LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES
REGULAR BOARD MEETING

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

MONDAY, December 9, 2024

CALL TO ORDER (6:00pm)

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

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

13. Minutes
14. Claims
15. Out of District Agreements
16. Transportation
17. Additions to the Substitute List for the 2024-2025 School Year
18. Personnel Report

ACTION ITEMS – OLD BUSINESS – None

ACTION ITEMS – NEW BUSINESS

19. JHS Activities 8th Grade Fund
20. Consider Opening Collective Bargaining According to the process outlined in Article XIX. D. of the Collective Bargaining Agreement for the Purposes Outlined in the Attached Letter
21. Consider contracting with DTF Educational Consulting for Board Strategic Planning
22. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property

EXECUTIVE SESSION - DISCUSSION

23. Superintendent Evaluation

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: December 9, 2024

ITEM TITLE: DISCUSSION – BOND PROGRESS

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Shane Swandal, Hulteng Corp. is not available to brief the Board of Trustees on the progress of the Elementary Bond due to a prior commitment. He will be attending the Board Committee Building and Grounds Committee Meeting on Friday, December 13, 2024.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#5

MEETING DATE: December 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
#6

MEETING DATE: December 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
#7

MEETING DATE: December 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.

Attached is the list for Standing Committees of the Board for the 2024-2025 School Year. The list has been updated to reflect rename the Insurance Risk Committee to the Safety Committee.

☒ **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**				
Safety 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**	

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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#8

MEETING DATE: December 9, 2024

ITEM TITLE: REPORT – ELECTION INFORMATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2025.

Attached are the Terms of Office Listing and the 2025 School Election Calendar.

Board members terms of office that are due to expire in 2025 include: Whitney Brady and Kevin Hodge. The 1-year term vacated by John Carlson will also be open for candidates. Mariah Shammel was appointed to fulfill the remainder of the 2024-2025 year.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2025	Expire 2026	Expire 2027
SCHOOL DISTRICT #1	Kevin Hodge Whitney Brady Mariah Shammel (appoint)	Kris Birdwell OPEN Lisa Koch	Eric VanderBeek Jeff Southworth

School District #1 -- Two (2) 3-Year Terms and One (1) 1-Year Term:

_____ 3-year term (to expire in 2028)

_____ 3-year term (to expire in 2028)

_____ 1-year term (to expire in 2026)

Declaration of Intents Filed for Nomination of School Board Trustee:

LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY

ELEMENTARY

	1997	1998	1999	2000	2001	2002		2003	2004	2005
AMOUNT	$268,571.05	$169,267.06	$165,301.94	$27,075.62	NONE	$29,997.63	$46,533.25	$15,336.91	$31,500.00	$98,000.00
MILLS	28.25	17.49	14.71	2.05			4.65	1.52		
FOR	560	569	497	510			786	661		
AGAINST	324	291	17	166			287	249		
PASS/FAIL	PASS	PASS	PASS	PASS		PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL			POLL	POLL		
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY		TECH	GF LEVY	GF LEVY	TECH	BR LEVY (10YR)

	2006	2007	2008	2009	2010	SEPT 2010	2011	2012	2013	2014
AMOUNT	$24,110.65	$77,903.95	NONE	$123,863.99	$111,435.00	$10,715,000.00	$211,108.25	NONE	NONE	$0.00
MILLS	2.09	7.23		10.88	9.48	N/A	17.49			0.00
FOR	703	689		478	958	1421	923			991
AGAINST	287	392		521	726	2143	1165			155
PASS/FAIL	PASS	PASS		FAIL	PASS	FAIL	FAIL			PASS
MAIL/POLL	POLL	POLL		POLL	POLL	MAIL	MAIL			POLL
TYPE	GF LEVY	GF LEVY		GF LEVY	GF LEVY	BOND	GF LEVY			BUS BARN LAND

	2015		2016	2017	2018	2019	2020	2021	2021	2022
AMOUNT	$98,000.00	$79,449.41	$98,000.00	$68,606.20	NONE	$44,638.12	$51,646.08	NONE	$20,400,000.00	$56,896.87
MILLS	8.33	6.58	8.17	5.54		3.46	3.82		N/A	3.99
FOR	1126	1157	845	966		1295	1576		1484	1112
AGAINST	1173	1146	542	703		1039	1052		1342	1193
PASS/FAIL	FAIL	PASS	PASS	PASS		PASS	PASS		PASS	FAIL
MAIL/POLL	MAIL	MAIL	POLL	POLL		MAIL	MAIL		MAIL	MAIL
TYPE	BR LEVY (10 YR)	GF LEVY	BR LEVY (10 YR)	GF LEVY		GF LEVY	GF LEVY		BOND	GF LEVY

	2023	2024								
AMOUNT	$89,710.14	$115,427.63								
MILLS	6.20	6.28								
FOR	1246	1192								
AGAINST	1444	1431								
PASS/FAIL	FAIL	FAIL								
MAIL/POLL	MAIL	MAIL								
TYPE	GF LEVY	GF LEVY								

HIGH SCHOOL

	1997	1998	1999	2000	2001	2002		2003	2004	2005
AMOUNT	$32,867.01	$107,066.90	$69,582.16	NONE	NONE	$51,165.05	$87,613.29	$55,318.87	$101.00	$98,000.00
MILLS	2.62	8.59	5.70				8.09	5.07	9.37	
FOR	696	673	517				758	641	514	
AGAINST	449	490	18				325	272	289	
PASS/FAIL	PASS	PASS	PASS			PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL				POLL	POLL	POLL	
TYPE	GF LEVY	GF LEVY	GF LEVY			TECH	GF LEVY	GF LEVY	GF LEVY	BR LEVY (10YR)

	2006	2007	2008	2009	2010	SEPT 2010	2011	2012	2013	2014
AMOUNT	$227,354.04	$28,399.56	NONE	$34,998.00	NONE	NONE	$137,765.21	NONE	$130,492.06	NONE
MILLS	19.93	2.44		2.85			10.58		9.68	
FOR	669	718		531			919		1486	
AGAINST	332	390		483			1201		1337	
PASS/FAIL	PASS	PASS		PASS			FAIL		PASS	
MAIL/POLL	POLL	POLL		POLL			MAIL		MAIL	
TYPE	GF LEVY	GF LEVY		GF LEVY			GF LEVY		GF LEVY	

	2015	2016	2017	2018	2019	2020	2021	2021	2022	2023
AMOUNT	$98,000.00	$98,000.00	NONE	NONE	NONE	$44,713.54	NONE	$8,600,000.00	NONE	NONE
MILLS	7.71	7.54				3.03		N/A		
FOR	1150	875				1589		1447		
AGAINST	1256	593				1168		1509		
PASS/FAIL	FAIL	PASS				PASS		FAIL		
MAIL/POLL	MAIL	POLL				MAIL		POLL		
TYPE	BR LEVY (10 YR)	BR LEVY (10 YR)				GF LEVY		BOND		

	2024									
AMOUNT	NONE									
MILLS										
FOR										
AGAINST										
PASS/FAIL										
MAIL/POLL										
TYPE										

VOTER STATUS BY DISTRICT AS OF DECEMBER 2024

ELEMENTARY:			HIGH SCHOOL:		
# ABSENTEE VOTERS	4018	68%	# ABSENTEE VOTERS	179	65%
# POLL VOTERS	1860	32%	# POLL VOTERS	97	35%
TOTAL # OF ACTIVE VOTERS	5878		TOTAL # OF ACTIVE VOTERS	276	

SCHOOL ELECTION CALENDAR 2025

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	**Thursday, December 12 through Thursday, March 27**	**Trustee candidates file for election.** A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). **NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.** *Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).*	13-10-201 20-3-305
At least 70 days before	**Tuesday, February 25**	**Trustees call for an election.** The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. • **Bond Elections** are subject to additional requirements (see 20-9-422, MCA). • **Request for a mail ballot election** must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	**Friday, February 28**	**Last day to file resolutions for school election with county election administrator.** To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	**Friday, March 7**	**Election administrator sends mail ballot election plan/timetable/sample instructions** to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator.	13-19-205

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
4 weeks preceding the close of regular registration	**Monday, March 10**	**Notice of close of regular registration.** The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not more than 35 days before	**Tuesday, April 1**	**Deadline for mail ballot amendments**. The plan may be amended by the election administrator at any time prior to the 35th day before election day by notifying the Secretary of State in writing of any changes. Changes will be approved within 5 days.	13-19-205
Not later than 5pm the day before ballot certification	**Thursday, April 3 (by 5 p.m.)**	**Last day trustee candidates may withdraw from the election.** Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	**Thursday, April 3 (by 5 p.m.)**	**Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent** (must be filed with the district clerk, regardless of who is running the election). **Votes only count for write-in candidates who file a Declaration of Intent.*	20-3-305(2)(b)
No later than the 30th day before	**Friday, April 4**	**Deadline to notify election judges of appointment.**	13-4-101
Not less than 30 days before	**Friday, April 4**	**Election administrator certifies ballot.** The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. *Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.* This resolution must include the durational limit, if any, on the levy.	20-20-401
Not less than 30 days before	**Friday, April 4**	**Election by Acclamation and Cancellation of Election - Notice.** If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. **Send a copy to the county election administrator to aid with the provisions of late registration.** ***A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.*	20-3-313
30 days before any election	**Monday 7**	**Close of regular voter registration.** Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 30 days before	**Monday, April 7**	**Contact your county election administrator** for the absentee ballot list.	13-13-212 20-20-312
Not more than 30 days before	**Monday, April 7**	**Performance Testing and Certification of Voting System.** The election administrator must publicly test and certify that the system is performing properly.	13-17-212
Day after Close of Regular Registration	**Tuesday, April 8**	**Start of Late Registration.** Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	**Thursday March 27 Through Saturday April 26**	**Notice of election is posted.** The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
At least 20 days before	**Wednesday, April 16**	**Absentee ballots available.** The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. ● The ballot, stamped official ballot (with stub removed); ● Instructions for voting and returning the ballot; ● A secrecy envelope, free of marks that would identify the voter; and ● A self-addressed, return envelope with affirmation printed on the back of the envelope.	13-13-214 20-20-401
Not before the 20th day nor later than the 15th day	**Wednesday, April 16 through Monday, April 21**	**Mail ballots mailed.** If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	**Saturday, April 26 through Sunday, May 4**	**Absentee/Mail Ballot Counting Notice.** Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. *If the district publishes their notice of election **on the 10th day** prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.*	13-15-105
Not more than 10 days or less than 2 days before	**Saturday, April 26 through Sunday, May 4**	**Polling Location Accessibility Notice.** Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. *This notice may be combined with the notice above, and with the notice of election if the notice is published **on the 10th day** prior to the election.*	13-3-105 13-3-207
Not more than 10 days or less than 2 days before	**Saturday, April 26 through Sunday, May 4**	**Publication of Information Concerning Voting Systems.** Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. *This notice may be combined with the notices above, and with the notice of election if the notice is published **on the 10th day** prior to the election.*	13-17-203
Day before (By Noon)	**Monday, May 5**	**Deadline for absentee ballot requests.** Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	**Monday, May 5**	**Deliver certified copy of the lists of registered electors.** Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Election Day 	**Tuesday, May 6**	**ELECTION DAY.** The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. **Notify election judges of the names of write-in candidates**	Title 13 20-20-105 20-20-401 20-20-411

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No sooner than 3pm on the 6th day after the election	**Monday, May 12**	**The first date that provisional ballots may be counted.** Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	**By Friday, May 30**	**Trustees canvass the votes, issue certificates of election, and publish results.** Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416
Within 5 days after the official canvass	**Monday, May 12 through Wednesday, June 4**	**Deadline for filing a petition for recount.** When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	**Monday, May 12 through Monday, June 4**	**Deadline for convening the School Recount Board.** When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	13-16-204 20-20-420
Within 25 days of election	**By Friday, May 30**	**Deadline for trustees to hold organizational meeting** to elect chair and appoint clerk.	20-3-321
By June 1	**Friday, May 30**	**Deadline for trustees to request county election administrator to conduct school elections for next year.** The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	**By Friday, June 13**	**Candidate completes and files Oath of Office** with the County Superintendent. **Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance.* ***In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.*	20-3-307 20-1-202 1-6-101

1-1-307, MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

If the deadline, as read in statute, is phrased "not later than…" the deadline does not move to a later date but an earlier one.

Additional References:
Sample forms can be found at this address: School Finance Election Webpage

Election Manual: School Election Handbook

MT Secretary of State's Office: Secretary of State's Election Webpage

Candidates for trustee positions in 1) a first-class district located in a county with populations of 15,000 or more; or 2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: Commissioner of Political Practices Webpage.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#9

MEETING DATE: December 9, 2024

ITEM TITLE: REPORT – BUDGET

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on Fiscal Year 2025-2026 budget projections and provide an update on prospective legislation that may impact school finance.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#10

MEETING DATE: December 9, 2024

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for October 2024 will be reported as follows:

Elementary $15,023.77

High School $15,438.91

Interest earned for November 2024 was not available at the time of posting.

SLGS Elementary bond interest accrued from August 2024 through November 2024 was $58,669.34. November's portion of the interest accrued was $13,516.22.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#11

MEETING DATE: December 9, 2024

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Strategic Planning Update

Profile of a Graduate

Climate Surveys

MUST Board Meeting- Monday, December 16, 2024- Helena

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#12

MEETING DATE: December 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

13. Minutes
14. Claims
15. Out of District Agreements
16. Transportation
17. Additions to the Substitute List for the 2024-2025 School Year
18. Personnel Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#13

MEETING DATE: December 9, 2024

ITEM TITLE: MINUTES OF THE NOVEMBER,11, 2024, REGULAR BOARD MEETING

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the November 11, 2024 Regular Board Meeting.
- Minutes of the November 11, 2024, Board Training

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, November 11, 2024

REGULAR BOARD MEETING

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

1. ROLL CALL
   TRUSTEES PRESENT:
   Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel, Kevin Hodge, Lisa Koch, Jeff Southworth
   TRUSTEES ABSENT:

2. PLEDGE OF ALLEGIANCE
   The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Brady/Hodge)
4. DISCUSSION – BOND PROGRESS
   Shane Swandal, Hulteng Inc was not available to report.
5. REPORT – STUDENT OF THE BOARD
   Maggie Fulbright, Student Representative, updated the Board on events and happenings at Fergus High School. She reported that the vape detectors have been installed at the High School.
6. REPORT – LEWISTOWN EDUCATION ASSOCIATION
   Luke Brandon, LEA President, updated the Board on activities within the Lewistown Education Association. He reported that the Student Representive is the Junior Class President, unless they are not interested in participating.
7. REPORT—COMMITTEES OF THE BOARD
   There were no committee meetings.
8. REPORT—INVESTMENT
   Interest earned and distributed for October was not available to be reported. October SLGS Bond Interest was reported at $17,394.39.
9. REPORT—SUPERINTENDENT
   Brad Moore, Superintendent, reported on the MCEL Conference that he attended last month. Mr. Moore reported that the Safety Committee is meeting on December 2nd and will be reviewing a safety alert software program. The Curriculum Committee will be meeting next week. Mr. Moore updated the board on the progress of Policy Review. He plans to send that information to the Board Policy Committee prior to the full Board for Approval. Mr. Moore discussed his desire to complete strategic planning with the Board and District Leadership. Mr. Moore complimented the JHS on their Veteran's Day program.

PUBLIC PARTICIPATION

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

There was no public participation.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (Southworth/Brady)

11. MINUTES OF THE SEPTEMBER 9, 2024 BOARD TRAINING, OCTOBER 14, 2024 REGULAR BOARD MEETING AND OCTOBER 14, 2024 BOARD TRAINING
12. CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through November 8, 2024. The Finance Committee for October - December 2024 will be Board Chair Kris Birdwell, Whitney Brady, Mariah Shammel and Lisa Koch.
13. OUT OF DISTRICT AGREEMENTS – none to approve
14. TRANSPORTATION – none to approve
15. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR
16. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

No Old Business to approve.

INDIVIDUAL ITEMS – OLD BUSINESS

17. MTSUIP MULTI-DISTRICT PARTICIPATION AGREEMENT – approved unanimously (Brady/Hodge)

ADJOURNMENT

The meeting was adjourned at 6:26 p.m. (Brady). The next regular meeting will be held at 6:00 p.m. on Monday, December 9, 2024, at the Lincoln Board Room.

KRIS BIRDWELL	**REBEKAH RHOADES**
BOARD CHAIR	**BUSINESS MANAGER/CLERK**

MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, November 11, 2024

BOARD OF TRUSTEES LEGAL TRAINING

CALL TO ORDER (5:15 p.m.)

1. ROLL CALL
   TRUSTEES PRESENT:
   Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel, Kevin Hodge, Lisa Koch, Jeff Southworth
   TRUSTEES ABSENT:

2. TRAINING – JEFF WELDON, FELT MARTIN PC
   Board Training Topics included the following:
   - Legislative Participation and lobbying rules
   - Role of Trustees in Elections (MCA 2-2-122)
   - Role of District Employees in Elections

ADJOURNMENT

The meeting was adjourned at 5:45 p.m. (Brady). The next Board Training will be held at 5:15 p.m. on Monday, December 9, 2024, at the Lincoln Board Room.

KRIS BIRDWELL	**REBEKAH RHOADES**
BOARD CHAIR	**BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#14

MEETING DATE: December 9, 2024

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

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

Members of the Finance Committee for October – December 2024 include: Board Chair Kris Birdwell, Whitney Brady, Lisa Koch and Mariah Shammel.

NEW FINANCE COMMITTEE FOR JANUARY 2025-MARCH 2025 WILL NEED TO BE APPOINTED

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: December 9, 2024

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

There are no students for the Board of Trustees to approve this month.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#16

MEETING DATE: December 9, 2024

ITEM TITLE: TRANSPORTATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

There are no transportation documents to approve.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#17

MEETING DATE: December 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
Olive Nystrom

Substitute School Food
Linda Watson

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#18

MEETING DATE: December 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, December 9, 2024

EMPLOYEE NAME	*POSITION*	*LOCATION*	*RECOMMENDED ACTION*	*EFFECTIVE DATE*	*RECOMMENDED BY*	*COMMENTS*
CAHILL, Shannon	Food Server/Kitchen Aide	Highland Park Elementary School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE, Step 0 for up to 3.75 hours per day for up to 115 days	12/4/2024	Amie Friesen	Replacing Maranda Hamilton
LEWIS, Matt	Principal	Fergus High School	Approve out-of-state travel to attend the Montana Association of Secondary School Principal's conference in Washington D. C	3/9/2025 - 3/13/2025	Brad Moore	See Attached Letter
LEWIS, Matt	Principal	Fergus High School	Approve out-of-state travel to attend the Montana Association of Secondary School Principal's conference in Seattle, WA.	7/11/2025 - 7/13/2025	Brad Moore	See Attached Letter
MOSS, Sandra	Food Server/Kitchen Aide	Lewis and Clark Elementary School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE, Step 5 for up to 3 hours per day for up to 121 days	11/25/2024	Amie Friesen	Replacing Tracy Nichols
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended - Names highlighted are being approved at the 12/9/24 Board Meeting	12/10/2024	Paul Bartos and Matt Lewis	See Attached List

Fergus High School

1001 Casino Creek Drive
Lewistown, Montana 59457
Phone: (406)535-2321 Fax: (406)535-3835

Matthew Lewis, Principal
Yvette Hersel, Secretary

Paul Bartos, Assistant Principal/ AD
Jessica Brooks, Activities Secretary

December 4, 2024

Dear Lewistown School Board:

As the Vice President of the Montana Association of Secondary School Principal's I am requesting your permission to travel on the following dates to fulfill my obligations for the upcoming 2024-2025 school year.

March 9th - March 13th, 2025 - NASSP Advocacy Conference in Washington D.C.
July 11th - 13th 2025 - NASSP National Conference in Seattle, WA

There is no financial obligation to the district for any of these requests. If you have any questions or updates regarding these activities please let me know and I will be happy to provide you with a summary. Thank you for your support in this endeavor.

Sincerely,

Matthew Lewis, Principal
Fergus High School

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	*Yvette Hersel*	Advisor	0.0350	$ 1,246.77	7/8/24
ANNUAL	*Diane Lewis*	Advisor	0.050	$ 1,781.10	7/8/24
ATHLETIC DIRECTOR	*Paul Bartos*	Director	0.195	$ 6,946.29	7/8/24
BASKETBALL	*Scott Sparks*	Boys Head Coach	0.150	$ 5,343.30	4/8/24
	Jim Daniels	Boys First Assistant	0.110	$ 3,918.42	7/8/24
	Matt Plagenz	Boys Assistant - 1	0.090	$ 3,205.98	7/8/24
	Tom Webb	Girls Head Coach	0.150	$ 5,343.30	6/10/24
	Dani Phillips	Girls First Assistant	0.110	$ 3,918.42	7/8/24
		Girls Assistant - 1	0.090	$ 3,205.98	
BUSINESS PROFESSIONALS					
OF AMERICA	*Diane Lewis*	Advisor	0.0350	$ 1,246.77	7/8/24
CHEERLEADERS	*Rayna Phelps*	Head Coach	0.125	$ 4,452.75	7/8/24
	Holly Lower	Assistant	0.074	$ 2,636.03	7/8/24
CONCESSIONS		Club Advisor	$17.50/hour		
		Orders		$ 500.00	
CROSS COUNTRY -- B/G	*Susan Flentie*	Head Coach	0.125	$ 4,452.75	1/8/24
	Regan Bold	Assistant	0.085	$ 3,027.87	7/8/24
F CLUB	*Vic Feller*	Advisor	0.015	$ 534.33	7/8/24
FFA	*Jared Long*	Advisor	0.110	$ 3,918.42	7/8/24
	Logan Turner	Advisor	0.110	$ 3,918.42	7/8/24
FCCLA	*Megan Vincent*	Advisor	0.035	$ 1,246.77	7/8/24

FOOTBALL	*Derek Lear*	Head Coach	0.145	$ 5,165.19	1/8/24
	Troy Hudson	First Assistant	0.105	$ 3,740.31	7/8/24
	Matthew Ventresca	Assistant - 1	0.085	$ 3,027.87	7/8/24
	Danny Wirtzberger	Assistant - 2	0.085	$ 3,027.87	7/8/24
	Orin Johnson	Assistant - 3	0.085	$ 3,027.87	7/8/24
	may not hire, no coop	Assistant - 4 (coop)		$ 2,000.00	
		Field Preparation		$ 700.00	
GOLF	*Sherry Briedenbach*	Co-Head Coach	0.073	$ 2,582.60	1/8/24
	Brett Thackeray	Co-Head Coach	0.073	$ 2,582.60	8/12/24
HONOR SOCIETY	*Meggan Cirrincione*	NHS Advisor	0.035	$ 1,246.77	7/8/24
KEY CLUB	*Luke Brandon*	Advisor	0.0470	$ 1,674.23	8/12/24
JUNIOR CLASS FUNDRAISER	*Teresa Vaughn*	Coordinator	0.020	$ 712.44	7/8/24
SPORTING EVENT MGMT	*as needed*	Holiday Classic - Basketball		$ 75.00	
	as needed	Class A Duals Wres		$ 75.00	
	as needed	Fall Classic XC (Div)		$ 75.00	
	as needed	Northeast Tn Div.		$ 75.00	
MUSIC	*not filled for several years*	FCPA Manager	0.065	$ 2,315.43	
	Chase Auger	Instrumental Activities	0.110	$ 3,918.42	9/9/24
	Chase Auger	Jazz Band Director	0.040	$ 1,424.88	9/9/24
	Rachael Grensten	Choralaires	0.040	$ 1,424.88	9/9/24
	Rachael Grensten	Vocal Activities	0.070	$ 2,493.54	10/14/24
RENAISSANCE	*Michelle Trafton*	Advisor	0.047	$ 1,674.23	7/8/24
SCHOOL PLAY	*not budgeted*	Co-Advisor	0.020	$ 712.44	
	not budgeted	Co-Advisor	0.020	$ 712.44	
SCIENCE BOWL/OLYMPIAD	*Mike Mangold*	Advisor	0.0550	$ 1,959.21	9/9/24
SKI CLUB	*Brett Thackeray*	Advisor	0.015	$ 534.33	7/8/24
SOFTBALL	*Mike Mangold*	Head Coach	0.125	$ 4,452.75	7/8/24
	Kirsten Miller	Assistant	0.085	$ 3,027.87	7/8/24
SPEECH & DRAMA	*Lee Stahl*	Head Coach	0.110	$ 3,918.42	4/8/24
	Keely Bibler	Assistant	0.075	$ 2,671.65	

STUDENT GOVERNMENT	*Luke Brandon*	Advisor	0.047	$ 1,674.23	7/8/24
	Austin Schilling	Assistant	0.023	$ 819.31	10/14/24
SkillsUSA	*replaced by 2nd FFA*	Advisor	0.035	$ 1,246.77	
TENNIS	*Sherry Briedenbach*	Co-Head Coach	0.125	$ 4,452.75	7/8/24
	Melanie Smith	Co-Head Coach	0.125	$ 4,452.75	7/8/24
TRACK & FIELD	*Orin Johnson*	Head Coach	0.145	$ 5,165.19	8/12/24
	Vic Feller	First Assistant	0.105	$ 3,740.31	8/12/24
	Gary Cecrle	Assistant - 1	0.085	$ 3,027.87	9/9/24
	Justin Troutt	Assistant - 2	0.085	$ 3,027.87	9/9/24
VOLLEYBALL	*Adrienna DeCock*	Head Coach	0.145	$ 5,165.19	4/8/24
	Paige Nash	First Assistant	0.105	$ 3,740.31	7/8/24
	Lesly Kassmier	Assistant	0.085	$ 3,027.87	7/8/24
WEIGHT ROOM	*OPEN*	Co-Coordinator	$15 / Hour up to	$ 900.00	Dependent upon Booster Donation
	OPEN	Co-Coordinator	$15 / Hour up to	$ 900.00	
WEIGHT TRAINING COACH	*Vic Feller*	Advisor	0.040	$ 1,424.88	8/12/24
WRESTLING	*Brendon DeCock*	Head Coach	0.145	$ 5,165.19	4/8/24
	Robert Wallace	First Assistant	0.105	$ 3,740.31	7/8/24
	Brady Fiscus	Assistant	0.085	$ 3,027.87	7/8/24

ACTION ITEMS – OLD BUSINESS

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#19

MEETING DATE: December 9, 2024

ITEM TITLE: LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITIES 8TH GRADE FUND

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve the addition of an 8th grade fund to the Junior High Student Activities Account.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#20

MEETING DATE: December 9, 2024

ITEM TITLE: CONSIDER OPENING COLLECTIVE BARGAINING ACCORDING TO THE PROCESS OUTLINED IN ARTICLE XIX. D. OF THE COLLECTIVE BARGAINING AGREEMENT FOR THE PURPOSES OUTLINED IN THE ATTACHED LETTER

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached letter to the Lewistown Education Association.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

TO: Luke Brandon, LEA President

FROM: Lewistown Public Schools Board of Trustees

DATE: December 9, 2024

SUBJECT: Reopening Collective Bargaining for 2025-2026

The Lewistown Public Schools Board of Trustees requests to reopen Collective Bargaining with the Lewistown Education Association for the purpose of possible modification of the 2025-2026 salary matrix in Article XV, page 19. This request is in response to upcoming legislation that may require a minimum base salary adjustment in order to obtain additional State funding.

_____

Kris Birdwell
Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#21

MEETING DATE: December 9, 2024

ITEM TITLE: CONSIDER CONTRACTING WITH DTF EDUCATIONAL CONSULTING FOR BOARD STRATEGIC PLANNING

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the contract with DTF Educational for the purposes of strategic planning.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Daniel T. Farr, Ed.D.
3847 Shenandoah Lane
Helena, Montana 59602

Work Email: dtfedconsult@gmail.com **Work Phone: 1-406-489-0104**

DTF Educational Consulting--Contracted Service Agreement

December 4, 2024

Background

This Independent Contractor Agreement is made effective with acceptance by the Lewistown Public School representative, Lewistown, Montana, and by and between Daniel T. Farr, DTF Educational Consulting, 3847 Shenandoah Lane, Helena, Montana 59602. In this agreement, the party who is contracting to receive the services shall be referred to as the "District" and the party who will be providing services will be referred to as the "Consultant."

Description of Services

1. The "Consultant" agrees to provide "Strategic Planning Services and Development " based on 20 hours of base assistance and three onsite development sessions with the District. Additional onsite session or hours beyond or requested above the 20-hour base/three onsite session will be billed at $100.00 per hour as agreed upon with the District Representative.

Terms:

2. The District agrees to pay the Consultant a base fee of $ 2000.00 for Strategic Planning consulting services (20 Hours/three onsite sessions) noted in item one above. This fee includes template development, material development between sessions, and on-site assistance at scheduled and agreed upon times.

3. The consulting service fee for services described in one (1) above is not inclusive of related expenses (i.e., travel time, expenses-lodging, mileage, meals at current per diem rates and associated office expense). The District will be invoiced for related expenses.

    - Travel/Trip: 6.0 Hours round trip from Helena, Montana--$150.00
    - Mileage: 382 miles round trip from Helena, Montana—65.5 cents/mile--$250.21
    - Lodging/Meals: Lodging and meals bill at cost.

4. Effective with a signed and fully executed contract, the District will make payment of ($500.00), twenty-five percent of the base consulting service fee at the beginning of the project (expected January 1, 2025, start date). Remaining payments will be invoiced at $500.00 for the months of January-March plus related expenses. Net/30 days.

5. Any reports and materials designed and developed for the District shall be the property of the District.

6. This agreement will terminate at the conclusion of said services and either party may terminate this agreement through written notice of failure to satisfy the requirements of the contract. The expected term of service agreement is December 9, 2024, to March 28, 2025.

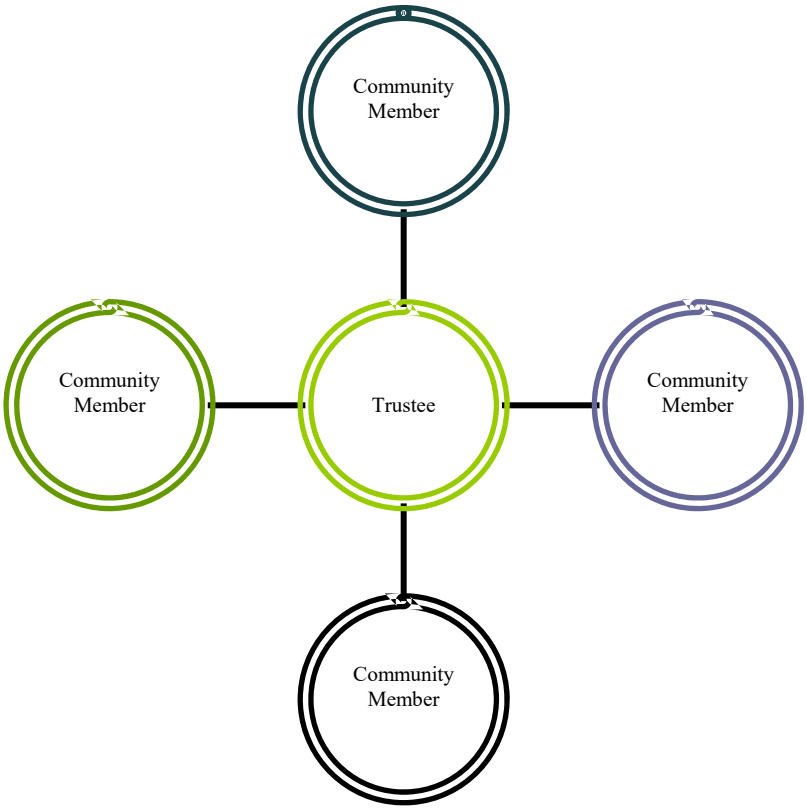
   This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be signed by Daniel T. Farr, Consultant, and by Brad Moore, Superintendent of Schools, Lewistown Public Schools, the District's representative. This agreement is effective as of the date below.

Lewistown Public Schools	DTF Educational Consulting
_____	_____
By: Brad Moore, Superintendent	By: Daniel T. Farr, Consultant
Effective Date: October 1, 2024	

Trustee – Lewistown Community Cross Over
Connections to Community Needs

The connection exercise is intended to bring to the forefront thoughts, concerns, needs of the school community utilizing a cross-section of the community—parents, students, teachers, business owners, senior citizens, farmers/ranchers, and others. The exercise is intended to focus community members and trustees on school related needs using a process that is straightforward and to the point.



The essence of the exercise is to have each Trustee select four (4) members (can adjust #) from the community at large from the categories assigned (these can also be determined jointly by the trustees and superintendent). These four individuals bring to the table perspectives about the school that may be the same or different from other members of the school community. All participants will be requested to take part in a structured process where they will be asked to think more expansively about the needs of the school district's programs in all areas identified.

Community Cross-Over Activity Outline

Purpose:

Community Cross-Over is a process allowing school leadership to connect with identified needs of the school community. Community members will be asked to think about particular needs, concerns, and issues of the school district as related to the District's programs. Identified areas of potential growth will be used to establish goals that school leadership can begin to address.

Time: 120-180 minutes

Roles:

- Presenter—to set up and direct the activity.
- Facilitators—Trustees will work as group leaders ensuring that each member of the group is heard. Presenters may also be active participants.
- Participants—actively engage in the activities through sharing of their thoughts, ideas, and needs. Participants are also asked to listen and take note of what others are saying and compare this information with their own perspectives.
    - Is it something you agree or disagree with?
    - Is it something that is important to a group of students or all students?
    - Is it something that the Trustees need to work with?

Process: (The number of Activities may be expanded based on needs of the District. The following is a general outline of what will be covered.)

1. Introduction/Overview (5-15 minutes): Presenter will provide an overview of the activity for facilitators and participants and frame questions needing a response. The presenter will also work with responses to filter, clarify, and condense responses that are held in common.

ACTIVITY I:

1. Activity I (15-20 minutes): Trustees will collaborate with participants in Activity I to answer the following question.

Question: With respect to the District's programs, what are the things that Lewistown Public School does well (What are our/your strengths)?

Activity I-continued:

a. Give each member of the group 2-3 minutes to write their own responses to the question.
b. Assign a recorder in your group and develop one list for your group that can be posted and shared with the entire group.

2. Activity I Wrap-Up. Presenter will explain how information will be summarized and how it will be incorporated into the School Improvement planning process.

ACTIVITY II:

1. Activity II (15-20 minutes): Trustees will collaborate with participants to answer the following question.

   Question: What are the things that Lewistown Public School can do better or must do better with? What should be our focus for the next 3-5 years?

   a. Give each member of the group 2-3 minutes to write their own responses to the question.

   b. Assign a recorder and develop one list for your group that can be posted for all groups to see.

ACTIVITY III: Areas of needed Action—Identify Group Goals

1. Activity III (15-20 minutes): Trustees will collaborate with participants to develop 3-5 goals of greatest importance from information presented in Activity II from the whole group. Goals of greatest importance provide real direction for the trustees, school leadership, and the school community.

   Activity III-Group Tasks:

   a. Each member of the group takes 2-5 minutes to write desired goals for the district.

b. Assign a recorder and develop one list for your group that can be posted for all groups to see.

ACTIVITY IV: Consensus-Priority of needs/actions

1. Groups will post Activity III responses, and the presenter will help generate one list of "focused goals" with input from the entire group—Consensus will be reached on goals list.

2. Each participant will be provided with 3 red dots. Each participant will be asked to identify his or her top three "goals or priorities" from the list developed by the entire group.

3. Goals or identified priorities receiving the greatest number of votes will be utilized by the Trustees and the Superintendent to establish short and long-term goals with the development of specific action plans.

Board Assignments:

Each Trustee will be asked to identify four people who would be willing to participate in the Community Cross-Over activity. Assignments are on the following pages **(Note: trustees may adjust assignments based on community demographics).** The initial work session is tentatively proposed for:

- Session I: Monday, January 13 or 20th, 2025, from 4:00 PM – 8:00 PM
- Session II: TBD
- Session III: TBD

Current Board: Board Chair, Vice Chair, and 5 Trustees.

1. Board Member_____

Community Role	Name	Contact Information
High School Parent		
High School Teacher		
Business owner		

Senior Citizen		

2. Board Member_____

Community Role	Name	Contact Information
H.S. Student in Extracurriculars		
Middle School Teacher		
Classified Staff Person (any grade level)		
Retired Community Member		

3. Board Member_____

Community Role	Name	Contact Information
Elementary Parent		
Health Industry Worker		
Middle School Student		
H.S. NOT involved in school activities		

4. Board Member_____

Community Role	Name	Contact Information
Middle School Parent		
Elementary School Teacher		
Business Owner		
Agricultural Business		

5. Board Member_____

Community Role	Name	Contact Information
H.S. Student in Student Council		
H.S. Teacher (Coach or Club Advisor)		
Senior Citizen		
Business Owner		

6. Board Member_____

Community Role	Name	Contact Information
H.S. Student in Student Government		
CTE Teacher (MS or HS)		
H.S. Parent		
Mental Health Professional		

7. Board Member_____

Community Role	Name	Contact Information
Finance & Industry		
Recent Graduate		
Insurance Industry		
M.S. Student in Student Council		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#22

MEETING DATE: December 9, 2024

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

REQUESTED BY: Board of Trustees **Prepared by:** _____

SUMMARY:

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

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

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

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

CHOIR ROBES, TYPEWRITER, 10-KEY CALCULATOR, MICROWAVE - WORKING CONDITION UNKNOWN

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

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

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

DONE at Lewistown, Montana, this 9th day of December 2024.

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

ATTEST:

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

To be published in the News Argus on
December 11, 2024

P.O. #

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. No bids will be accepted for the choir robes, as these will be sold to the Cantata community group. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Thursday, December 26th, at 12:00 p.m. Bidders will be notified of the results. For general questions or to set up an appointment to view items, please contact Rebekah Rhoades at 535-8777 x 1116.

EXECUTIVE SESSION

As per the provisions of 2-3-203

Montana Codes Annotated.

The Board Chair,

will now call for an Executive Session

deeming the demands of individual privacy

clearly exceed the merits of public disclosure.

All parties not involved in the Executive

Session are asked to leave the Board Room

at this time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#23

MEETING DATE: December 9, 2024

ITEM TITLE: EXECUTIVE SESSION – SUPERINTENDENTS EVALUATION

REQUESTED BY: Board of Trustees **Prepared by:** _____

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

MAY 2025

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

JUNE 2025

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

JULY 2025

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

PIR DAYS *(Pupil Instruction-Related)*

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

HOLIDAYS & VACATIONS

No School for Teachers or Students

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

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

BOARD APPROVED 3-18-2024

LEWISTOWN PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)

First Semester — **92 days**

FIRST QUARTER				DAYS
First Week	Aug 21	to	Aug 23	3
Second Week	Aug 26	to	Aug 30	5
Third Week	Sept 3	to	Sept 6	4
Fourth Week	Sept 9	to	Sept 13	5
Fifth Week	Sept 16	to	Sept 20	5
Sixth Week	Sept 23	to	Sept 27	5
Seventh Week	Sept 30	to	Oct 4	5
Eighth Week	Oct 7	to	Oct 11	5
Ninth Week	Oct 14	to	Oct 16	3
Tenth Week	Oct 21	to	Oct 25	5
				45

SECOND QUARTER				DAYS
First Week	Oct 28	to	Oct 30	3
Second Week	Nov 4	to	Nov 8	5
Third Week	Nov 11	to	Nov 15	5
Fourth Week	Nov 18	to	Nov 22	5
Fifth Week	Nov 25	to	Nov 26	2
Sixth Week	Dec 2	to	Dec 6	5
Seventh Week	Dec 9	to	Dec 13	5
Eighth Week	Dec 16	to	Dec 20	5
Ninth Week	Jan 2	to	Jan 3	2
Tenth Week	Jan 6	to	Jan 10	5
Eleventh Week	Jan 13	to	Jan 17	5
				47

Second Semester — **87 days**

THIRD QUARTER				DAYS
First Week	Jan 21	to	Jan 24	4
Second Week	Jan 27	to	Jan 31	5
Third Week	Feb 3	to	Feb 7	5
Fourth Week	Feb 10	to	Feb 14	5
Fifth Week	Feb 17	to	Feb 21	5
Sixth Week	Feb 24	to	Feb 27	4
Seventh Week	March 3	to	March 7	5
Eighth Week	March 10	to	March 13	4
Ninth Week	March 17	to	March 21	5
				42

FOURTH QUARTER				DAYS
First Week	March 24	to	March 28	5
Second Week	March 31	to	April 4	5
Third Week	April 7	to	April 11	5
Fourth Week	April 14	to	April 16	3
Fifth Week	April 22	to	April 25	4
Sixth Week	April 28	to	May 2	5
Seventh Week	May 5	to	May 9	5
Eighth Week	May 13	to	May 16	4
Ninth Week	May 19	to	May 23	5
Tenth Week	May 27	to	May 30	4
				45

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 *Teachers Convention*	2.0
Oct 28-31, Nov. 4-8	Parent-Teacher Conferences *Schedules vary by school* *PIR October 31st* *No school Oct 31-Nov 1*	1.5
March 24-Apr 4	Parent-Teacher Conferences *Schedules vary by school* *Full school days for students*	.5
May 12	PIR Day	1.0
	Floating PIR Day	1.0
		8.0

HOLIDAYS & VACATIONS *Dates Inclusive*

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