.89

STIP Elementary Bond Interest for June 2024 was \$46,024.49.

STIP Elementary Bond Interest for July 2024 was \$40,566.84.

STIP Elementary Bond Interest for August 1 – August 11 was \$6,492.15.

SLGS Elementary Bond Interest for August 12 – August 31 was \$13,884.35.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#10

MEETING DATE: September 9, 2024

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Board Goals

Board Policy Update

Board Tour- October 9, 2024

Unofficial Enrollment Counts

HS- 351

7-8- 202

K-6--610

Total- 1163

Fall 2023 Official Count- 1208 (-45)

MUST Board Meeting- September 16- Helena

MASS Conference- September 23-24 Bozeman

Infinite Campus Training- September 27- Billings

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#11

MEETING DATE: September 9, 2024

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

PREPARED BY: _____

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – CONSENT AGENDA

12. Minutes of the August 12, 2024, Regular Board Meeting
13. Claims
14. Out of District Agreements
15. Transportation
16. Additions to the Substitute List for the 2024-2025 School Year
17. Personnel Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#12

MEETING DATE: September 9, 2024

ITEM TITLE: MINUTES OF THE AUGUST 12, 2024, REGULAR BOARD MEETING

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the August 12, 2024 Regular Board Meeting

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and Via Google Meet

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, August 12, 2024

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Whitney Brady, Eric VanderBeek, Kevin Hodge, Kris Birdwell, Lisa Koch, Jeff Southworth

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Matt Lewis, Luke Brandon, Pamela Roberts, Jessica Miller and others via Google Meet

OTHERS PRESENT:

Karisa Perryman, Janelle Fulbright, Lewistown News Argus, Andrea Payne and other interested parties both in person and via Google Meet.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

3. **MOTION TO SET THE AGENDA TO MOVE THE BOND UPDATE TO #4 – Approved Unanimously (Hodge/Southworth)**

4. **DISCUSSION – BOND UPDATE**

Shane Swandal, Hulteng Inc., provided the Board with an update on the progress of the Elementary Bond construction, providing updates on the status of each building prior to the start of school and described any disruptions that may occur. Lewis & Clark playground equipment was destroyed in an accident in route, so will be delayed by 2 months.

5. **PRESENTATION – ANGELA MCLEAN, OCHE, PUBLIC CHARTER SCHOOL INFORMATION**

Angela McLean, OCHE, shared information regarding Public Charter Schools allowed by passage of HB549 in the 2023 Legislative Session. She explained the process for development of a Public Charter Schools and the role of the University System to assist in that process. Applications are due on November 1st for funding in FY26. 24 applications received in 2024, 19 approved. Charter Schools must be “innovative”. Ms. McLean provided examples of other schools that have approved public charter schools. Applications are approved by the Board of Public Education in January. Basic Entitlement funding is provided per MCA20-8-812 for approved Public Charter Schools that have a minimum ANB. Trustee Southworth recommend that the District put together a working group looking at the possibility of a Public Charter School at Lewistown Public Schools and

discussion ensued. Trustees on the working group will be Jeff Southworth, Eric VanderBeek and Kris Birdwell. Other committee member suggestions were the Superintendent, Business Manager, Administrators and other senior certified staff.

6. **DISCUSSION – BOARD CURRICULUM ADOPTION PROCESS**

Brad Moore, Superintendent, explained the process for adoption of curriculum in the District by first creating a schedule for adoption of each subject area, working through each curriculum with a group including teachers and trustees, allowing the Board and community to review and the Board approving the curriculum at a public Board Meeting.

7. **REPORT—COMMITTEES OF THE BOARD**

There were no committee meetings.

8. **REPORT—INVESTMENT**

Interest earned and distributed for June was reported at \$13,519.24 in the Elementary and \$9,646.29 in the High School. July interest was not available to be reported. June Bond STIP interest was reported at \$46,024.49 and July Bond STIP interest was reported at \$40,566.84. Bond Investments have been moved to the SLGS Investment program.

9. **REPORT—SUPERINTENDENT**

Brad Moore, Superintendent, reported that Jeff Weldon will provide trainings from 5:15pm to 5:45pm prior to the Regular Board Meeting each month for the Board of Trustees, starting in September 2024. The Board was updated on staffing throughout the District. Certified Staffing is complete, but there are a few classified positions still open. Mr. Moore updated the Board on the Accreditation process and updated information provided to OPI. The Board was reminded that MCEL will be taking place in October for any Trustees interested in attending. Mr. Moore updated the Board on events taking place throughout the District. MQEC will be presenting at the September Board Meeting.

PUBLIC PARTICIPATION

10. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Andrea Payne reported to the Board feedback she has received as a Legislative candidate. All those that she spoke with support Lewistown Public Schools and the additional property tax bill being sent at the same time. One individual stated that they did not feel the school was fiscally responsible, but had the opportunity to encourage that person to visit with the school district.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (VanderBeek/Brady)

11. MINUTES OF THE JULY 8, 2024, REGULAR BOARD MEETING
12. CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through August 9, 2024. The Finance Committee for July-September 2024 will be Board Chair Kris Birdwell, Whitney Brady, Jeff Southworth and Lisa Koch.
13. OUT OF DISTRICT AGREEMENTS
14. TRANSPORTATION
15. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR
16. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

17. APPROVE LEWISTOWN PUBLIC SCHOOLS 2023-2024 ANNUAL REPORTS – approved unanimously (Brady/Southworth)

Trustee Birdwell requested that Superintendent Moore report back to the Board in regards to presenting accreditation information to the Board.

INDIVIDUAL ITEMS – OLD BUSINESS

- 18. APPROVE K-6 ELEMENTARY SCHOOL 2024-2025 STUDENT HANDBOOK – approved (Hodge/Southworth)
- 19. APPROVE ELEMENTARY TRUSTEES’ FINANCIAL SUMMARY FOR THE 2023-2024 FISCAL YEAR TO INCLUDE THE PRESENTED AMENDMENTS OF THE 39X PROGRAM CODE – approved unanimously (Hodge/Brady)
- 20. APPROVE HIGH SCHOOL TRUSTEES’ FINANCIAL SUMMARY FOR THE 2023-2024 FISCAL YEAR TO INCLUDE THE PRESENTED AMENDMENTS OF THE 39X PROGRAM CODE – approved unanimously (Brady/Koch)
- 21. APPROVE ELEMENTARY BUDGET FOR THE 2024-2025 FISCAL YEAR – approved unanimously (Brady/Hodge)
- 22. APPROVE HIGH SCHOOL BUDGET FOR THE 2024-2025 FISCAL YEAR – approved unanimously (Brady/VanderBeek)
- 23. APPROVE FIRST READING OF POLICY 5450 – EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT; POLICY 5450P - EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT PROCEDURE; POLICY 5450F – EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT, AND NETWORK ACCESS AGREEMENT – (Brady/Hodge)
- 24. APPOINT MARIAH SHAMMEL AS TRUSTEE FOR REMAINDER OF 2024-2025 – approved unanimously (Koch/VanderBeek)

Zane Fulbright stated that he observed that 2 of the 3 candidates had not attended/engaged at a board meeting, but Trustee Brady clarified that 2 of the 3 had been present at previous board meetings.

ADJOURNMENT

The meeting was adjourned at 8:27 p.m. (Brady/Hodge). The next regular meeting will be held at 6:00 p.m. on Monday, September 9, 2024, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#13

MEETING DATE: September 9, 2024

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through September 6, 2024, as approved by the Finance Committee.

Members of the Finance Committee for July – September 2024 include: Board Chair Kris Birdwell, Whitney Brady, Lisa Koch and Jeff Southworth.

****Need to select new Finance Committee for October 2024 – December 2024****

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: September 9, 2024

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve the attached list of students for Out-of-District Attendance with Lewistown Public Schools.

Also included on the attached list is the number of students, so far, that live in the Lewistown Elementary or Fergus High School District, but have chosen to attend another District. These do not require Board approval, but are listed as acknowledgement.

In the 2023 Legislative Session, [HB203](#) was approved requiring districts to bill each other for students that attend their district, but reside in another district. The FP-14 Out of District Forms approved the Board in FY24-25 will be used to calculate the tuition to be billed and levied for FY25-26. According to HB203, the district of residence shall pay the district of attendance a percentage equal to the lesser of the percentage of either school district's adopted general fund budget funded by BASE and overBASE property tax levies in the year of attendance not to exceed 35.3% of the tuition per-ANB amount for the year of attendance. Tuition due to other districts will be levied and paid out of the Tuition Fund and tuition revenue received from other districts will be deposited into the General Fund to decrease local property taxes.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

**OUT OF DISTRICT - ENTERING LEWISTOWN
2024-2025**

Board Identifier	Grade	District of Residence	District of Choice
AZ	2	King Colony	Lewistown Elementary
BA	7	King Colony	Lewistown JHS
BB	6	King Colony	Lewistown Elementary
BC	7	King Colony	Lewistown JHS
BD	KF	King Colony	Lewistown Elementary

**OUT OF DISTRICT - LEAVING LEWISTOWN
2024-2025**

# of Students	District of Residence	District of Choice
3	Lewistown Elem	Hobson Elem
1	Fergus HS	Hobson HS
11	Lewistown Elem	Moore Elem
7	Fergus HS	Moore HS
1	Lewistown Elem	Moore JHS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: September 9, 2024

ITEM TITLE: TRANSPORTATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve the REVISED request from Winifred Public Schools to extend their bus route into the Lewistown School District as described in the attachment.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Fergus County Bus Transportation Agreement

Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2024-2025 school year.

This agreement is a blanket coverage for students who are transported by District 115 buses to attend Winifred Schools.

Description of Route:

The Salt Creek Bus Route enters the Lewistown Elementary School District from the intersection of the Salt Creek Road and Moulton Road and continues west and north for approximately 5.3 miles where it reenters the Winifred k-12 School District.

Salt Creek Bus Route turns west off of the Salt Creek Road on to the Plum Creek Road for approximately 5.2 3-4 miles. It then turns around at Ming Coulee turnaround ~~in a private driveway~~, and then returns to the Salt Creek Road for the remainder of the route.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

School Dist # _____

School Dist # _____

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____

No _____

Date: _____

County Transportation Committee Chairman

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#16

MEETING DATE: September 9, 2024

ITEM TITLE: ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2024-2025 SCHOOL YEAR

PREPARED BY: Christy Rogers, Administrative Assistant

SUMMARY:

The Board of Trustees needs to approve the Substitute List for the 2024-2025 School Year as per attached.

Substitute Teachers

Jennifer Burnham
Jaymie Phillips
Shelby Deaton
Beverly (Kim) Miller
Bruce Marsden

Substitute School Food

Dennie Ellestad

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#17

MEETING DATE: September 9, 2024

ITEM TITLE: PERSONNEL REPORT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Attached is the Personnel Report for your review.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday September 9, 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>
ASSENMACHER, Megan	Counselor	Lewistown Jr. High School	Approve appointment on schedule COUNSELOR, MA Step 0,.824 fte for up to 154 days for the 2024-2025 school year	8/19/2024	Jeff Friesen	Replacing Steve Ziegrowsky
BARNES, Jayda	Paraprofessional	Garfield Elementary School	Approve appointment on schedule - PARAEDUCATOR + CERT, Step 0 for up to 7.5 hours per day for up to 177 days.	8/30/2024	Jessica Miller	Replacing Jennifer Johnson
BROOKS, Jessica	Secretary	Fergus High School	Approve appointment on schedule - SECRETARY, Step 0 for up to 8 hours per day for up to 215 days.	8/19/2024	Matt Lewis and Paul Bartos	Replacing Wendy Pfau
CHALMERS, Alana	Food Server	Garfield Elementary School	Approve appointment on schedule FOOD SERVER/KITCHEN AIDE, Step 0 for up to 3 hours per day, for a total of 15 hours per week for up to 168 days.	9/12/2024	Amie Friesen	Pending a successful pre-employment physical
COPENHAVER, Hailey	Student School Food Worker	Highland Park Elementary School	Approve appointment on schedule - STUDENT WORKER, \$10.50 per hour for 2.5 hours per day, 5 days per week for up to 168 days.	9/10/2024	Amie Friesen	Pending a successful pre-employment physical
GOODHART, Rachel	Food Server/Kitchen Aide	Highland Park Elementary School	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE, Step 0 for up to 21 hours per week. for up to 186 days	8/19/2024	Amie Friesen	Replacing Katelynn Young
KILBY, Michael	Custodian	Central Office	Approve appointment on schedule - CUSTODIAN, Step 5 for up to 4 hours per day for up to 220 days	8/26/2024	Jason Fry	Replacing James Wright (transer to Lewis & Clark)
MOORE, Brad	Superintendent	Central Office	Approve out-of-state travel to attend the National Conference of Education , New Orleans	3/4 /25 - 3-8-25		
PAVLOVICK, Cora	Para Educator + Certification	Fergus High School	Approve appointment on schedule - PARA EDUCATOR + CERT, Step 0 for up to 4 hours per day and PARA EDUCATOR - HIGH NEEDS, for up to 3.5 hours per day for up to 186 days.	8/19/2024	Matt Lewis and Paul Bartos	Replacing Jacilynn (Tyler) Carlisle
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULARASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended - Names highlighted are being approved at the 9/9/24 Board Meeting, names highlighted in light red will need to be filled	9/9/2024	Paul Bartos	See Attached List
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULARASSIGNMENTS	Lewistown Jr. High School	Approve appointment on schedule as recommended - Names highlighted are being approved at the 9/9/24 Board Meeting, names highlighted in light red will need to be filled	9/9/2024	Jeff Friesen	See Attached List
SHERRODD-BRANT, Julie	Food Server/Kitchen Aide	Fergus High School	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE, Step 4 for up to 21 hours per week. 5 days per week for up to 186 days	8/19/2024	Amie Friesen	Replacing Lesley Blackadar
THAYNE, Alice	PARA EDUCATOR - HIGH NEEDS	Lewistown Jr. High School	Approve appointment on schedule - PARA EDUCATOR -HIGH NEEDS Step 0 for up to 7.5 hours per day for up to 178 days	8/29/2024	Jeff Friesen	Replacing Jessica West

<u>2024-2025 School Year</u>					
				Starting Salary	\$35,622.00
JUNIOR HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS					
Activity	Name	Positions	Index	Stipend	Date Approved
COORDINATOR	<i>Brooke Zeiler</i>	Coordinator	0.1050	\$ 3,740.31	07/08/24
BASKETBALL		Boys Head Coach	0.070	\$ 2,493.54	
		Boys First Assistant	0.062	\$ 2,208.56	
		Boys Assistant - 1	0.055	\$ 1,959.21	
		Girls Head Coach	0.070	\$ 2,493.54	
		Girls First Assistant	0.062	\$ 2,208.56	
		Girls Assistant - 1	0.055	\$ 1,959.21	
BUILDERS CLUB	<i>Jenifer Blazicevich</i>	Advisor	0.015	\$ 534.33	08/12/24
CHEERLEADERS	<i>Rayna Phelps</i>	Head Coach	0.030	\$ 1,068.66	07/08/24
CROSS COUNTRY	<i>Nicole Wichman</i>	Head Coach	0.065	\$ 2,315.43	07/08/24
	<i>Misti Birdwell</i>	Volunteer Assistant			07/08/24
FOOTBALL	<i>Mike Vanek</i>	Head Coach	0.065	\$ 2,315.43	07/08/24
	<i>Cody Chacon</i>	First Assistant	0.057	\$ 2,030.45	07/08/24
	<i>Brandon Carreira</i>	Assistant - 1	0.050	\$ 1,781.10	07/08/24
	<i>Dustin Salka</i>	Assistant - 2	0.050	\$ 1,781.10	07/08/24
		Volunteer Assistant			
		Volunteer Assistant			
MATHCOUNTS	<i>Work performed during the school day</i>	Advisor	0.015	\$ 534.33	
MUSIC	<i>Chase Auger</i>	Instrumental Activities	0.034	\$ 1,211.15	07/08/24
	<i>Rachael Grensten</i>	Vocal Activities	0.034	\$ 1,211.15	07/08/24
	<i>Rebecca Speranza</i>	Jazz Band	0.040	\$ 1,424.88	08/12/24
	<i>Not currently a class offered</i>	Select Choir Director	0.040	\$ 1,424.88	
PHOTO CLUB	<i>Katie Wirtzberger</i>	Advisor	0.015	\$ 534.33	07/08/24

SPORTING EVENT MGMT		State Wrestling Tournament		\$ 75.00	
SKI CLUB		Advisor	0.015	\$ 534.33	
STUDENT COUNCIL	<i>Jake Rhoades</i>	Advisor	0.0250	\$ 890.55	07/08/24
TRACK & FIELD		Head Coach	0.065	\$ 2,315.43	
		First Assistant	0.057	\$ 2,030.45	
		Assistant - 1	0.050	\$ 1,781.10	
	<i>Hiring Dependent on Participation #s</i>	Assistant - 2	0.050	\$ 1,781.10	
VOLLEYBALL	<i>Jean Irish</i>	Head Coach	0.065	\$ 2,315.43	07/08/24
	<i>Megan Hicks</i>	First Assistant	0.057	\$ 2,030.45	07/08/24
	<i>Katie Wirtzberger</i>	Assistant	0.050	\$ 1,781.10	07/08/24
WRESTLING	<i>Steven (Miles) Fox</i>	Head Coach	0.065	\$ 2,315.43	
		Assistant	0.050	\$ 1,781.10	
ELEMENTARY SCHOOLS ACTIVITY & ATHLETIC RECOMMENDATIONS					
COORDINATOR	<i>Derek Lear</i>	Coordinator	0.065	\$ 2,315.43	07/08/24
ELEMENTARY MUSIC	<i>Rebecca Speranza</i>	4-6 Concert	0.035	\$ 1,246.77	07/08/24
	<i>Katrina Davies</i>	K-3 Concert	0.035	\$ 1,246.77	07/08/24

2024-2025 School Year					
				Starting Salary	\$35,622.00
FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS					
Activity	Name	Positions	Index	Stipend	Date Approved
CMY MENTOR ADVISOR	<i>Yvette Hersel</i>	Advisor	0.0350	\$ 1,246.77	7/8/24
ANNUAL	<i>Diane Lewis</i>	Advisor	0.050	\$ 1,781.10	7/8/24
ATHLETIC DIRECTOR	<i>Paul Bartos</i>	Director	0.195	\$ 6,946.29	7/8/24
BASKETBALL	<i>Scott Sparks</i>	Boys Head Coach	0.150	\$ 5,343.30	4/8/24
	<i>Jim Daniels</i>	Boys First Assistant	0.110	\$ 3,918.42	7/8/24
	<i>Matt Plagenz</i>	Boys Assistant - 1	0.090	\$ 3,205.98	7/8/24
	<i>Tom Webb</i>	Girls Head Coach	0.150	\$ 5,343.30	6/10/24
	<i>Dani Phillips</i>	Girls First Assistant	0.110	\$ 3,918.42	7/8/24
		Girls Assistant - 1	0.090	\$ 3,205.98	
BUSINESS PROFESSIONALS OF AMERICA	<i>Diane Lewis</i>	Advisor	0.0350	\$ 1,246.77	7/8/24
CHEERLEADERS	<i>Rayna Phelps</i>	Head Coach	0.125	\$ 4,452.75	7/8/24
	<i>Holly Lower</i>	Assistant	0.074	\$ 2,636.03	7/8/24
CONCESSIONS		Club Advisor	\$17.50/hour		
		Orders		\$ 500.00	
CROSS COUNTRY – B/G	<i>Susan Flentie</i>	Head Coach	0.125	\$ 4,452.75	1/8/24
	<i>Regan Bold</i>	Assistant	0.085	\$ 3,027.87	7/8/24
F CLUB	<i>Vic Feller</i>	Advisor	0.015	\$ 534.33	7/8/24
FFA	<i>Jared Long</i>	Advisor	0.110	\$ 3,918.42	7/8/24
	<i>Logan Turner</i>	Advisor	0.110	\$ 3,918.42	7/8/24
FCCLA	<i>Megan Vincent</i>	Advisor	0.035	\$ 1,246.77	7/8/24

FOOTBALL	<i>Derek Lear</i>	Head Coach	0.145	\$ 5,165.19	1/8/24
	<i>Troy Hudson</i>	First Assistant	0.105	\$ 3,740.31	7/8/24
	<i>Matthew Ventresca</i>	Assistant - 1	0.085	\$ 3,027.87	7/8/24
	<i>Danny Wirtzberger</i>	Assistant - 2	0.085	\$ 3,027.87	7/8/24
	<i>Orin Johnson</i>	Assistant - 3	0.085	\$ 3,027.87	7/8/24
	<i>may not hire, no coop</i>	Assistant - 4 (coop)		\$ 2,000.00	
		Field Preparation		\$ 700.00	
GOLF	<i>Sherry Briedenbach</i>	Head Coach	0.090	\$ 3,205.98	1/8/24
	<i>Brett Thackeray</i>	First Assistant	0.055	\$ 1,959.21	8/12/24
HONOR SOCIETY	<i>Meggan Cirrincione</i>	NHS Advisor	0.035	\$ 1,246.77	7/8/24
KEY CLUB	<i>Luke Brandon</i>	Advisor	0.0470	\$ 1,674.23	8/12/24
JUNIOR CLASS FUNDRAISER	<i>Teresa Vaughn</i>	Coordinator	0.020	\$ 712.44	7/8/24
SPORTING EVENT MGMT	<i>as needed</i>	Holiday Classic - Basketball		\$ 75.00	
	<i>as needed</i>	Class A Duals Wres		\$ 75.00	
	<i>as needed</i>	Fall Classic XC (Div)		\$ 75.00	
	<i>as needed</i>	Northeast Tn Div.		\$ 75.00	
MUSIC	<i>not filled for several years</i>	FCPA Manager	0.065	\$ 2,315.43	
	<i>Chase Auger</i>	Instrumental Activities	0.110	\$ 3,918.42	
	<i>Chase Auger</i>	Jazz Band Director	0.040	\$ 1,424.88	
	<i>Rachael Grensten</i>	Choralaires	0.040	\$ 1,424.88	
		Vocal Activities	0.070	\$ 2,493.54	
RENAISSANCE	<i>Michelle Trafton</i>	Advisor	0.047	\$ 1,674.23	7/8/24
SCHOOL PLAY	<i>not budgeted</i>	Co-Advisor	0.020	\$ 712.44	
	<i>not budgeted</i>	Co-Advisor	0.020	\$ 712.44	
SCIENCE BOWL/OLYMPIAD	<i>Mike Mangold</i>	Advisor	0.0550	\$ 1,959.21	7/8/24
SKI CLUB	<i>Brett Thackeray</i>	Advisor	0.015	\$ 534.33	7/8/24
SOFTBALL	<i>Mike Mangold</i>	Head Coach	0.125	\$ 4,452.75	7/8/24
	<i>Kirsten Miller</i>	Assistant	0.085	\$ 3,027.87	7/8/24
SPEECH & DRAMA	<i>Lee Stahl</i>	Head Coach	0.110	\$ 3,918.42	4/8/24
		Assistant	0.075	\$ 2,671.65	

STUDENT GOVERNMENT	<i>Luke Brandon</i>	Advisor	0.047	\$ 1,674.23	7/8/24
		Assistant	0.023	\$ 819.31	
SkillsUSA	<i>replaced by 2nd FFA</i>	Advisor	0.035	\$ 1,246.77	
TENNIS	<i>Sherry Briedenbach</i>	Co-Head Coach	0.125	\$ 4,452.75	7/8/24
	<i>Melanie Smith</i>	Co-Head Coach	0.125	\$ 4,452.75	7/8/24
TRACK & FIELD	<i>Orin Johnson</i>	Head Coach	0.145	\$ 5,165.19	8/12/24
	<i>Vic Feller</i>	First Assistant	0.105	\$ 3,740.31	8/12/24
	<i>Gary Cecrle</i>	Assistant - 1	0.085	\$ 3,027.87	
	<i>Justin Troutt</i>	Assistant - 2	0.085	\$ 3,027.87	
VOLLEYBALL	<i>Adrienna DeCock</i>	Head Coach	0.145	\$ 5,165.19	4/8/24
	<i>Paige Nash</i>	First Assistant	0.105	\$ 3,740.31	7/8/24
	<i>Lesly Kassmier</i>	Assistant	0.085	\$ 3,027.87	7/8/24
WEIGHT ROOM	<i>OPEN</i>	Co-Coordinator	\$15 / Hour up to	\$ 900.00	Dependent upon Booster Donation
	<i>OPEN</i>	Co-Coordinator	\$15 / Hour up to	\$ 900.00	
WEIGHT TRAINING COACH	<i>Vic Feller</i>	Advisor	0.040	\$ 1,424.88	8/12/24
WRESTLING	<i>Brendon DeCock</i>	Head Coach	0.145	\$ 5,165.19	4/8/24
	<i>Robert Wallace</i>	First Assistant	0.105	\$ 3,740.31	7/8/24
	<i>Brady Fiscus</i>	Assistant	0.085	\$ 3,027.87	7/8/24

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#18

MEETING DATE: September 9, 2024

ITEM TITLE: SECOND READING POLICY 5450 – EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT; SECOND READING POLICY 5450P - EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT PROCEDURE; SECOND READING POLICY 5450F – EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT, AND NETWORK ACCESS AGREEMENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Second Reading of the following policies:

Policy 5450 – Employee Use of Electronic Mail, Internet, Networks and District Equipment

Information being deleted from this policy has been marked with a ~~strike through~~;
information being added has been **highlighted**.

NEW Policy 5450P – Employee Use of Electronic Mail, Internet, Networks and District Equipment Procedure

NEW 5450F – Employee Equipment Use, Internet Conduct, And Network Access Agreement

Information requested to be corrected in First Reading is also **highlighted**.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

**POLICY 5450 – EMPLOYEE USE OF ELECTRONIC MAIL,
INTERNET, NETWORKS AND DISTRICT EQUIPMENT**

Employee use of Electronic Mail, Internet, Networks, and District Equipment

The District equipment, e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

Users of District equipment, e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the equipment, e-mail, and Internet system, including but not limited to network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the equipment, e-mail, or Internet systems through personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."

To keep District equipment, e-mail and Internet systems secure, users shall not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District equipment, records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.

Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Policy History:

Adopted on: June 28, 2004

Reviewed on:

Revised on:

Lewistown School District

PERSONNEL

5450
page 1 of 2

Employee Internet/E-Mail Usage

~~Electronic mail (e-mail) is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material, and messages are sent and retrieved electronically on personal computers. As part of the District commitment to utilization of new technologies, almost all of our employees have access to the Internet.~~

~~Because of the unique nature of e-mail/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:~~

- ~~1. — It is District policy to limit Internet access to school business. Employees are authorized to access the Internet for personal business after hours, in strict compliance with this policy. The introduction of viruses or malicious tampering with any computer system is expressly prohibited and may immediately result in severe consequences.~~
- ~~2. — Employees using District accounts are acting as representatives of the school and should act accordingly so as not to damage the District's reputation.~~
- ~~3. — Files downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect any virus and, if necessary, prevent its spread.~~
- ~~4. — The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate, reliable source.~~
- ~~5. — Employees will not place school materials (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission from the building principal or technology specialist.~~
- ~~6. — Alternate Internet Service Provider connections to the District's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).~~
- ~~7. — The Internet does not guarantee privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.~~
- ~~8. — Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying~~

5450

~~any such files without permission from the copyright holder.~~

- ~~9. Any infringement by an employee may be the responsibility of the school. Therefore, the District may choose to hold the employee liable for their actions.~~
- ~~10. While the District does not intend to regularly review employees e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.~~

Policy History:

Adopted on: June 28, 2004

Revised on:

**POLICY 5450P – EMPLOYEE USE OF ELECTRONIC MAIL,
INTERNET, NETWORKS AND DISTRICT EQUIPMENT
PROCEDURE**

PERSONNEL

5450P

Page 1 of 4

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for **any purpose** other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism and Damage – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-owned equipment or technology that cause by the use or user's negligence. Such damage includes but is not limited to that caused by drops, spills, virus, exposure to heat and cold, or submersion.
9. Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures.
Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in
the 21st Century Act of 2008 (P.L. 110-385)
20 U.S.C. § 6801, et seq. Language instruction for limited
English proficient and immigrant students
47 .S.C. § 254(h) and (l) Universal service

Procedure History

Adopted on:

Reviewed on:

Revised:

**POLICY 5450F – EMPLOYEE EQUIPMENT USE, INTERNET
CONDUCT, AND NETWORK ACCESS AGREEMENT**

**EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT,
AND NETWORK ACCESS AGREEMENT**

Every staff member must read and sign below:

I have read, understand, and agree to abide by the terms of the School District's policy regarding District-Provided Access to Electronic Information, Equipment, Services, and Networks (Policies 5450 and 5450P). Should I commit any violation or in any way misuse my access to the District's computers, network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Terms and Conditions

1. Acceptable Use – Access to the District's technology and electronic networks must be:
(a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's technology and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for **any purpose** other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism and Damage – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-owned equipment or technology that cause by the use or user's negligence. Such damage includes but is not limited to that caused by drops, spills, virus, exposure to heat and cold, or submersion.
9. Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social

etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

5. The system administrator and principal shall monitor student Internet access.

I understand and will abide by the technology, equipment and network access policies. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's issuance of technology, electronic network connection and having access to public networks, I hereby acknowledge the risk for any claims and damages arising from my use of, or inability to use the equipment, network, and Internet. I understand any negligence arising out of my use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

User Name (*please print*)

User Signature

Date

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#19

MEETING DATE: September 9, 2024

ITEM TITLE: LETTER OF APPOINTMENT FOR BRAD MOORE TO THE CENTRAL
MONTANA FOUNDATION BOARD

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the appointment of Superintendent Moore to the Central Montana Foundation Board.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

September 9, 2024

Central Montana Foundation
PO Box 334
Lewistown, MT 59457

Dear Central Montana Foundation,

The Lewistown Public Schools would like to appoint Brad Moore, Superintendent, to represent the school district on the Board of Directors for the Central Montana Foundation.

If you have any questions, please contact me.

Sincerely,

Kris Birdwell
Board Chair

LEWISTOWN PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

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

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

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

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

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

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PIR DAYS (Pupil Instruction-Related)

HOLIDAYS & VACATIONS

No School for Teachers or Students

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

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

New Teacher Orientation
 First/Last Day of School K-3 First Day
 End of Quarter
 Quarter Mid-Term
 End of Semester (2nd & 4th quarters)
 Early Out (1:30 pm)
 FHS Graduation Day
 PIR Day PT Conferences
 No School (Day Off/No School)
 Paid Holiday (Day Off/No School)
 Flex Day (No School for Students)

BOARD APPROVED 3-18-2024

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)	First Semester				92 days	Second Semester				87 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 21	to	Aug 23	3	First Week	Jan 21	to	Jan 24	4
	Second Week	Aug 26	to	Aug 30	5	Second Week	Jan 27	to	Jan 31	5
	Third Week	Sept 3	to	Sept 6	4	Third Week	Feb 3	to	Feb 7	5
	Fourth Week	Sept 9	to	Sept 13	5	Fourth Week	Feb 10	to	Feb 14	5
	Fifth Week	Sept 16	to	Sept 20	5	Fifth Week	Feb 17	to	Feb 21	5
	Sixth Week	Sept 23	to	Sept 27	5	Sixth Week	Feb 24	to	Feb 27	4
	Seventh Week	Sept 30	to	Oct 4	5	Seventh Week	March 3	to	March 7	5
	Eighth Week	Oct 7	to	Oct 11	5	Eighth Week	March 10	to	March 13	4
	Ninth Week	Oct 14	to	Oct 16	3	Ninth Week	March 17	to	March 21	5
	Tenth Week	Oct 21	to	Oct 25	5					42
					45					
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Oct 28	to	Oct 30	3	First Week	March 24	to	March 28	5
	Second Week	Nov 4	to	Nov 8	5	Second Week	March 31	to	April 4	5
	Third Week	Nov 11	to	Nov 15	5	Third Week	April 7	to	April 11	5
	Fourth Week	Nov 18	to	Nov 22	5	Fourth Week	April 14	to	April 16	3
	Fifth Week	Nov 25	to	Nov 26	2	Fifth Week	April 22	to	April 25	4
	Sixth Week	Dec 2	to	Dec 6	5	Sixth Week	April 28	to	May 2	5
	Seventh Week	Dec 9	to	Dec 13	5	Seventh Week	May 5	to	May 9	5
	Eighth Week	Dec 16	to	Dec 20	5	Eighth Week	May 13	to	May 16	4
	Ninth Week	Jan 2	to	Jan 3	2	Ninth Week	May 19	to	May 23	5
	Tenth Week	Jan 6	to	Jan 10	5	Tenth Week	May 27	to	May 30	4
	Eleventh Week	Jan 13	to	Jan 17	5					45
					47					
										Total Days 179

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

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