

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

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

MONDAY, February 10, 2025

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation – Central Montana Mentoring Program
5. Presentation – Producer Partnership, Amie Friesen & Jeri Delys
6. Presentation – Tax Increment Finance District, Abby Byerly & Sara Hudson
7. Report – Student Representative to the Board
8. Report – Lewistown Education Association (LEA)
9. Report – Committees of the Board
10. Report – Election Information
11. Report – Budget
12. Report – Investments
13. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

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

ACTION ITEMS – OLD BUSINESS

21. Second Reading of Policies

ACTION ITEMS – NEW BUSINESS

22. First Reading of Policies
23. Teacher Mentoring Program
24. Professional Development Plan
25. Trustee Resolution Calling for a Lewistown Elementary Schools Election
26. Trustee Resolution Calling for a Fergus High School Election

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: February 10, 2025

ITEM TITLE: PRESENTATION – CENTRAL MONTANA MENTORING PROGRAM

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Yvette Hersel, Central Montana Mentoring Program Advisor, would like to present information about the happenings within their organization and recognize members of this program.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: February 10, 2025

ITEM TITLE: PRESENTATION – PRODUCER PARTNERSHIP, AMIE FRIESEN AND
JERI DELYS

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Jeri Delys from Producer Partnership and Amie Friesen, School Food Director, will present on a program for our school food service program.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#6

MEETING DATE: February 10, 2025

ITEM TITLE: PRESENTATION – TAX INCREMENT FINANCE DISTRICT, ABBY BYLERLY AND SARA HUDSON

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Members of the Tax Increment Financing District Advisory board will be presenting information to the Board about the tax increment districts in Lewistown, as their existence impacts the school district as a taxing jurisdiction. The tool is somewhat complex and often misunderstood, and is facing attack at the legislative level this session. They are planning to provide an overview of the tool, how it works and answer any questions that may arise

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#7

MEETING DATE: February 10, 2025

ITEM TITLE: REPORT - STUDENT REPRESENTATIVE

PREPARED BY: Shoei Davis, 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

#8

MEETING DATE: February 10, 2025

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

#9

MEETING DATE: February 10, 2025

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.

Committees Meetings since December Board Meeting:

Safety Committee – January 16, 2025

Gaining Committee – January 21, 2025

Policy Committee – January 22, 2025

Public Charter School Task Force – February 6, 2025

☒ 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	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#10

MEETING DATE: February 10, 2025

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 Intent 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. <i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i>	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). <i>*Votes only count for write-in candidates who file a Declaration of Intent.</i>	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. <i>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.</i>	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. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday 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 20 th day nor later than the 15 th 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. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Not more than 10 days or less than 2 days before	Saturday, April 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. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10th day prior to the election.</i>	13-3-105 13-3-207
Not more than 10 days or less than 2 days before	Saturday, April 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. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10th day prior to the election.</i>	13-17-203
Day before (By Noon)	Monday, May 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 6 th 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 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 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. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

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

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

Additional References:

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#11

MEETING DATE: February 10, 2025

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:

FY26 BUDGET SUMMARY

2/10/25

	ELEMENTARY	HIGH SCHOOL
FY25 Adopted Budget	\$7,261,405	\$3,526,114

FY26 PROJECTED BUDGETS

INFLATION ONLY		
	<u>ELEMENTARY</u>	<u>HIGH SCHOOL</u>
Highest Budget Without a Vote:	\$7,302,330	\$3,608,298
Highest Budget With a Vote:	\$7,422,969	\$3,608,298
Potential Levy to Voters	\$120,639	\$0
DIFFERENCE:		
FY26 vs FY25 w/o vote	\$40,925	\$82,184
FY26 vs FY25 w/vote	\$161,564	\$82,184
PROJECTED EXPENSES:	\$7,692,188	\$3,833,709
PROJECTED SHORTFALL:		
without a vote	(\$389,858)	(\$225,411)
with a vote	(\$269,219)	(\$225,411)

NOTE: These are budget projections and will fluctuate over the coming months as more "unknowns" become "knowns" (Legislature, Resignations/Retirements, Health Insurance, etc)

INFLATION & DOUBLE QEP (STARS ACT)		
	<u>ELEMENTARY</u>	<u>HIGH SCHOOL</u>
Highest Budget Without a Vote:	\$7,556,245	\$3,716,038
Highest Budget With a Vote:	\$7,676,884	\$3,716,038
Potential Levy to Voters	\$120,639	\$0
DIFFERENCE:		
FY26 vs FY25 w/o vote	\$294,840	\$189,924
FY26 vs FY25 w/vote	\$415,479	\$189,924
PROJECTED EXPENSES:*	\$7,692,188	\$3,833,709
PROJECTED SHORTFALL:		
without a vote	(\$135,943)	(\$117,671)
with a vote	(\$15,304)	(\$117,671)

*DOES NOT INCLUDE ANY INCREASE IN SALARY TO ENSURE THE DISTRICT MEETS THE BASE SALARY OF \$41,615, SO PROJECTED SHORTFALL WILL BE HIGHER BY WHATEVER IS COLLECTIVELY BARGAINED ABOVE AND BEYOND THE CURRENT FY26 SALARY MATRIX

INCLUDED IN BUDGET:

4% increase on Base for Classified
 4% increase for Classified Admin (no matrix)
 7% increase for Certified Health Insurance
 10% increase for all other Health Insurance
 Staff moved on Certified Matrix per current CBA
 Staff moved on Principal Matrix
 Staff moved on Classified Matrix (Lane Changes)

Legislation with positive impacts to School Funding:

STARS Act	HB252
Countywide BASE Levy	HB156
Funding for Pre-K Students with Disabilities	HB168
Over-Base Levy Inflation	HB265
SMMA Increase	not a bill yet
Inflation Reconciliation (FY29)	HB266
K-12 Inflation	HB15

[illegible]

GENERAL FUND BUDGET HISTORY

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (no vote)
Elementary	\$6,515,200	\$6,743,984	\$6,746,788	\$7,018,872	\$7,216,779	\$7,261,405	\$7,302,330
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,608,298

% increase each year without a vote FY26

	FY21	FY22	F23	F24	F25	FY26 Proj (no vote)
Elementary	3.51%	0.04%	4.03%	2.82%	0.62%	0.56%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.33%

Average per year Over 5 Years - w/o a vote FY26

Elementary	1.93%
High School	1.69%

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (vote)
Elementary	\$6,515,200	\$6,743,984	\$6,746,788	\$7,018,872	\$7,216,779	\$7,261,405	\$7,422,969
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,608,298

% increase each year with a vote FY26

	FY21	FY22	F23	F24	F25	FY26 Proj (vote)
Elementary	3.51%	0.04%	4.03%	2.82%	0.62%	2.22%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.33%

Average per year Over 5 Years - with a vote FY26

Elementary	2.21%
High School	1.69%

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#12

MEETING DATE: February 10, 2025

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for January 2025 was not available to be reported.

SLGS Elementary bond interest accrued from August 2024 through January 2025 was \$76,918.45. December's portion of the interest accrued was \$8,061.11.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#13

MEETING DATE: February 10, 2025

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Profile of a Graduate

Legislative Update

MTSIA Health Insurance Trust Update

National Conference on Education- March 4-7, 2025

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: February 10, 2025

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#15

MEETING DATE: February 10, 2025

ITEM TITLE: MINUTES OF THE JANUARY 15, 2024, REGULAR BOARD MEETING

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 15, 2025 Regular Board Meeting.
- Minutes of the February 3, 2025 Special Board Meeting

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

WEDNESDAY, January 15, 2025

REGULAR BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel, Lisa Koch,
Kevin Hodge (via Phone)
TRUSTEES ABSENT:
Jeff Southworth
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Brady/Shammel)
4. PRESENTATION – FERGUS HIGH SCHOOL FFA
Jared Long and Logan Turner, FFA Advisors, and members of the FFA Club
shared information about their club and competitions they have completed this
school year.
5. DISCUSSION – BOND PROGRESS
Shane Swandal, Hulteng Inc, was not available to report. Mr. Moore encouraged
the Board to visit Highland Park to see the new entrance. Trustee Birdwell
reported that the budget is on track, based on information discussed at the
December 13th Building & Grounds Meeting.
6. REPORT – STUDENT REPRESENTATIVE TO THE BOARD
Shoei Davis, Student Representative, was not able to attend the meeting.
7. REPORT – LEWISTOWN EDUCATION ASSOCIATION
Luke Brandon, LEA President, updated the Board on activities within the
Lewistown Education Association. He and a couple of members are attending the
Day of Action.
8. REPORT—COMMITTEES OF THE BOARD
The Building and Grounds Committee met on December 13th to discuss the Bond
progress and to consider a long-term facility study for future facilities planning.

The Curriculum Committee met on December 16th to continue discussions
regarding Social Studies and CTE Curriculum.

The Policy Committee met on December 18th and 30th to review the 1000 and 2000
series policies. These policies will be considered for 1st reading approval later in
the meeting.

The Gaining Committee met with the LEA representatives on January 14, 2025 to discuss the new STARS Act and the certified salary matrix. They will be meeting again on Tuesday, January 21st.

The Calendar Committee will be meeting on Tuesday, January 21, 2025 after being rescheduled due to the snowstorm this week.

The Safety Committee will be meeting on Thursday, January 16, 2025.

After discussion, the trustees made the decision to remove the Assessment Committee, but requested to have a report/discussion regarding assessments and scores. Mr. Moore shared that this will also be addressed during Strategic Planning.

9. **REPORT – ELECTION INFORMATION**
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2025 School Election Calendar and advised them of the Trustee seats that will be up for election in 2025 – Kevin Hodge and Whitney Brady, as well as the remainder of John Carlson’s term for 1 year that was appointed to Mariah Shammel in 2024.
10. **REPORT – BUDGET**
Rebekah Rhoades, Business Manager, presented to the Board information regarding the 2025 Budget and potential Legislation coming in the 2025 Session.
11. **REPORT—INVESTMENT**
Interest earned and distributed for December was \$14,064.44 in the Elementary and \$11,087.86 in the High School. November SLGS Bond Interest was reported at \$10,188.00.
12. **REPORT—SUPERINTENDENT**
Brad Moore, Superintendent, requested to reschedule the Strategic Planning Meeting that was canceled due to the recent snowstorm. The Board requested that meeting reported that the meeting be rescheduled for February 3, 2025 at 5:15pm. The Profile of a Graduate will also be discussed during Strategic Planning. Mr. Moore shared information regarding the Climate Surveys that were recently sent out. The Central MT Charter School will be approved or denied by the Board of Public Education next week. An update on Legislative progress was provided to the Board. Mr. Moore will be attending the Day of Advocacy will take place on January 29, 2025. Mr. Moore sits on the Health Insurance Trust committee and reported they were making progress and hope to have rates to Districts this Spring. An update on staffing throughout the District was provided. Mr. Moore had a discussion with the Board regarding student group recognition at Board Meetings.

PUBLIC PARTICIPATION

13. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**
There was no public participation.

Kevin Hodge disconnected from meeting prior to action items.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (VanderBeek/Shammel)

14. **MINUTES OF THE NOVEMBER 11, 2024 REGULAR BOARD MEETING AND NOVEMBER 11, 2024 BOARD TRAINING**
15. **CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through December 6, 2024. The Finance Committee for January - March 2025 will be Board Chair Kris Birdwell, Whitney Brady, Mariah Shammel and Lisa Koch.**

16. OUT OF DISTRICT AGREEMENTS – none to approve
17. TRANSPORTATION – none to approve
18. RECREATION AGREEMENT WITH THE CITY OF LEWISTOWN
19. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2024-2025 SCHOOL YEAR
20. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

No Old Business to approve.

INDIVIDUAL ITEMS – OLD BUSINESS

21. APPROVE 2023-2024 AUDIT REPORT – approved unanimously (Brady/Koch)
22. APPROVE FIRST READING OF LISTED POLICIES – approved unanimously (VanderBeek/Shammel)
Trustee Koch asked for clarification on required policies and latitude regarding language. Mr. Moore stated that required policies must follow State Law, so any change requested to those policies need to be reviewed by legal.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. (Brady). The next regular meeting will be held at 6:00 p.m. on Monday, February 10, 2025, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**FERGUS HIGH SCHOOL
1001 Casino Creek Dr
Lewistown, Montana 59457**

MONDAY, February 3, 2025

SPECIAL BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Whitney Brady, Eric VanderBeek, Kris Birdwell, Lisa Koch, Kevin Hodge
TRUSTEES ABSENT:
Jeff Southworth, Mariah Shammel
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS
There was no public participation.

DISCUSSION

4. STRATEGIC PLANNING – DANIEL FARR
Superintendent Moore introduced Dr. Daniel Farr. Dr. Farr led a work session with the Board and select staff and community members for the purposes of Strategic Planning and Profile of a Graduate. In this first session, Mr. Farr provided a summary of Lewistown Public Schools data and Montana public education, followed by participants working in group activities to build the Profile of a Graduate.

ADJOURNMENT

The meeting was adjourned at 8:21 p.m. The next special board meeting to address strategic planning will be held at 5:15 p.m. on Monday, February 17, 2025, at the Fergus High School Library.

**KRIS BIRDWELL
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#16

MEETING DATE: February 10, 2025

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through February 7, 2025, as approved by the Finance Committee.

Members of the Finance Committee for January – March 2025 include: Board Chair Kris Birdwell, Whitney Brady, Lisa Koch and Mariah Shammel.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#17

MEETING DATE: February 10, 2025

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Approve the following student:

<u>Student</u>	<u>District of Residence</u>	<u>District of Choice</u>
BG	Moore High School	Fergus High School
BH	Grass Range High School	Lewistown Jr. High School

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#18

MEETING DATE: February 10, 2025

ITEM TITLE: TRANSPORTATION

PREPARED BY: Rebekah Rhoades, Business Manager

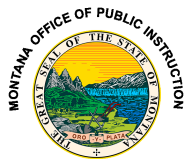
SUMMARY:

Attached are the first semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the first semester. Forms are attached for your review.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:



TR-6 Bus Route Reimbursement Claim 1st Semester 2024-2025

08/21/2024-01/17/2025

14 Fergus
0258 Lewistown Elem

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	70.00	82.4	1.57	Stacey L. Sramek	4DRBWTAN9MB486977	90.0	90.0	8,150.18
2	70.00	83.1	1.80	Jade L. Watson	4DRBWTAN5KB275773	54.5	54.5	5,706.48
2	70.00	83.1	1.80	Angelina Falcon Yera Velazquez	4DRBWTAN5KB275773	31.0	31.0	3,245.89
2	70.00	83.1	1.80	Robert S. Odermann	4DRBWTAN5KB275773	3.5	3.5	366.47
2	70.00	83.1	1.80	Fred J. Wood, Jr.	4DRBWTAN5KB275773	1.0	1.0	104.71
3	100.00	68.0	0.95	Joe A. Boyles	4DRBWTAN5MB486975	85.0	85.0	5,491.00
3	100.00	68.0	0.95	Robert S. Odermann	4DRBWTAN5MB486975	4.5	4.5	290.70
3	100.00	68.0	0.95	Kirby D. Rector	4DRBWTAN5MB486975	0.5	0.5	32.30
4	70.00	73.6	1.80	Sandra J. Mikeson	4DRBWAAN0hb524154	55.5	55.5	5,146.85
4	70.00	73.6	1.80	Robert S. Odermann	4DRBWAAN0hb524154	19.0	19.0	1,761.98
4	70.00	73.6	1.80	Jade L. Watson	4DRBWAAN0hb524154	15.5	15.5	1,437.41
5	70.00	29.9	1.80	Sandra J. Mikeson	4DRBWTAN7RB229260	35.5	35.5	1,337.43
5	70.00	29.9	1.80	Robert S. Odermann	4DRBWTAN7RB229260	37.5	37.5	1,412.78
5	70.00	29.9	1.80	Brady R. Fiscus	4DRBWTAN7RB229260	0.5	0.5	18.84
5	70.00	29.9	1.80	Terry L. Hogg	4DRBWTAN7RB229260	5.0	5.0	188.37
5	70.00	29.9	1.80	Fred J. Wood, Jr.	4DRBWTAN7RB229260	11.5	11.5	433.25
6	70.00	60.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	90.0	90.0	6,013.73
7	70.00	73.8	0.95	Albert C. White	4DRBUAAL1FB033528	80.0	80.0	3,926.16
7	70.00	73.8	0.95	Fred J. Wood, Jr.	4DRBUAAL1FB033528	9.5	9.5	466.23
7	70.00	73.8	0.95	Jade L. Watson	4DRBUAAL1FB033528	0.5	0.5	24.54
8	70.00	46.2	1.80	Rhonda Stewart	4DRBWTAN0NB537235	90.0	90.0	5,239.08
Total Bus Route Reimbursement								50,794.38

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim
2/6/2025 1:58:28 PM <http://OPISSRSPRD:80/ReportServer/rptBusRouteReimbursementTR6>



TR-6 Bus Route Reimbursement Claim 1st Semester 2024-2025

08/21/2024-01/17/2025

14 Fergus
0259 Fergus H S

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	30.00	82.4	1.57	Stacey L. Sramek	4DRBWTAN9MB486977	90.0	90.0	3,492.94
2	30.00	83.1	1.80	Jade L. Watson	4DRBWTAN5KB275773	54.5	54.5	2,445.63
2	30.00	83.1	1.80	Angelina Falcon Yera Velazquez	4DRBWTAN5KB275773	31.0	31.0	1,391.09
2	30.00	83.1	1.80	Robert S. Odermann	4DRBWTAN5KB275773	3.5	3.5	157.06
2	30.00	83.1	1.80	Fred J. Wood, Jr.	4DRBWTAN5KB275773	1.0	1.0	44.87
4	30.00	73.6	1.80	Sandra J. Mikeson	4DRBWAAN0hb524154	55.5	55.5	2,205.79
4	30.00	73.6	1.80	Robert S. Odermann	4DRBWAAN0hb524154	19.0	19.0	755.14
4	30.00	73.6	1.80	Jade L. Watson	4DRBWAAN0hb524154	15.5	15.5	616.03
5	30.00	29.9	1.80	Sandra J. Mikeson	4DRBWTAN7RB229260	35.5	35.5	573.18
5	30.00	29.9	1.80	Robert S. Odermann	4DRBWTAN7RB229260	37.5	37.5	605.48
5	30.00	29.9	1.80	Brady R. Fiscus	4DRBWTAN7RB229260	0.5	0.5	8.07
5	30.00	29.9	1.80	Terry L. Hogg	4DRBWTAN7RB229260	5.0	5.0	80.73
5	30.00	29.9	1.80	Fred J. Wood, Jr.	4DRBWTAN7RB229260	11.5	11.5	185.68
6	30.00	60.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	90.0	90.0	2,577.31
7	30.00	73.8	0.95	Albert C. White	4DRBUAAL1FB033528	80.0	80.0	1,682.64
7	30.00	73.8	0.95	Fred J. Wood, Jr.	4DRBUAAL1FB033528	9.5	9.5	199.81
7	30.00	73.8	0.95	Jade L. Watson	4DRBUAAL1FB033528	0.5	0.5	10.52
8	30.00	46.2	1.80	Rhonda Stewart	4DRBWTAN0NB537235	90.0	90.0	2,245.32
Total Bus Route Reimbursement								19,277.29

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#19

MEETING DATE: February 10, 2025

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

Rayna Phelps

Tatum Lopez

Substitute Hot Lunch Van Driver

Scott Perkins

Substitute School Food

Tatum Lopez

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#20

MEETING DATE: February 10, 2025

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, February 10, 2025

<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>
CARPENTER, Bailee	Paraprofessional	Garfield Elementary School	Approve appointment on schedule as recommended - PARA EDUCATOR + CERT, Step 0 for up to 7.5 hours per day for up to 69 days	2/13/2025	Jessica Miller	Replacing Jayda Barnes
PHILLIPS, Danielle (Dani)	Girls Basketball Coach	Fergus High School	Accept Letter of Resignation	1/31/2025	Paul Bartos	Letter on file

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#21

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE SECOND READING OF POLICIES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached list of policies that were reviewed by a Committee of the Board on December 18, 2024 and December 30, 2024.

The full policy documents can be found at the following link:

https://drive.google.com/drive/folders/1UnnJXQJsHuUfzvwM8seZyT4ujtMdseoi?usp=drive_link

Each policy shows information that is new in highlight and text being removed in strikethrough

.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN SCHOOL DISTRICT

1000 SERIES THE BOARD OF TRUSTEES

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1000	Legal Status and Operation
~~1100~~	~~Organization~~
1105	Membership
1110	Taking Office
1111	Election
1112	Resignation
1113 - 1113P	Vacancies
1120	Annual Organization Meeting
1130	Committees
1210	Qualifications, Terms, and Duties of Board Officers
1230	Clerk
1240	Duties of Individual Trustees
1250	Student Representative to Board
1310	District Policy and Procedures
~~1312~~	~~Administrative Procedures~~
1332	Authorization of Signatures
1400	Board Meetings
1401	Records Available to Public
1402	School Board Use of Email and Mobile Messaging
~~1405~~	~~Board Use of Electronic Mail~~
1420	School Board Meeting Procedure
1420F	Notice Regarding Public Comment
1425	Abstentions from Voting
1441	Audience Participation
1511	Code of Ethics for School Board Members
1512	Conflict of Interest
1512F	Relationship Defined and Chart
1513	Management Rights
1520	Board/Staff Communications
1521	Board-Superintendent Relationship
1531	Trustee Expenses
1532	Trustee Insurance
1610	Annual Goals and Objectives
1620	Evaluation of Board
1621	In-Service Conference for Trustees
1640	Board Participation in Activities
1650	Public Charter Schools
1700	Uniform Complaint Procedure

Black = 2nd Reading

Yellow Highlight = New Policy

~~Strikethrough~~ = Remove Policy

LEWISTOWN SCHOOL DISTRICT

2000 SERIES INSTRUCTION

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2000	Goals
2050	Student Instruction
2100	School Year Calendar and Day
2105	Grade Organization
2110	Objectives
2111	~~Response to Intervention~~
2120	Curriculum and Assessment
2130	Program Evaluation and Diagnostic Tests
2132	Student and Family Privacy Rights
2140	Guidance and Counseling
2150	Suicide Awareness and Prevention
2151	Interscholastic Activities
2151F	Assumption of Risk Sign-Off Form
2158	Parent and Family Engagement
2160 - 2160P	Title I Parent Involvement
2161 - 2161P	Special Education
2162 - 2162P	Section 504 of the Rehabilitation Act of 1973 ("Section 504")
2163	Traffic Education
2165-2165F	Early Literacy Targeted Intervention
2166	Gifted Program
2167	Correspondence Courses
2168	Remote Instruction
2170-2170P	Digital Academy
2171	Significant Writing Program
2221 - 2221P	School Emergency and Closure
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2250-2205F	Community and Adult Education
2309	School Library Program
2311	Instructional Materials
2312	Copyright
2314	Learning Materials Review
2314F	Instructional & Library Materials Review Form
2320	Field Trips, Excursions, and Outdoor Education
2330	Controversial Issues and Academic Freedom
2332	Religion and Religious Activities
2333	Participation in Commencement Exercises
2335	Health Enhancement
2375	~~Advancement Requirements (9-12)~~

2410 - 2410P	High School Graduation Requirements
2413	Credit Transfer and Assessment for Placement
2420	Grading and Progress Reports
2421	Promotion and Retention
2450	Recognition of Native American Cultural Heritage
2500	English Language Learner Program
2510	School Wellness
2600 – 2600P – 2600F	Work Based Learning

Black = 2nd Reading

Yellow Highlight = New Policy

~~Strikethrough~~ = Remove Policy

Red = 1st Reading

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#22

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE FIRST READING OF POLICIES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached list of policies that were reviewed by a Committee of the Board on January 22, 2025.

The full policy documents can be found at the following link:

https://drive.google.com/drive/folders/1UnnJXQJsHuUfzvwM8seZyT4ujtMdseoi?usp=drive_link

Each policy shows information that is new in highlight and text being removed in strikethrough

.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN SCHOOL DISTRICT

2000 SERIES INSTRUCTION

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2000	Goals
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2100	School Year Calendar and Day
2105	Grade Organization
2110	Objectives
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2120	Curriculum and Assessment
2130	Program Evaluation and Diagnostic Tests
2132	Student and Family Privacy Rights
2140	Guidance and Counseling
2150	Suicide Awareness and Prevention
2151	Interscholastic Activities
2151F	Assumption of Risk Sign-Off Form
2158	Parent and Family Engagement
2160 - 2160P	Title I Parent Involvement
2161 - 2161P	Special Education
2162 - 2162P	Section 504 of the Rehabilitation Act of 1973 ("Section 504")
2163	Traffic Education
2165-2165F	Early Literacy Targeted Intervention
2166	Gifted Program
2167	Correspondence Courses
2168	Remote Instruction
2170-2170P	Digital Academy
2171	Significant Writing Program
2221 - 2221P	School Emergency and Closure
2240	Summer School
2250-2205F	Community and Adult Education
2309	School Library Program
2311	Instructional Materials
2312	Copyright
2314	Learning Materials Review
2314F	Instructional & Library Materials Review Form
2320	Field Trips, Excursions, and Outdoor Education
2330	Controversial Issues and Academic Freedom
2332	Religion and Religious Activities
2333	Participation in Commencement Exercises
2335	Health Enhancement
2375	~~Advancement Requirements (9-12)~~

2410 - 2410P	High School Graduation Requirements
2413	Credit Transfer and Assessment for Placement
2420	Grading and Progress Reports
2421	Promotion and Retention
2450	Recognition of Native American Cultural Heritage
2500	English Language Learner Program
2510	School Wellness
2600 – 2600P – 2600F	Work Based Learning

Black = 2nd Reading

Yellow Highlight = New Policy

~~Strikethrough~~ = Remove Policy

Red = 1st Reading

LEWISTOWN SCHOOL DISTRICT

3000 SERIES STUDENTS

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3110F	Educational Authorization Affidavit
3120	Compulsory Attendance
3121 - 3121P	Enrollment and Attendance Records
3122	Attendance Policy
3123	Attendance Policy - Truancy
3124	Military Compact Waiver
3125	Education of Homeless Children
3125F	McKinney-Vento Homeless Education Assistance Form
3130	Students of Legal Age
3141	Discretionary Nonresident Student Attendance Policy
3145 - 3145P	International Student Exchange Programs
3150	Part-Time Enrollment
3200	Student Rights and Responsibilities
3210	Equal Education, Nondiscrimination and Sex Equity
~~3215~~	~~Uniform Grievance Procedure~~
3221	Student Publications
3222	Distribution and Posting of Materials
3224	Student Dress
3225	Sexual Harassment/Intimidation of Students
3225P	Sexual Harrassment Grievence Procedure - Students
3225F	Harassment Reporting Form for Students
3226	Bullying/Harassment/Hazing/Intimidation/Menacing
3231 - 3231P - 3231F	Searches and Seizure
3233	Student Use of Buildings: Equal Access
3235	Video Surveillance
3300 - 3300P	Corrective Actions and Punishment
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3340	Activities Chemical Use Policy
3340P	Chemical and Tobacco Use
3410	Student Health/Physical Screenings/Examinations
3413	Student Immunization
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3417	Communicable Diseases
3431	Emergency Treatment

3440 - 3440P	Removal of Student during School Day
3510	School-Sponsored Student Activities
3520	Student Fees, Fines, and Charges
3530	Student Fund-Raising Activities
3535	Distribution of Fund Drive Literature through Students
3600 - 3600P - 3600F	Student Records
3606	Transfer of Student Records
3608	Receipt of Confidential Records
3610	Programs for At-Risk/Disadvantaged Students
3611	Gangs and Gang Activity
3612	Internet Safety Policy
3612F	Technology Acceptable Use Agreement
3630	Cellular Phones and Other Electronic Equipment

Yellow Highlight = New Policy

~~Strikethrough~~ = Remove Policy

Red = 1st Reading

Light Gray = Will be reviewed at future Board Meeting

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#23

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE TEACHER MENTORING PROGRAM

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve our Mentoring Program for the 2025-26. **Draft** Handbook is attached.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Excellence Today, Success Tomorrow



NEW TEACHER MENTORING PROGRAM

JULY 2025

Board Approved:
February 10, 2025

Lewistown Public Schools New Teacher Mentoring Program was developed in a collaborative effort by the following individuals:

Brad Moore- District Superintendent
Austin Schilling- Fergus High School Teacher
Cindy Gremaux- Lewis & Clark School Teacher
Julie Comes- Highland Park Teacher
Katrina Davies- Garfield and Highland Park Teacher
Maria Derheim-Garfield Teacher
Matt Donaldson- Lewistown Junior High Teacher
Meggan Cirrincione- Fergus High School Teacher

NEW TEACHER MENTOR PROGRAM

The intent of the mentor program is to provide support for new teachers in the Lewistown Public Schools. A teacher may be new and relatively inexperienced to the profession or may be an experienced teacher who is new to the Lewistown Public Schools. A mentee is willing to ask questions and works to develop his or her career in the profession.

The mentor/mentee relationship is an adult relationship built on trust, friendship, and the desire to share expertise and knowledge. The mentor is seen as a facilitator of knowledge and skills through mutual agreement and planning in the goals of the mentee. The functions of the mentor will vary with the needs of the mentee. The mentee brings to the relationship various levels of expertise gained from life experience and preparatory training. The task of the mentor is to integrate the knowledge and skill base of the mentee into the particular organization and the demands of the professional assignment.

Ideally, the mentor/mentee relationship is a self-selected relationship that develops over time. However, in practice, this is not always possible. One should note that even when a mentor is assigned, a mentee may find another mentor in the working environment if needed. In Lewistown, mentors and mentee are matched according to professional assignment. Although mentor/mentee relationships develop over a number of years, and can last a long time, this program is for one year only.

The New Teacher Mentor Program for the Lewistown Public Schools will provide new teachers with opportunities, through a mentor/mentee relationship for support, training, and assistance. The program consists of sharing ideas and expertise, coaching, and observation to provide every opportunity for the new teacher to become a confident and successful member of Lewistown Public School's teaching staff.

Mentors and new teachers will meet throughout the school year. The sessions may be collaboratively planned by the mentor group and the district administration. The district will provide a stipend as an incentive to mentors in recognition of time devoted to their duties as a mentor. If concerns arise about the mentor/mentee relationship, please contact the superintendent.

GOALS OF THE MENTORING PROGRAM

1. To provide new teachers with a professional relationship with a mentor for professional growth and development.
2. To retain new teachers by providing opportunities with a mentor to develop the necessary knowledge and skills in teaching.
3. To provide mentors opportunities for personal growth through collaboration with new teachers and other mentor teachers.
4. To offer mentors opportunities for professional growth by providing training and expansion of professional skills.
5. To provide new teachers support and assistance in implementing the curriculum of the Lewistown School District.

THE MENTOR

The mentor is a model of professionalism and is recognized by his/her colleagues and supervisors as possessing skills, knowledge, and experience in the profession. The mentor has the ability and desire to transmit the knowledge and skills to another teacher, acting as a guide, a coach, and a confidant.

Mentors should be matched to new teachers by teaching assignments when possible. Ideally, the mentor and new teacher should be teaching the same grade level and located in the same building allowing for both formal and informal communication. Every effort should be made to match mentors and new teachers in teaching location and teaching assignment.

MENTOR QUALITIES

The mentor should be:

- A caring person, interested in guiding the new teacher.
- An outstanding role model, possessing expertise in professionalism, knowledge, and skills of teaching.
- Knowledgeable regarding school district and building goals, procedures, and rules.
- Committed to the concept of lifelong learning and personal professional development.
- Able to communicate and establish rapport with the new teacher.
- Able to invest time and effort necessary to help the professional enter teaching in the district.
- Able to provide specific, non-judgmental feedback and suggestions.
- Able to identify and use resources that apply to the new teacher's goals.

THE MENTOR'S RESPONSIBILITIES

The mentor will:

- Orient the new teacher to building practices and procedures and introduce him or her to the staff.
- Aid in preparation for the beginning of the school year.
- Teach specific skills and knowledge necessary for successful job performance.
- Counsel to provide emotional support in stressful times, clarify new teacher's career goals, and develop plans of action to achieve career goals.
- Model traits and behaviors that become a blueprint for the new teacher to use in patterning his or her own manner.
- Provide a safe environment where the mentee can make mistakes without losing self-confidence.
- Establish open lines of communication through which concerns can be discussed clearly and effectively.
- Coach by providing relevant feedback to improve the new teacher's performance and potential.

REQUIREMENTS OF THE MENTOR PROGRAM

1. The mentee will participate in new teacher training in August and meet with assigned mentor for orientation activities. Orientation and the beginning of school is a particularly stressful time for a new teacher. During this time, the mentor will aid the new teacher with his/her adjustment to the new organization in a variety of ways.
2. The mentor and mentee are encouraged to maintain a log of activities, notes, schedules, and objectives.
The mentor and mentee are encouraged to utilize the district's Mentor Program website.

This site will be used to organize announcements and upcoming events, present resources and teaching strategies shared by colleagues and the superintendent. Professional communication standards are expected of participants in this online learning forum.

3. The mentor and mentee will meet as needed on an ongoing basis throughout the year.
4. The mentor and mentee will have the opportunity to visit one another's classroom. Mentors may arrange for a mentee to visit other master teachers, within the district, for specific techniques and skills. The mentor should work with the principals to arrange the in-district teacher visits.

SUMMARY OF REQUIREMENTS FOR THE MENTEE

- New teacher training
- Formal and informal meetings with the mentor or program administrator as schedules allow.
- Classroom visits conducted by the mentor to the mentee's classroom.
- Mentee's can request to visit other teachers in the building or district, at the discretion of and with the approval of the building principals.

ADMINISTRATION OF THE PROGRAM

The Mentor Teacher Program will be administered by Mr. Brad Moore, Superintendent. His duties shall include:

- 1.Coordinating the matching of mentees and mentors with input from building principals.
- 2.Scheduling meetings for mentors and mentees.
- 3.Assisting with planning visits to other schools.
- 4.Assisting with the identification of training needs of mentors and mentees.
- 5.Providing information about the Mentor Teacher Program to interested persons.
- 6.Evaluating and revising the Mentor Teacher Program.
- 7.Communicating with building principals.

Ground Rules

These are the ground rules for both the mentor and mentee working relationship.

HUMOR: We will use humor to make our jobs and time spent together more enjoyable. We are aware that teaching can be stressful and are prepared to do what we can for each other to alleviate some of this stress.

PROMPTNESS: Both of us believe that our time, as well as each other's, is valuable. We agree to be on time for scheduled meetings and observations. If something comes up unexpectedly, we agree to let each other know as soon as possible.

CONFIDENTIALITY: We will not discuss any information from our meetings with colleagues or friends. We agree that our relationship is based on TRUST and HONESTY. This creates an environment in which we can self-reflect regularly. We agree to keep our discussions confidential.

OPEN DOOR POLICY: Both of us will make ourselves available to each other. We realize that at times, we may have quick questions, need some advice, or simply want to vent. We agree to make time (planned and spontaneous) for each other to do this.

COMFORTABLE ENVIRONMENT: We will provide a physically and emotionally comfortable environment. We realize that it is important to feel safe and be respectful.

ATMOSPHERE: We will respect each other's time and space. We will accommodate each other's comfort zone as to when and where to meet.

TONE: We will be aware that we are each human and that our job at times can be stressful. We will be serious in our approach to working together and remember that a good laugh is often the shortest distance to achieving a healthy working relationship.

Mentor/Mentee Agreement of Confidentiality

I understand and will fulfill my responsibilities as outlined in the Lewistown Public Schools Mentor Program. I hereby agree to keep all conversations and instructional feedback regarding the mentor/mentee program confidential.

Signature (Mentor)

Date

Signature (Mentee)

Date

Garfield Elementary Suggested Mentor/Mentee Checklist

Mentor _____ Grade Level/Subject Area _____

Teacher _____ Grade Level/Subject Area _____

School Year _____

QUICK RESOURCES	
Contract Questions	Luke Brandon, LEA President Kelly Comer, Building Representative
Library Resources, Research & Database Instruction	Brenda Gruener
Purchase Orders	Lanna Schoenfelder Chris Gobble - District Office
Department Budgets	Rebekah Rhoades
Infinite Campus	Kim Wiegert
Attendance Questions	Lanna Schoenfelder
Technology -In-house/quick questions Bigger tech issues, e.g. projector, admin errors, printer setup, network connections, Chromebooks, etc.	Dani Aamold Tech support - troubleticket@lewistown.k12.mt.us, Scott Baldwin, Zay Fiscus, Tahan Wichman
Instructional Media Center (IMC) - 25+ copies, laminating, binding, etc.	Kristen Rutten
Special Education/IEP Questions	Pam Roberts
Special Education Referrals	Pam Roberts
School Psychologist	Jack Baldwin
MTSS	Megan Hicks
Classroom Management/Behavior	Jessica Miller, Julia Grubb, Pam Roberts
Student Mental Health/Behavior	Julia Grubb
School Resource Officer/Legal, Truancy, Substance Abuse Questions	Dustin Salka

New Teacher Orientation: New staff orientation for all new to the district; typically the week before school starts. Mentors join for lunch.

- ☐ Establish/log meeting times with mentee
- ☐ Provide information about the community
- ☐ Introduce technology systems, trainers, resources
- ☐ Familiarize mentee with district & building calendars
- ☐ Review all applicable handbooks & collective bargaining agreement

Building Procedures, School Culture, and Expectations: Discuss school policies, procedures, and expectations.

- ☐ Introduce teacher to staff
- ☐ Tour of the building, parking areas, & keys
- ☐ Professionalism, confidentiality, Title IX
- ☐ Emergency procedures
- ☐ Office procedures
- ☐ [Time off requests](#)
- ☐ Supervisory duties/procedures; Lunchtime routine, lunch duty & recess duty, dismissal procedures
- ☐ Submit class schedules to office, resource, and title teachers
- ☐ Telephone/email procedures; checking messages; dial 9 before numbers outside of district extensions; long-distance calling
- ☐ Copy codes for printing; Demonstrate use of building equipment
- ☐ Instructional Media Center (IMC) use
- ☐ Purchase orders; how to obtain classroom supplies; department budget procedures
- ☐ Library resources, i.e. databases, IEFA material, etc.
- ☐ Acquaint mentee with [MTSS](#) and the MTSS school leader
 - [OPI MTSS Overview Video](#)
 - [OPI MTSS Professional Learning Modules with Renewal Units](#)
- ☐ SOAR Expectations
- ☐ Review schedule, expectations, & activities for the first day with students
- ☐ Weekly team meetings
- ☐ Professional development hours
 - District requirement - 12 hrs. per year [PIR form](#)
 - Discuss renewal units

Special Education Procedures: Review IEP & 504 accommodations; title strategies.

- ☐ Acquaint the new teacher with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- ☐ Discuss supplementary tools, materials, resources, media center & specialists, etc.
- ☐ Review IEPs & 504s provided in Infinite Campus & discuss implementation of student accommodations; consider strategies for title classes
- ☐ Review communicated schedule changes with Title and Special Education teachers
- ☐ Review services offered/referral procedures which is done through MTSS

Classroom: Help with overall classroom preparation and organization.

- ☐ Assist with room preparations; Obtain textbooks, manuals, curriculum guides as well as digital resources

- ☐ Show where cumulative files are kept and how to access them
- ☐ Share organizational systems for grades, homework, parent communications, etc.
- ☐ Discuss grading program, Parent Portal, and importance of promptness in grading.
- ☐ Daily tasks of attendance, advisory, lunch/recess duty.
- ☐ Review rosters & student health information in IC
- ☐ Help establish a Substitute Teacher Folder; add rosters with student pictures
- ☐ Check room technology - projector, speakers, Chromebooks, etc.; review Trouble Tickets, troubleticket@lewistown.k12.mt.us
- ☐ Discuss scheduling school counselor lessons 2x's each month
- ☐ Discuss organization of parent volunteers in the classroom (Halloween, Valentines, field trips, etc.)

Classroom Management: Explore effective classroom management strategies and techniques.

- ☐ Review rosters & behavioral considerations
- ☐ Assist in developing & implementing classroom culture, expectations, & student rapport
- ☐ Seating charts
- ☐ Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- ☐ Discuss discipline referral process
- ☐ Positive behavior interventions such as Class DoJo

Lesson Planning: Help the new teacher develop effective lesson plans that align with curriculum standards.

- ☐ Assist with planning for the first week of school
- ☐ Review lesson plan/organization expectations of building administration
- ☐ Review effective teaching methods of a lesson
- ☐ Encourage new teacher to continue reflecting on his/her teaching experience
- ☐ Explain curriculum, access to the curriculum guides & importance to lesson planning
- ☐ Share lesson plans & other related schedules/activities
- ☐ IEFA integration

Grading and Assessment: Discuss grading policies, assessment strategies, and how to provide meaningful feedback.

- ☐ Assist in grade book setup; discuss grading philosophy (what, when, how, why) & review recording/weighting grades
- ☐ Review district grading scale
 - Advanced 94-100%, Proficient 80-93%, Nearing Proficient 75-79%, Novice 0-74%
- ☐ Discuss student assessment (formative & summative) & progress reports (Midterm reports in IC) [Midterm Grades Message Instructions](#)
- ☐ Discuss policy for homework, make-up work & late work
- ☐ Explain importance of accurate & timely recordkeeping (gradebook, attendance)
- ☐ Review methods of feedback
- ☐ Discuss Dibels for literacy & the Comprehensive Growth Assessment for math. These both happen in the fall, winter and spring

August/September

Mentor and mentee may need more than one meeting this month.

- ☐ Review fire drill procedures
- ☐ Discuss first days; class expectations and tier 1, 2, 3 & special ed inclusion during the first week of school
- ☐ Assist in establishing class routines. E.g. bell ringers
- ☐ Review attendance policy; excused/unexcused absences
- ☐ Review absence request process
- ☐ Review supplementary materials such as Success Maker & ESpark
- ☐ Complete substitute teacher folder as well as emergency substitute plans
- ☐ Assist with first midterm grade reports; prepare written document sent home
- ☐ Encourage mentee to continue reflecting on his/her teaching experience
- ☐ Discuss procedures for new students who enroll
- ☐ Dates to note/Activities:
 - Dibels Benchmark Testing & Comprehensive Growth Assessment for math
 - Johnny Appleseed activities

What Went Well:

Areas to Work on/Goals:

October

- ☐ Check-in regarding student behavior, absences, & discipline
- ☐ Prepare mentee for principal observation/evaluation (*2/year if non-tenured*)
- ☐ Review items from the beginning of the mentoring process; review organizational & recordkeeping skills
- ☐ Review behaviors of concern; when to contact parent/guardian, administration, etc.
- ☐ Share information & process for professional development opportunities (MEA & floating PIR's)
- ☐ Assist the new teacher through posting first quarter grades
- ☐ Discuss procedures for parent/teacher conferences & student-led conferences
- ☐ Dates to note/Activities:
 - HOCO - alternate schedules; pep assembly
 - Teacher Convention - 3rd week, Thurs./Fri.
 - Red Ribbon Week (last week in October)
 - Halloween dress up & parade
 - End of Quarter 1

What Went Well:

Areas to Work on/Goals:

November
Share success stories & celebrate!

- ☐ Advise new teacher of delayed opening & snow day procedures
- ☐ Discuss different learning styles
- ☐ Check-in on formative/summative assessments
- ☐ Check-in on classroom management & discipline procedures
- ☐ Review referral process for behaviors & mental health concerns
- ☐ Reflect on areas for growth
- ☐ Dates to note/Activities:
 - Parent/Teacher Conferences
 - Native American Heritage Month
 - Thanksgiving Break

What Went Well:

Areas to Work on/Goals:

December

- ☐ Discuss end of semester procedures & planning
- ☐ Review student grades; midterm procedures
- ☐ Discuss failing students/credit concerns; communicate with appropriate parties
- ☐ Arrange for mentee to observe one of your best lessons
- ☐ Dates to note/Activities:
 - Winter Music Concert
 - Update Tier Tracker
 - Kid Graph meeting
 - 2nd quarter midterm
 - Winter celebrations

What Went Well:

Areas to Work on/Goals:

January

- ☐ Review semester test schedule & procedures; plan for grading window
- ☐ Review second semester class rosters/update sub binder
- ☐ Consider meeting together to celebrate completion of semester; time for reflection/questions
- ☐ Dates to note/Activities:
 - End of 2nd Quarter
 - Floating PIRs (if applicable)

What Went Well:

Areas to Work on/Goals:

End of Semester Reflection/Questions:

February

- ☐ Encourage trying new things second semester
- ☐ Review Flex Day procedures
- ☐ Reminder of PIR/continuing ed requirement for the year
- ☐ Review midterm grades & procedures
- ☐ Begin looking at budget requests for next year
- ☐ Dates to note/Activities:
 - Flex Day
 - Update Tier Tracker
 - Kid Graph meeting
 - 100 Days of School Activities
 - Valentine's parties
 - 3rd Quarter midterm

What Went Well:

Areas to Work on/Goals:

March

- ☐ Assist in completing budget requests for next year
- ☐ Review procedures for field trips
- ☐ Discuss teacher contract/renewal procedures
- ☐ Give suggestions for keeping momentum & interest
- ☐ Review posting grades
- ☐ Review conference procedures
- ☐ Dates to note/Activities:
 - Flex Day
 - Year end spending cut-off
 - Spring Music Concert (*could be in April*)
 - End of 3rd Quarter

What Went Well:

Areas to Work on/Goals:

April

- ☐ Give suggestions for keeping momentum & interest
- ☐ Review midterm grades & procedures
- ☐ Dates to note/Activities:
 - Flex Day
 - Update consumable order for IMC-Google sheets
 - Complete student cards for next year's class placement
 - Spring (Easter Break)
 - 4th Quarter Midterm

What Went Well:

Areas to Work onGoals:

May

- ☐ Suggestions for planning during May; engagement
- ☐ EOY activity suggestions
- ☐ Discuss semester test procedures
- ☐ Go over end-of-year procedures; room cleanup, completing inventory, staff checkout
- ☐ Discuss summer professional development opportunities
- ☐ Discuss kindergarten screening process & when/where it takes place
- ☐ Ask for feedback on the mentor program and record data to be shared
- ☐ Dates to note/Activities:
 - End of 4th Quarter
 - Mother's Day gift
 - Kindergarten screening
 - First grade rosters completed for next year
 - Kindergarten rosters completed for next year (*in June*)

What Went Well:

Areas to Work on/Goals:

End of Year Reflection/Questions:

Highland Park Elementary Suggested Mentor/Mentee Checklist

Mentor _____ Grade Level/Subject Area _____

Teacher _____ Grade Level/Subject Area _____

School Year _____

QUICK RESOURCES	
Accelerated Reader	Beth Kirsch
Attendance Questions	Jenni Bristol
Bridges (math curriculum)	Jen Jensen, Sarah Cloud
ClassDojo	Beth Kirsch, Jean Irish, Sara McKinney
Classroom Management/Behavior	Matt Ventresca, Gina Crawford
Department Budgets	Rebekah Rhoades
DIBELS	Julie Comes, Jodi Henderson
Drills	Gina Crawford, Jen Jensen
Google Classroom	Sara McKinney, Ashley Hankins, Jen Jensen
Google Sheets	Julie Comes, Sara McKinney
Infinite Campus	Kim Wiegert, Jenni Bristol
Instructional Media Center (IMC): 25+ copies, laminating	Kristin Rutten
L.E.A (Lewistown Education Association)	Luke Brandon (LEA President), Jodi Henderson, Sara McKinney
Library Resources	Brenda Gruener
MAP	Matt Ventresca, Julie Comes, Jodi Henderson, Ashley Hankins
MAST (3rd) and MobyMax	Jodi Henderson, Julie Comes
MTSS/Referral Process	Gina Crawford, Julie Comes, Jodi Henderson, Matt Ventresca
Number Corner (Bridges)	Jen Jensen
Purchase Orders	Jenni Bristol, Chris Gobble (District Office)
School Psychologist	Ashley Nash
School Resource Officer (Truancy, Substance Abuse)	Dustin Salka
SPED-IEP, 504 Questions	Jodi Henderson, Lisa Shelagowski, Matt Ventresca
Student Mental Health/Behavior	Julia Grubb
Tech issues, e.g. projector, admin errors, printer setup, network connections, Chromebooks, etc.	Tech support - troubleticket@lewistown.k12.mt.us Scott Baldwin, Zay Fiscus, Tahan Wichman
Technology-Chromebooks, etc.	Sara Cloud
Time-off Requests	Jenni Bristol
Wonders (reading curriculum)	Jean Irish

New Teacher Orientation: New staff orientation for all new to the district; typically the week before school starts. Mentors join for lunch.

- ☐ Establish/log meeting times with mentee
- ☐ Provide information about the community
- ☐ Introduce technology systems, trainers, resources
- ☐ Familiarize mentee with district & building calendars
- ☐ Review all applicable handbooks & collective bargaining agreement
- ☐ Schedule date/time for formal, monthly mentor/mentee meeting

Building Procedures, School Culture, and Expectations: Discuss school policies, procedures, and expectations.

- ☐ Introduce teacher to staff
- ☐ Tour of the building, parking areas, & keys
- ☐ Professionalism, confidentiality, Title IX
- ☐ Emergency procedures
- ☐ Office procedures
- ☐ [Time off requests](#)
- ☐ Supervisory duties/procedures; Lunchtime routine, lunch duty & recess duty, dismissal procedures
- ☐ Submit class schedules to office, resource, and title teachers
- ☐ Telephone/email procedures; checking messages; dial 9 before numbers outside of district extensions; long-distance calling
- ☐ Copy codes for printing; Demonstrate use of building equipment
- ☐ Discuss supplementary tools, materials, resources, media center & specialists, etc.
- ☐ Instructional Media Center (IMC) use
- ☐ Purchase orders; how to obtain classroom supplies; department budget procedures
- ☐ Library resources, i.e. databases, IEFA material, etc.
- ☐ Acquaint mentee with [MTSS](#) and the MTSS school leader
 - [OPI MTSS Overview Video](#)
 - [OPI MTSS Professional Learning Modules with Renewal Units](#)
- ☐ SOAR Expectations
- ☐ Review schedule, expectations, & activities for the first day with students
- ☐ Monthly grade-level PLC, staff, and MTSS meetings
- ☐ Professional development hours
 - District requirement - 12 hrs. per year [PIR form](#)
 - Discuss renewal units

Special Education Procedures: Review IEP & 504 accommodations; title strategies.

- ☐ Acquaint the new teacher with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- ☐ Review IEPs & 504s provided in Infinite Campus & discuss implementation of student accommodations; consider strategies for title classes
- ☐ Review communicated schedule changes with Title and Special Education teachers
- ☐ Review services offered/referral procedures which is done through MTSS
- ☐ Acquaint new teacher with MTSS

Classroom: Help with overall classroom preparation and organization.

- ☐ Assist with room preparations; Obtain textbooks, manuals, curriculum guides as well as digital resources
- ☐ Discuss posting of “I Can” statements
- ☐ Show where cumulative files are kept and how to access them
- ☐ Share organizational systems for grades, homework, parent communications, etc.
- ☐ Discuss grading program, Parent Portal, and importance of promptness in grading
- ☐ Daily tasks of attendance, recess and lunch duty
- ☐ Review rosters & student health information in IC
- ☐ Help establish a Substitute Teacher Folder; add rosters with student pictures
- ☐ Check room technology - projector, speakers, Chromebooks, etc.; review Trouble Tickets, [Tech Support](#)
- ☐ Discuss scheduling school counselor lessons 2x’s each month
- ☐ Discuss organization of parent volunteers in the classroom (Halloween, Valentines, field trips, etc.)

Classroom Management: Explore effective classroom management strategies and techniques.

- ☐ Review rosters & behavioral considerations
- ☐ Assist in developing & implementing classroom culture, expectations, & student rapport
- ☐ Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- ☐ Discuss discipline referral process
- ☐ Positive behavior interventions (i.e. ClassDojo)

Lesson Planning: Help the new teacher develop effective lesson plans that align with curriculum standards.

- ☐ Assist with planning for the first week of school
- ☐ Review lesson plan/organization expectations of building administration
- ☐ Review effective teaching methods of a lesson
- ☐ Encourage new teacher to continue reflecting on his/her teaching experience
- ☐ Explain curriculum, access to the curriculum guides & importance to lesson planning
- ☐ Share lesson plans & other related schedules/activities
- ☐ IEFA integration

Grading and Assessment: Discuss grading policies, assessment strategies, and how to provide meaningful feedback.

- ☐ Assist in grade book setup; discuss grading philosophy (what, when, how, why) & review recording/weighting grades
- ☐ Review district grading scale
- ☐ Discuss student assessment (formative & summative) & progress reports (Midterm reports in IC) [Midterm Grades Message Instructions](#)
- ☐ Discuss policy for homework, make-up work, & late work
- ☐ Benchmark testing: MAP (math/reading, MAST (3rd) orientation
- ☐ Fill out student benchmark data cards
- ☐ Explain Kid Graph meeting: Tier Tracker and Student Placement List
- ☐ Explain importance of accurate & timely recordkeeping (gradebook, attendance)
- ☐ Review methods of feedback

August/September

- ☐ Review fire drill procedures
- ☐ Discuss first days; class expectations and tier 1, 2, 3 & special ed inclusion during the first week of school
- ☐ Assist in establishing class routines. E.g. bell ringers
- ☐ Review attendance policy; excused/unexcused absences
- ☐ Review absence request process
- ☐ Complete substitute teacher folder as well as emergency substitute plans
- ☐ Practice MAP login and setup
- ☐ Assist with first midterm grade reports; prepare written document sent home
- ☐ Encourage mentee to continue reflecting on his/her teaching experience
- ☐ Discuss procedures for new students who enroll/withdraw after the school year has begun; transfer grades
- ☐ Discuss upcoming homecoming activities
- ☐ Dates to note/Activities:
 - Johnny Appleseed (*2nd grade*)
 - Talking Zoo information sent to parents (*3rd grade*)
 - Public library meeting & new cards (*3rd grade*)

What Went Well:

Areas to Work on/Goals:

October

- ☐ Check-in regarding student behavior, absences, & discipline
- ☐ Prepare mentee for principal observation/evaluation (*3/year if non-tenured*)
- ☐ Review items from the beginning of the mentoring process; review organizational & recordkeeping skills
- ☐ Review behaviors of concern; when to contact parent/guardian, administration, etc.
- ☐ Update student benchmark data cards, Tier Tracker and placement list for Kid Graph
- ☐ Share information & process for professional development opportunities (MEA & floating PIR days)
- ☐ Discuss special schedules & accelerated reader parties
- ☐ Assist the new teacher through posting first quarter grades
- ☐ Discuss procedures for parent/teacher conferences & student-led conferences
- ☐ Discuss classroom Accelerated Reader parties (*3rd grade*)
- ☐ Dates to note/Activities:
 - MAPS schedule & procedures
 - Homecoming - alternate schedules; pep assembly
 - Teacher Convention - 3rd week, Thurs./Fri.
 - Red Ribbon Week (last week in October)
 - Fire Safety event
 - Halloween dress up & parade
 - End of Quarter 1

What Went Well:

Areas to Work on/Goals:

November
Share success stories & celebrate!

- ☐ Discuss different learning styles
- ☐ Check-in on formative/summative assessments
- ☐ Check-in on classroom management & discipline procedures
- ☐ Review referral process for behaviors & mental health concerns
- ☐ Reflect on areas for growth
- ☐ Dates to note/activities:
 - Parent/Teacher Conferences
 - Native American Heritage Month
 - Talking Zoo (*week of Thanksgiving for 3rd grade*)
 - Thanksgiving Break

What Went Well:

Areas to Work on/Goals:

December

- ☐ Discuss end of semester procedures & planning
- ☐ Review student grades; midterm procedures
- ☐ Discuss failing students/credit concerns; communicate with appropriate parties
- ☐ Arrange for mentee to observe one of your best lessons
- ☐ Dates to note/Activities:
 - Winter Music Concert
 - 2nd quarter midterm
 - Winter celebrations
 - Family Christmas projects
 - Multiplication timings for January (*3rd grade*)

What Went Well:

Areas to Work on/Goals:

January

- ☐ Review semester test schedule & procedures; plan for grading window
- ☐ Review second semester class rosters/update sub binder
- ☐ Consider meeting together to celebrate completion of semester; time for reflection/questions
- ☐ Update student placement cards, Tier Tracker and placement list for Kid Graph
- ☐ Offer advice on how to schedule around and prepare for statewide assessments
- ☐ Review MAP testing procedures
- ☐ Review Benchmark testing (*MAP, MAST-3rd*)
- ☐ Dates to note/activities:
 - SOAR reward: movie & popcorn
 - Kid Graph meeting
 - End of 2nd Quarter
 - Floating PIR (if applicable)

What Went Well:

Areas to Work on/Goals:

End of Semester Reflection/Questions:

February

- ☐ Encourage trying new things second semester
- ☐ Review Flex Day procedures
- ☐ Reminder of PIR/continuing ed requirement for the year
- ☐ Review midterm grades & procedures
- ☐ Review policies and issues that relate to struggling students: summer school options and retention
- ☐ Begin looking at budget requests for next year
- ☐ Dates to note/activities:
 - Flex Day
 - 100 Days of School Activities (*2nd grade*)
 - Valentine's parties
 - Ski trips (*3rd grade*)
 - 3rd Quarter midterm

What Went Well:

Areas to Work on/Goals:

March

- ☐ Assist in completing budget requests for next year
- ☐ Update consumable order for IMC - google sheet
- ☐ Review procedures for field trips
- ☐ Discuss teacher contract/renewal procedures
- ☐ Give suggestions for keeping momentum & interest
- ☐ Review posting grades
- ☐ Review conference procedures
- ☐ Dates to note/Activities:
 - Flex Day
 - MAP testing
 - Start planning Zoo field trip-get PTO approval for cost
 - Year end spending cut-off
 - End of 3rd Quarter

What Went Well:

Areas to Work on/Goals:

April

- ☐ Give suggestions for keeping momentum & interest
- ☐ Review midterm grades & procedures
- ☐ EOY activity suggestions
- ☐ Dates to note/Activities:
 - Flex Day
 - Update consumable order for IMC-Google sheets
 - Spring (Easter Break)
 - 4th Quarter Midterm

What Went Well:

Areas to Work onGoals:

May

- ☐ Suggestions for planning during May; engagement
- ☐ Discuss EOY testing/schedule
- ☐ EOY activity suggestions
- ☐ Discuss successes/changes for next year
- ☐ Go over end-of-year procedures; room cleanup, completing inventory, staff checkout
- ☐ Share list of items to put into cumulative folder before the end of the year
- ☐ Assist in final grade procedures
- ☐ Discuss summer professional development opportunities
- ☐ Ask for feedback on the mentor program and record data to be shared
- ☐ Dates to note/Activities:
 - End of 4th Quarter
 - Mother's Day gifts
 - Talent Show
 - Complete student placement cards for next year

What Went Well:

Areas to Work on/Goals:

End of Year Reflection/Questions:

Lewis and Clark

Suggested Mentor/Mentee Checklist

Mentor _____ Grade Level/Subject Area _____

Teacher _____ Grade Level/Subject Area _____

QUICK RESOURCES	
Contract Questions	Luke Brandon, LEA President Charles Cloud - LC
Library Resources, Research & Database Instruction	Lora Poser-Brown - LC
Purchase Orders	Holly Lower - LC Chris Gobble - District Office
Department Budgets	Rebekah Rhoades - District Office
Infinite Campus	Kim Wiegert - Fergus High
Attendance Questions	Holly Lower - LC
Google Sheets	Danny Wirtzberger - LC
Technology -In-house/quick questions Bigger tech issues, e.g. projector, admin errors, printer setup, network connections, Chromebooks, etc.	Danny Wirtzberger - LC Tech support- troubleticket@lewistown.k12.mt.us, Scott Baldwin, Za Fiscus, Tahan Wichman
Instructional Media Center (IMC) - 25+ copies, laminating, binding, etc.	Kristen Rutten - District Office
Special Education/IEP Questions	Brad Breidenbach - LC, Carrie Bartos - LC Chelsey Rogers - Coop
Special Education Referrals	Brad Breidenbach - LC, Carrie Bartos - LC Chelsey Rogers - Coop
504	Nora Weichel - LC Danny Wirtzberger - LC
School Psychologist	Ashley Nash - Coop
MTSS	Michelle Trafton - Fergus High Jeff Russell - LC
Classroom Management/Behavior	Danny Wirtzberger - LC
Student Mental Health/Behavior	Nora Weichel - LC
School Resource Officer/Legal, Truancy, Substance Abuse Questions	Dustin Salka - Fergus High
Dibels ORF/MAZE	Cindy Gremaux - LC Matt Lewis - Fergus High
Successmaker	Matthew Ventresca - HP
MAPS Testing	Matthew Ventresca - HP
SBAC Testing	Danny Wirtzberger - LC

School Year _____

New Teacher Orientation: New staff orientation for all new to the district; typically the week before school starts. Mentors join for lunch.

- ☐ Establish/log meeting times with mentee
- ☐ Provide information about the community
- ☐ Introduce technology systems, trainers, resources
- ☐ Familiarize mentee with district & building calendars
- ☐ Review all applicable handbooks & collective bargaining agreement
- ☐ MTSS New Teacher Orientation
- ☐ Review of Staff Website

Building Procedures, School Culture, and Expectations: Discuss school policies, procedures, and expectations.

- ☐ Introduce teacher to staff
- ☐ Tour of the building, parking areas, & keys
- ☐ Professionalism, confidentiality, Title IX
- ☐ Emergency procedures
- ☐ Office procedures
- ☐ [Time off requests](#)
- ☐ Supervisory duties/procedures; Lunchtime routine, lunch duty & recess duty, dismissal procedures
- ☐ Submit class schedules to office, resource, and title teachers
- ☐ Telephone/email procedures; checking messages; dial 9 before numbers outside of district extensions; long-distance calling
- ☐ Copy codes for printing; Demonstrate use of building equipment
- ☐ Instructional Media Center (IMC) use
- ☐ Purchase orders; how to obtain classroom supplies; department budget procedures
- ☐ Library resources, i.e. databases, IEFA material, etc.
- ☐ Acquaint mentee with MTSS and the MTSS school leader
 - [OPI MTSS Overview Video](#)
 - [OPI MTSS Professional Learning Modules with Renewal Units](#)
- ☐ SOAR Expectations & cell phone policy
- ☐ Review schedule, expectations, & activities for the first day with students
- ☐ Weekly team meetings
- ☐ Professional development hours
 - District requirement - 12 hrs. per year [PIR form](#)
 - Discuss renewal units
- ☐ School Safety Protocol Orientation

Special Education Procedures: Review IEP & 504 accommodations; title strategies.

- ☐ Acquaint the new teacher with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- ☐ Review services offered/referral procedures for school guidance counselors & psychologist
- ☐ Discuss supplementary tools, materials, resources, media center & specialists, etc.
- ☐ Review IEPs & 504s provided in Infinite Campus & discuss implementation of student accommodations; consider strategies for title classes
- ☐ Review communicated schedule changes with Title and Special Education teachers

Classroom: Help with overall classroom preparation and organization.

- ☐ Assist with room preparations; Obtain textbooks, manuals, curriculum guides as well as digital resources
- ☐ Show where cumulative files (e.g. pacing guides, department resources) are kept and how to access them
- ☐ Share organizational systems for grades, homework, parent communications, etc.
- ☐ Discuss grading program, Parent Portal, and importance of promptness in grading
- ☐ Daily tasks of attendance, advisory, lunch/recess duty
- ☐ Review rosters & student health information in IC
- ☐ Help establish a Substitute Teacher Folder; add rosters with student pictures
- ☐ Check room technology - projector, speakers, Chromebooks, etc.; review trouble tickets
- ☐ Discuss scheduling school counselor lessons
- ☐ Discuss organization of parent volunteers in the classroom (Halloween, Valentines, field trips, etc.)

Classroom Management: Explore effective classroom management strategies and techniques.

- ☐ Review rosters & behavioral considerations
- ☐ Assist in developing & implementing classroom culture, expectations, & student rapport
- ☐ Seating charts
- ☐ Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- ☐ Discuss discipline referral process
- ☐ Positive behavior interventions - MTSS

Lesson Planning: Help the new teacher develop effective lesson plans that align with curriculum standards.

- ☐ Assist with planning for the first week of school
- ☐ Review lesson plan/organization expectations of building administration
- ☐ Review effective teaching methods of a lesson
- ☐ Encourage new teacher to continue reflecting on his/her teaching experience
- ☐ Explain curriculum, access to the curriculum guides & importance to lesson planning
- ☐ Share lesson plans & other related schedules/activities
- ☐ IEFA integration

Grading and Assessment: Discuss grading policies, assessment strategies, and how to provide meaningful feedback.

- ☐ Assist in grade book setup; discuss grading philosophy (what, when, how, why) & review recording/weighting grades
- ☐ Review district grading scale & semester breakdown -
 - Discuss 10% rule for AR and ELA
- ☐ Discuss student assessment (formative & summative) & progress reports (Midterm reports in IC) [Midterm Grades Message Instructions](#)
- ☐ Discuss policy for homework, make-up work & late work
- ☐ Explain importance of accurate & timely recordkeeping (gradebook, attendance)
- ☐ Review methods of feedback

August/September

Mentor and mentee may need more than one meeting this month.

- ☐ Review fire drill procedures
- ☐ Discuss first days; class expectations and tier 1,2,3 & special ed inclusion during the first week of school
- ☐ Assist in establishing class routines. E.g. bell ringers
- ☐ Review attendance policy; late work policies; excused/unexcused absences
- ☐ Review absence request process
- ☐ Review curriculum resources such as Success Maker, AR & supplementary tools
- ☐ Complete substitute teacher folder as well as emergency substitute plans
- ☐ Assist with first midterm grade reports; using grade message feature in IC
- ☐ Encourage mentee to continue reflecting on his/her teaching experience
- ☐ Discuss procedures for new students who enroll/withdraw after the school year has begun; transfer grades
- ☐ Discuss Service Council and Meaningful Work
- ☐ Dates to note/Activities:
 - AR STAR test - give to all students the first three days of school in the homeroom
 - Dibels ORF (all students) - conducted by Title/Resource Staff
 - Dibels MAZE (all students) - given to all homeroom students
 - New Students Testing - Written math assessment for fifth & sixth graders, MAPS survey for math & reading
 - Fall Benchmark MAPS for reading, language, & math
 - MAST Testing

What Went Well:

Areas to Work on/Goals:

October

- ☐ Check-in regarding student behavior, absences, & discipline
- ☐ Prepare mentee for principal observation/evaluation; Discuss snapshot observation, if one occurred
- ☐ Review items from the beginning of the mentoring process; review organizational & recordkeeping skills
- ☐ Review behaviors of concern; when to contact parent/guardian, administration, etc.
- ☐ Practice MAPs login and setup
- ☐ Share information & process for professional development opportunities (MEA & floating PIR's)
- ☐ Assist the new teacher through posting first quarter grades
- ☐ Discuss procedures for parent/teacher conferences & student-led conferences
- ☐ Complete new teacher observation & offer feedback
- ☐ Dates to note/Activities:
 - MAPS schedule & procedures
 - HOCO - alternate schedules; pep assembly
 - Teacher Convention - 3rd week, Thurs./Fri.
 - Red Ribbon Week (last week in October)
 - Halloween festivities
 - End of Quarter 1
 - Parent Teacher Conferences Procedure

What Went Well:

Areas to Work on/Goals:

November
Share success stories & celebrate!

- ☐ Advise new teacher of delayed opening & snow day procedures
- ☐ Discuss different learning styles
- ☐ Check-in on formative/summative assessments
- ☐ Check-in on classroom management & discipline procedures
- ☐ Review referral process for behaviors & mental health concerns
- ☐ Reflect on areas for growth
- ☐ Dates to note/Activities:
 - Parent/Teacher Conferences
 - Native American Heritage Month
 - Thanksgiving Break (2 day week)
 - LC Music Concerts

What Went Well:

Areas to Work on/Goals:

December

- ☐ Discuss end of semester procedures & planning
- ☐ Review student grades; midterm procedures
- ☐ Discuss failing students communicate with appropriate parties
- ☐ Arrange for mentee to observe one of your best lessons
- ☐ Dates to note/Activities:
 - Winter Music Concert
 - 2nd quarter midterm
 - Winter celebrations

What Went Well:

Areas to Work on/Goals:

January

- ☐ Review Quarter Two grading window
- ☐ Consider meeting together to celebrate completion of semester; time for reflection/questions
- ☐ Dates to note/Activities:
 - Benchmark Testing
 - Spelling Bee
 - Snow Shoeing
 - Ski Trips

What Went Well:

Areas to Work on/Goals:

End of Semester Reflection/Questions:

February

- ☐ Encourage trying new things second semester
- ☐ Review Flex Day procedures
- ☐ Reminder of PIR/continuing ed requirement for the year
- ☐ Review midterm grades & procedures
- ☐ Begin looking at budget requests for next year
- ☐ Dates to note/Activities:
 - Flex Day
 - MAST Window
 - 3rd Quarter midterm
 - Kid Graph Meeting

What Went Well:

Areas to Work on/Goals:

March

- ☐ Assist in completing budget requests for next year
- ☐ Review procedures for field trips
- ☐ Discuss teacher contract/renewal procedures
- ☐ Give suggestions for keeping momentum & interest
- ☐ Review MAPs testing procedures; campus cleanup/alternate schedule
- ☐ Review posting grades
- ☐ Review conference procedures
- ☐ Dates to note/Activities:
 - Flex Day
 - MAPs testing
 - End of 3rd quarter

What Went Well:

Areas to Work on/Goals:

April

- ☐ Give suggestions for keeping momentum & interest
- ☐ Review midterm grades & procedures
- ☐ Dates to note/Activities:
 - Flex Day
 - Spring (Easter Break)
 - 4th quarter midterm

What Went Well:

Areas to Work on Goals:

May

- ☐ Suggestions for planning during May; engagement
- ☐ Discuss semester test procedures
- ☐ Go over end-of-year procedures; room cleanup, completing inventory, staff checkout
- ☐ Discuss summer professional development opportunities
- ☐ Discuss Math Grouping Day - June
- ☐ Ask for feedback on the mentor program and record data to be shared
- ☐ Dates to note/Activities:
 - PIR Day - Transitions
 - LC Music Concerts
 - LC Talent Show
 - LC Awards Ceremony
 - LC Track Meet

What Went Well:

Areas to Work on/Goals:

End of Year Reflection/Questions:

Suggested Mentor/Mentee Checklist

Mentor _____ Grade Level/Subject Area _____
Teacher _____ Grade Level/Subject Area _____
School _____ School Year _____

Orientation

- ☐ Attend new teacher orientation
- ☐ Establish/log meeting times with new teacher
- ☐ Provide information about the community
- ☐ Introduce technology systems, trainers, resources
- ☐ Familiarize mentee with district & building calendars
- ☐ Review all applicable handbooks, collective bargaining agreement & emergency procedures

Lewistown Junior High School

- ☐ Introduce teacher to staff
- ☐ Discuss telephone procedures
- ☐ Demonstrate use of building equipment and show where to find them
 - ☐ Copiers - teacher's lounge upstairs, conference room on main floor
- ☐ Show how to obtain classroom supplies - storage room behind principal's office
- ☐ Obtain textbooks, manuals, & curriculum guides - in classroom
- ☐ Show where cumulative files are kept and how to access them
- ☐ Give a tour of the building, parking areas, keys
- ☐ Discuss office procedures
 - ☐ Ordering supplies, IMC (copies)
- ☐ Discuss school lunchtime routine
- ☐ Discuss supervisory duties/procedures
 - ☐ Bus, lunch, dances
- ☐ Emergency procedures
- ☐ Time-off requests
- ☐ SOAR Expectations and advisory
- ☐ Discuss MTSS and how it is implemented

Classroom

- ☐ Assist with room preparations by showing them where to find needed items
- ☐ Review effective teaching methods of a lesson
- ☐ Assist with planning for the first week of school
- ☐ Review schedule, expectations, & activities for the first day with students
- ☐ Share organizational systems for grades, homework, parent communications, etc.
- ☐ Discuss Infinite Campus, Parent Portal, and importance of promptness in grading.
- ☐ Assist with setup of Google Classroom
- ☐ Assist with technology setup, submitting trouble tickets
- ☐ Review daily tasks of attendance, lunch count, recess, etc.
- ☐ Review student information provided in Infinite Campus (I.C.)
- ☐ Help setup Little Eagle Notebook
 - ☐ Rosters with pictures
 - ☐ Emergency substitute plans

- ☐ Help setup emergency backpack
- ☐ Rosters
- ☐ Student contact information

August/September

Mentor and new teacher may need more than one meeting this month.

- ☐ Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- ☐ Acquaint the new teacher with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- ☐ Discuss budget procedures & review budget selections
- ☐ Encourage new teacher to continue reflecting on his/her teaching experience
- ☐ Assist in developing & implementing classroom management strategies
- ☐ Acquaint new teacher with MTSS
- ☐ Discuss the referral process & documentation for Title I options
- ☐ Review services offered/referral procedures for school guidance counselors & psychologist
- ☐ Acquaint new teacher with cumulative folders, test results, permanent records, confidential files & medical alerts
- ☐ Discuss student assessment & progress reports
 - ☐ MAP testing for math, reading, and language
 - ☐ MAST testing and determining when tests will be administered
- ☐ Discuss policy for homework, make-up work & late work
- ☐ Explain importance of accurate recordkeeping (gradebook, attendance)
- ☐ Discuss grading philosophy (what, when, how, why) & review recording/weighting data
- ☐ Discuss procedures for new students who enroll/withdraw after the school year has begun
- ☐ Discuss supplementary tools, materials, resources, media center & specialists, etc.
- ☐ Explain curriculum, access to the curriculum guides & importance to lesson planning
- ☐ Share lesson plans & other related schedules/activities (i.e. field trip procedures)
- ☐ Help establish a Substitute Teacher Folder

School Culture and Expectations: Discuss school policies, procedures, and expectations.

- ☐ Discuss budget procedures & review budget selections
- ☐ Acquaint the new teacher with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- ☐ Acquaint new teacher with MTSS
- ☐ Discuss the referral process & documentation for Title I options
- ☐ Review services offered/referral procedures for school guidance counselors & psychologist
- ☐ Discuss supplementary tools, materials, resources, media center & specialists, etc.

Classroom Management: Explore effective classroom management strategies and techniques.

- ☐ Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- ☐ Assist in developing & implementing classroom management strategies

Lesson Planning: Help the new teacher develop effective lesson plans that align with curriculum standards.

- ☐ Encourage new teacher to continue reflecting on his/her teaching experience
- ☐ Help establish a Substitute Teacher Folder

- Explain curriculum, access to the curriculum guides & importance to lesson planning
- Share lesson plans & other related schedules/activities (i.e. field trip procedures)

Grading and Assessment: Discuss grading policies, assessment strategies, and how to provide meaningful feedback.

- Discuss student assessment & progress reports
- Discuss policy for homework, make-up work & late work
- Explain importance of accurate recordkeeping (gradebook, attendance)
- Discuss grading philosophy (what, when, how, why) & review recording/weighting data

What Went Well:

Areas to Work on:

October

- Address concerns of classroom management & discipline
- Review organizational & recordkeeping skills
- Discuss procedures for parent-teacher conferences prior to scheduled dates
- Assist the new teacher through the first report cards/finalizing grades
- Complete new teacher observation & offer feedback
- Prepare new teacher for principal observation/evaluation
- Review items from the beginning of the mentoring process
- Share information & process for professional development opportunities
- Discuss snapshot observation, if one occurred.
- Halloween dance

What Went Well:

Areas to Work on:

November

Share success stories & celebrate!

- ☐ Advise new teacher of special events, delayed opening & snow day procedures
- ☐ Discuss end of semester/quarter/trimester procedures
- ☐ Discuss assessment techniques & recordkeeping skills
- ☐ Reflect on areas for growth

What Went Well:

Areas to Work on:

December

- ☐ Discuss different learning styles
- ☐ Check in on classroom management & discipline procedures
- ☐ Complete new teacher observation & provide feedback
- ☐ Arrange for new teacher to observe one of your best lessons
- ☐ Discuss “snapshot observation” by new teacher, if one occurred

What Went Well:

Areas to Work on:

January/February

- ☐ Encourage trying new things
- ☐ Review policies & issues that relate to retention, failure of students & Summer School options
- ☐ Encourage new teacher to contact parents in preparation for parent/teacher conferences if applicable
- ☐ Encourage participation in staff/program changes, if applicable
- ☐ Valentine's dance

What Went Well:

Areas to Work on:

March/April/May

- ☐ Review procedures for field trips if necessary
- ☐ Give suggestions for keeping momentum & interest at the end of the year for students & teachers.
- ☐ Give advice on how to schedule around and prepare for statewide assessments.
- ☐ Assist in completing budget requests for next year.
- ☐ Assist in completing inventory.
- ☐ Review plans for end of school year student activities.
- ☐ Discuss end of year checkout procedures
- ☐ Assist in final grading procedures.
- ☐ Ask for feedback on the mentor program and record data to be shared.

What Went Well:

Areas to Work on:

Fergus High School Suggested Mentor/Mentee Checklist

Mentor _____ Grade Level/Subject Area _____

Teacher _____ Grade Level/Subject Area _____

School Year _____

QUICK RESOURCES	
Contract Questions	Luke Brandon, LEA President Melanie Smith, Building Representative
MTSS, Library Resources, Research & Database Instruction	Michelle Trafton
Purchase Orders	Jess Brooks, Yvette Hersel Chris Gobble - District Office
Department Budgets	Rebekah Rhoades
Infinite Campus	Kim Wiegert
Attendance Questions	Yvette Hersel
Google Classroom General Use	Meggan Cirrincione
Forms, Quizzes, Sync with Classroom	Adrienna Decock, Mike Mangold
Google Sheets	Adrienna Decock
Technology - In-house/quick questions	Michelle Trafton
Bigger tech issues, e.g. projector, admin errors, printer setup, network connections, Chromebooks, etc.	Tech support - troubleticket@lewistown.k12.mt.us, Scott Baldwin, Zay Fiscus, Tahan Wichman
Instructional Media Center (IMC) - 25+ copies, laminating, binding, etc.	Kristen Rutten
Special Education/IEP Questions	Cassi Gobble
Special Education Referrals	Chelsey Rogers
School Psychologist	Jacque Sherman
Athletic Director/Eligibility Questions	Paul Bartos
Classroom Management/Behavior	Paul Bartos, Matt Lewis

Student Mental Health/Behavior	Lee Crouse, 9th & 10th grade Teresa Vaughn, 11th & 12th grade
School Resource Officer/Legal, Truancy, Substance Abuse Questions	Dustin Salka

New Teacher Orientation: New staff orientation for all new to the district; typically the week before school starts. Mentors join for lunch.

- Establish/log meeting times with mentee
- Provide information about the community
- Introduce technology systems, trainers, resources
- Familiarize mentee with district & building calendars
- Review all applicable handbooks & collective bargaining agreement

Building Procedures, School Culture, and Expectations: Discuss school policies, procedures, and expectations.

- Introduce teacher to staff
- Tour of the building, parking areas, confirm entry card & keys
- Professionalism, confidentiality, Title IX
- Emergency procedures
- Office procedures
- [Time off requests](#)
- Supervisory duties/procedures; Lunchtime routine & lunch duty
- Telephone/email procedures; checking messages; dial 9 before numbers outside of district extensions; long-distance calling
- Copy codes for printing; Demonstrate use of building equipment
- Instructional Media Center (IMC) use
- Purchase orders; how to obtain classroom supplies; department budget procedures
- Library resources, i.e. databases, IEFA material, etc.
- Acquaint new teacher with MTSS
 - o [OPI MTSS Overview Video](#)
 - o [OPI MTSS Professional Learning Modules with Renewal Units](#)
- SOAR Expectations & cell phone policy
- Review schedule, expectations, & activities for the first day with students
- Advisory expectations - Monday grade checks, Wayfinder Wednesday
- Professional development hours
 - o District requirement - 12 hrs. per year [PIR form](#)
 - o Discuss renewal units

Special Education Procedures: Review IEP & 504 accommodations; title strategies.

- Acquaint the mentee with Special Education referral processes & pertinent forms (I.e. the Individualized Education Program - IEP)
- Review services offered/referral procedures for school guidance counselors & psychologist
- Discuss supplementary tools, materials, resources, media center & specialists, etc.
- Review IEPs & 504s provided in Infinite Campus & discuss implementation of student accommodations; consider strategies for title classes

Classroom: Help with overall classroom preparation and organization.

- Assist with room preparations; Obtain textbooks, manuals, & curriculum guides
- Show where cumulative files (e.g. pacing guides, department resources) are kept and how to access them
- Develop syllabi
- Share organizational systems for grades, homework, parent communications, etc.
- Discuss grading program, Parent Portal, and importance of promptness in grading
- Daily tasks of attendance, advisory, lunch duty
- Review rosters & student health information in IC
- Help establish a Substitute Teacher Folder; add rosters with student pictures
- Check room technology - projector, speakers, Chromebooks, etc.; review trouble tickets

Classroom Management: Explore effective classroom management strategies and techniques.

- Review rosters for class sizes & behavioral considerations
- Assist in developing & implementing classroom culture, expectations, & student rapport
- Seating charts
- Discuss importance of student behavior documentation, (i.e. date, behaviors, actions taken, personnel contacted)
- Review cell phone protocols & technology use

Lesson Planning: Help the new teacher develop effective lesson plans that align with curriculum standards.

- Assist with planning for the first week of school
- Review lesson plan/organization expectations of building administration
- Review effective teaching methods of a lesson
- Encourage mentee to continue reflecting on his/her teaching experience
- Explain curriculum, access to the curriculum guides & importance to lesson planning
- Share lesson plans & other related schedules/activities
- IEFA integration

Grading and Assessment: Discuss grading policies, assessment strategies, and how to provide meaningful feedback.

- Assist in grade book setup; discuss grading philosophy (what, when, how, why) & review recording/weighting grades
- Review district grading scale & semester breakdown -
 - o Quarter 1=45%, Quarter 2=45%, Semester Exam=10% to determine semester grade
 - o Quarter 3=45%, Quarter 4=45%, Semester Exam=10% to determine semester grade
 - o 1 semester = .5 credit
- Discuss student assessment (formative & summative) & progress reports (Midterm reports in IC) [Midterm Grades Message Instructions](#)
- Discuss policy for homework, make-up work & late work
- Explain importance of accurate & timely recordkeeping (gradebook, attendance)
- Review methods of feedback

August/September

Mentor and mentee may need more than one meeting this month.

- Review fire drill procedures
- Discuss first days; freshmen orientation; going over syllabi, class expectations
- Assist in establishing class routines. E.g. bell ringers
- Discuss Expectations for Advisory and Core/Flex periods
- Discuss expectations for the class advisor role
 - o Homecoming
 - o Fundraising
 - o Dance chaperones - Freshmen/Junior advisors Prom; Sophomore/Senior - HOCO
- Review attendance policy; late work policies; excused/unexcused absences
- Assist with first midterm grade reports; using grade message feature in IC
- Encourage mentee to continue reflecting on his/her teaching experience
- Discuss procedures for new students who enroll/withdraw after the school year has begun; transfer grades
- Dates to note/Activities:
 - o Golf (gone most Fridays), Divisionals end of September
 - o Football, volleyball, cross country - be aware of absences
 - o Sept. - Club Fair during lunch
 - o FCCLA Fall Leadership Conference
 - o College Fair - upperclassmen; affects their morning classes
 - o American Indian Heritage Day (MT state law, 4th Friday in September) - consider IEFA lesson integration
 - o HOCO - end of Sept./beginning of Oct. Consider for planning purposes

What Went Well:

Areas to Work on/Goals:

October

- Check-in regarding student behavior, absences, & discipline
- Review items from the beginning of the mentoring process; review organizational & recordkeeping skills
- Review behaviors of concern; when to contact parent/guardian, administration, etc.
- Practice MAPs login and setup
- Share information & process for professional development opportunities
- Assist the mentee through posting first quarter grades; TA grades
- Discuss procedures for parent/teacher conferences & student-led conferences
- Dates to note/Activities:
 - o MAPS/ACT schedule & procedures
 - o HOCO - alternate schedules; 12 minute periods on Friday; pep assembly
 - o State Golf
 - o BPA Fall Leadership Conference
 - o FFA - Fall Districts; Nile in Billings
 - o All-State Band/Choir
 - o Teacher Convention - 3rd week, Thurs./Fri.
 - o Red Ribbon Week (last week in October) - alternate schedule for assembly
 - o Divisional & State Cross Country
 - o End of Quarter 1

What Went Well:

Areas to Work on/Goals:

November

Share success stories & celebrate!

- Advise mentee of delayed opening & snow day procedures
- Discuss different learning styles
- Check-in on formative/summative assessments
- Check-in on classroom management & discipline procedures
- Review referral process for behaviors & mental health concerns
- Reflect on areas for growth
- Dates to note/Activities:
 - o Parent/Teacher Conferences
 - o Football playoffs/championship
 - o Volleyball Divisionals & State
 - o FFA - John Deere Ag Expo
 - o Boys/Girls Basketball, Wrestling, Speech & Debate begin
 - o Thanksgiving Break (2 day week)

What Went Well:

Areas to Work on/Goals:

December

- Discuss end of semester procedures & planning; semester exam expectations
- Review student grades; midterm procedures
- Discuss failing students/credit concerns; communicate with appropriate parties
- Arrange for new teacher to observe one of your best lessons
- Discuss “snapshot observation” by mentee, if one occurred
- Review procedures for FHS students while hosting Class B/C events
- Dates to note/Activities:
 - o National Honor Society Blood Drive
 - o 2nd quarter midterm
 - o FFA - Winter Districts
 - o Signs of Suicide Training (SOS) - Freshman English, World History, American History, PAD
 - o Alternate schedule prior to break

What Went Well:

Areas to Work on/Goals:

January

- Review semester test schedule & procedures; plan for grading window
- Review second semester class rosters/update sub binder
- Review policies & issues that relate to students who failed first semester & will not receive credit
- Consider meeting together to celebrate completion of semester; time for reflection/questions
- Dates to note/Activities:
 - o Semester Exam Schedule
 - o Floating PIRs (if applicable)
 - o BPA Leadership Conference
 - o Divisional & State Speech & Debate

What Went Well:

Areas to Work on/Goals:

End of Semester Reflection/Questions:

February

- Encourage trying new things second semester
- Review Flex Day procedures
- Reminder of PIR/continuing ed requirement for the year
- Review midterm grades & procedures
- Begin looking at budget requests for next year
- Discuss basketball tournaments - student absences
- Dates to note/Activities:
 - o Flex Day
 - o FFA Spring District Contest
 - o Divisional & State Wrestling
 - o TTBB Choir Festival
 - o Eastern A Band Festival
 - o 3rd Quarter midterm
 - o Girls/Boys Divisional Basketball - short week

What Went Well:

Areas to Work on/Goals:

March

- Assist in completing budget requests for next year.
- Discuss teacher contract/renewal procedures
- Give suggestions for keeping momentum & interest
- Review MAPs testing procedures; campus cleanup/alternate schedule
- Review posting grades
- Review conference procedures - student led & parent/teacher conferences
- Discuss spring sports schedules & student absences (note softball schedule)
- Dates to note/Activities:
 - o Flex Day
 - o MAPs testing
 - o Divisional & State Wrestling
 - o Choir & Band Festivals
 - o End of 3rd quarter
 - o Girls/Boys State Basketball
 - o Softball, track, & tennis begin
 - o FCCLA State Conference

What Went Well:

Areas to Work on/Goals:

April

- Give suggestions for keeping momentum & interest
- Discuss Prom activities - juniors absent for planning/decorating
- Review midterm grades & procedures
- Senior teachers - close monitoring for graduation
- Dates to note/Activities:
 - o FFA State Convention
 - o Prom
 - o Flex Day
 - o National Honor Society Blood Drive
 - o Youth Challenge Assembly @ fairgrounds
 - o Spring (Easter Break)
 - o District Music Festival
 - o 4th quarter midterm

What Went Well:

Areas to Work on Goals:

May

- Suggestions for planning during May; engagement
- Discuss senior schedule & semester test procedures
- Review semester exam schedule & procedures; final semester grades procedures for 9-11th
- Go over end-of-year procedures; room cleanup, completing inventory, staff checkout
- Ask for feedback on the mentor program and record data to be shared.
- Dates to note/Activities:
 - o State Music Festival
 - o AP testing - first two weeks in May
 - o BPA Nationals
 - o Divisional/State - track, tennis, & softball
 - o Senior schedule - semester exams, brunch, Eagle Walk, graduation, etc.

What Went Well:

Areas to Work on/Goals:

End of Year Reflection/Questions:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#24

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE PROFESSIONAL DEVELOPMENT PLAN

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Professional Development Plan. Plan is attached.

.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:



Lewistown Public Schools

School District Number One
215 7th Avenue South • Lewistown, Montana 59457
Phone: (406) 535-8777 • Fax: (406) 535-7292

Lewistown Public Schools Professional Staff Development Procedures

Lewistown Public Schools are dedicated to the growth and development of its professional staff members. This framework is intended to help guide staff and provide quality development opportunities, while also maintaining the School District's public commitment to excellence. In addition, this framework should provide the structure to insure appropriate levels of professional staff participation, growth and accountability.

A. PIR and PIR Option Days

By definition Professional Instruction Related (PIR) days are days that are included in certified staff contracts and days that are included in the state paid 187 school days. Of the 187 paid days, 8 days are specifically designated PIR days in Lewistown; of which:

1. Six PIR days are managed by the District for designated trainings, parent teacher conferences and other needs.
2. Two PIR days are reserved for teacher state association meetings which are annually scheduled the third week of October. Teachers choosing to not attend the state association meetings as scheduled may use Optional Teachers' Convention Days (also referred to as PIR Option Days) as approved in advance by the School District.
3. Professional staff will be allowed to choose either the two PIR Days, Optional Teachers' Convention Days, other pre-approved professional trainings, or a combination thereof. These two days of training may include:
 - a. The regular teacher state association meetings which are scheduled the third week each October; i.e. Fall conferences for MFPE Teachers Conference or other administrator approved professional conferences
 - b. Other pre-approved PIR options or Institutes as listed in the previous spring by the School District. Some options may require longer time commitments than the minimum 12 hours required for typical District trainings. Possible examples of these options include:
 - Summer Institute - 2 days for each Optional Teachers' Convention Day.
 - Summer Curriculum & Assessment Work – up to 1 day of teamwork allowed when scheduled by an administrator.
 - Montana Coaches Clinic (MCA)
 - c. Other professional trainings that are District goal-related, assuming they meet the following guidelines:
 - The staff member determines the professional goal(s) the training impacts and how attendance at the training impacts their classroom instruction.
 - The staff member provides a full agenda of the training with descriptions of the training and the scheduled times.



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- The training specifically meets a building or District wide improvement goal.
 - The training occurs after the last day of the previous school year and must be completed prior to May 15th of the current school year to avoid payroll deduction.
 - The training must be pre-approved by the building Principal and/or the Superintendent. This includes any summer workshop, webinar, online learning opportunities or coursework that the certified staff member would like to use as their optional PIR days.
 - The training does not violate restrictions listed in the PIR Option restriction section below.
4. In addition to the previous expectations, the School District expects each professional staff member's Teachers' Convention Day(s) or PIR Option Day(s) to:
 - a. Include a minimum of 12 hours of teacher training credit; all of which must occur outside of the regular PIR school days and outside of the regular bargained work day.
 - b. **Include a minimum of 2 hour training per day (does not include Learning Hub)**
 - c. Meet all prior approval requirements of the District.
 - d. Meet all other District PIR expectations.
 5. Restrictions to Teachers' Convention Day(s) or PIR Option Day(s) - Professional staff will not be allowed to use an option for Optional Teachers' Convention Day credit:
 - a. When the District is paying for all or part of the registration and/or expenses. The one exception here is the **Summer Institute** which requires a week-long commitment from the teacher, may not be available to all, and is a long-term focus within the Lewistown Schools.
 - b. If the staff member will ask for staff development training payment, as per the District's staff development program.
 - c. When the training will also provide college credit that is, or will be, used for movement on the salary schedule.
 6. Certified staff members must turn in a certificate of completion or certificate of renewal units as verification for the minimum 12 hours of required professional development.
 7. The Lewistown Public School's professional staff development procedures will be reviewed by the PIR committee on a yearly basis to ensure the guidelines are meeting the needs of the school district and staff members.

B. Staff Development Training Opportunities

Staff development training opportunities are activities that have been arranged by the District to address specific needs as determined by the school staff to meet District and building level goals. While these opportunities work along-side PIR Day trainings they will be considered separately from PIR training, therefore may not be used for PIR credit. Staff development training opportunity examples may include but are not limited to:



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- Curriculum or assessment work as developed by the District. (except as pre-scheduled by building administrator in summer)
- Mandated state/district training (Cyberbullying, bloodborne pathogens, Bullying, Suicide Awareness, etc)
- Other opportunities available when funding allows and are developed and approved by the District. Possible examples include:
 - Learning teams
 - Evening or weekend workshops
 - Summer institutes or workshops
 - Grant expected trainings

Some professional development opportunities may use staff payments as an incentive to participate. The District's rate of pay will be **\$22.50** per hour assuming payments fall within the District's financial and/or time restrictions. ~~If staff payments are included in a staff development training opportunity the funding limits per professional staff member will be **\$135** per day and **\$270** total. Curriculum and assessment work may include additional staff payments of up to \$135 per day and \$270 total for work done on a non-school day or work completed at night. A further exception to this rule may be made if funding comes from competitive grant funds which is outside of a program's normal funding.~~

C. New Staff Induction & Training

It is the goal of the School District that certified ~~and classified~~ staff will have vital trainings provided as a part of employment for the schools. In many cases new staff will be expected to participate in specific trainings as designated specifically by the District. In addition, it is the goal of the District that new teacher induction would include a mentoring component that would be run in partnership with the Lewistown Education Association.

1. New Teacher Training – Where appropriate, non-tenured teachers are expected to receive support from the staff in the following areas:
 - Curriculum & Assessment
 - Essential Learnings
 - Common Core & State Content Area Standards
 - Classroom Management
 - Differentiated Instruction
 - Indian Education for All
 - Instructional Pedagogy
 - Summer Institute
 - Response to Intervention
 - Technology
 - Infinite Campus
 - AIMSweb & MAP Assessment Software
 - Google Apps
 - File Management



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- Writing Across the Curriculum
- 2. Teacher Mentoring - **Ongoing trainings will be scheduled throughout the year to be facilitated by mentor teachers, superintendent and building principals**

References

Administrative Rules of Montana (ARM) 10.55.602 – Definitions
Administrative Rules of Montana (ARM) 10.55.714 – Professional Development
Administrative Rules of Montana (ARM) 10.65.103 – Policy for Funding PIR Days
Montana Code Annotated (MCA) 20.1.304 – Pupil Instruction Related Day
Montana Code Annotated (MCA) 20.4.304 - Attendance PIR Days

****reviewed and revised 2/4/25 by committee - Jeff Friesen, Danny Wirtzberger, Paul Bartos, Mike Mangold, Megan Hicks, Erik Vanderbeek (board member), Rob Odermann, Sarah Cloud, Chuck Cloud, Brett Shelagowski**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#25

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE TRUSTEE RESOLUTION CALLING FOR AN
ELEMENTARY SCHOOLS ELECTION

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Board of Trustees needs to approve the Trustee Resolution Calling for an Elementary School Election.

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Tuesday, February 25, 2025.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

TRUSTEE RESOLUTION CALLING FOR AN ELECTION
LEWISTOWN PUBLIC SCHOOLS – ELEMENTARY DISTRICT

BE IT RESOLVED, the Board of Trustees for Lewistown Elementary School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 6th day of May, 2025, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election

Voters must return their mail ballots to Fergus County Courthouse, 712 W Main St, Suite 204, Lewistown, MT 59457, by 8:00pm on May 6, 2025.

The purpose of the election is to elect two (2) trustees for a three-year term and one (1) trustee for a one-year term.

Approval of additional levies to operate and maintain the Elementary General fund for FY 2026 and Building Reserve Safety Levies are also requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Rebekah Rhoades, District Election Administrator, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

Voting Location and Address: Fergus County Courthouse, 712 W Main St #2, Lewistown, MT 59457

Election Judge

1. Vicky Ruckman
2. Linda Bradley
3. Sally Horacek

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. The county election administrator is hereby directed to notify the above named election judges of their appointment. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#26

MEETING DATE: February 10, 2025

ITEM TITLE: APPROVE TRUSTEE RESOLUTION CALLING FOR A FERGUS HIGH SCHOOL ELECTION

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Board of Trustees needs to approve the Trustee Resolution Calling for an Elementary School Election.

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Tuesday, February 25, 2025.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

TRUSTEE RESOLUTION CALLING FOR AN ELECTION
LEWISTOWN PUBLIC SCHOOLS – HIGH SCHOOL DISTRICT

BE IT RESOLVED, the Board of Trustees for Fergus High School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 6th day of May, 2025, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election

Voters must return their mail ballots to the Fergus County Courthouse, 712 W Main St, Suite 204, Lewistown, MT 59457 by 8:00pm on May 6, 2025.

The purpose of this election is the approval of additional levies to operate and maintain the High School General fund for FY 2026 and Building Reserve Safety Levies are also requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Rebekah Rhoades, election administrator, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

Voting Location and Address: Fergus County Courthouse, 712 W Main St #2, Lewistown, MT 59457

Election Judge

1. Vicky Ruckman
2. Linda Bradley
3. Sally Horacek

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. The county election administrator is hereby directed to notify the above named election judges of their appointment. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

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

122

- 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)