

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

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

MONDAY, October 14, 2024

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation – Boys & Girls Club, Amy Vaughan
5. Discussion – Bond Progress
6. Report – Student Representative to the Board
7. Report – Lewistown Education Association (LEA)
8. Report – Committees of the Board
9. Discussion – Board Goals
10. Report – Investments
11. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

13. Minutes of the September 9, 2024, Regular Board Meeting
14. Claims
15. Out of District Agreements
16. Transportation
17. Additions to the Substitute List for the 2024-2025 School Year
18. Personnel Report

ACTION ITEMS – OLD BUSINESS

19. Consider Membership with Montana Quality Education Coalition (MQEC)

ACTION ITEMS – NEW BUSINESS

20. Addition of Jessica Brooks, FHS Secretary, to the First Bank Student Activities Account
21. Addition of FHS Student Activities Fund 029 – Judith Basin District FFA
22. Public Charter School Application

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: October 14, 2024

ITEM TITLE: PRESENTATION – BOYS AND GIRLS CLUB, AMY VAUGHAN,
DIRECTOR

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Amy Vaughan, Boys and Girls Club Director, will present to the board information regarding the club and goals for 2024-2025.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Empowering YOUTH,
Strengthening FUTURES.



Memorandum of Understanding

between

Boys & Girls Clubs of Lewistown

and

Lewistown Public Schools

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Boys and Girls Club of Lewistown (B&GC) and Lewistown Public Schools (LPS), who will collaborate to provide Nita M. Lowey 21st CCLC services to students attending Highland Park Elementary School, Garfield Elementary School, and Lewis & Clark Elementary School.

Fiscal Agent: *Boys and Girls Club of Lewistown*

Representative: Amy Vaughan

Position: Chief Executive Officer

Address: 134 Park St, Lewistown, MT 59457

Telephone: 406-535-2257

E-mail: ceo@bgclublewistown.com

School District Partner: Lewistown School District #1

Representative: Brad Moore

Position: *Superintendent of Schools*

Address: 215 7th Ave S, Lewistown, MT 59457

Telephone: 406-535-8777

E-mail: brad.moore@lewistown.k12.mt.us

A. Purpose

The purpose of this MOU is to establish an agreement among the above mentioned parties concerning their respective roles and responsibilities for implementation of a 21st Century Community Learning Center (21st CCLC) subgrant.

This agreement is to establish and coordinate joint processes and procedures for the provision of the 21st CCLC program to achieve the following mutually agreed upon goal:

- **Provide afterschool and summer opportunities to elementary students for core academic enrichment and support activities that are aligned to local, state, and federal standards and local curricula designed to improve student achievement. Focus will include the following areas:**
 - Academic enrichment programs and homework help;
 - Literacy education, including financial and environmental literacy;
 - Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity;
 - Services for students with disabilities;
 - Cultural programs;
 - Technology education;
 - Provide opportunities for parental involvement, family literacy, parent educational workshops, and parenting skills;
 - Drug and alcohol prevention programming; and
 - Build skills in STEM.

B. 21st Century Community Learning Center Program Development

The program was developed in partnership between the B&GC and the LPS through the following methods:

1. Review of objective data: State assessment scores, school improvement plan, afterschool and summer attendance records, community statistics, as well as student, parent and teacher surveys.
2. Interviews: A planning meeting between B&GC (CEO, Education Director, Board Member) and LPS leadership (Superintendent of Schools) was held in January 2023 to review the above data – as well as review the Communities Childcare Needs Assessment and design the 21st CCLC program to best meet the needs of students and their families.

The partners have agreed the following services will be most beneficial to the target population:

Academic Support
Enrichment
Family Engagement Opportunities
Professional Development Opportunities for 21st CCLC staff

Partnership of 21st CCLC staff and school day staff for weekly classroom support

C. Duties of Parties

The 21st CCLC program will be implemented in collaboration between the B&GC and the LPS, with each partner committing to the following responsibilities:

B&GC Responsibilities

- ✓ *Serve as the fiscal agent for the grant;*
- ✓ *Provide proven afterschool programs in academic support, enrichment, and youth development;*
- ✓ *Plan and implement Family Engagement activities;*
- ✓ *Provide program activities in safe and easily accessible facilities that meet required state and local standards;*
- ✓ *Develop and maintain systems for communication and information-sharing with school day staff, particularly to support program components such as homework help and the administration of teacher surveys;*
- ✓ *Work effectively with school day partners to implement collaborative approaches to student recruitment/referral, program activity alignment, and curricula adaptation;*
- ✓ *Purchase necessary materials and supplies for designated program components in accordance with the 21st CCLC budget;*
- ✓ *Lead recruitment of community partners;*
- ✓ *Support staff in trainings and professional development opportunities in areas related to afterschool and summer programming and issues;*
- ✓ *Hire and supervise staff;*
- ✓ *Provide necessary and appropriate administrative and operational support to the program, including annual background checks for all staff and volunteers;*
- ✓ *Recruit and refer students to the afterschool and summer programs;*
- ✓ *Communicate and collaborate with all partners;*
- ✓ *Complete all paperwork related to the program in a timely manner;*
- ✓ *Participate in the evaluation of the afterschool and summer programs at the local, state, and federal levels;*
- ✓ *Assist the 21st CCLC program in developing, implementing, and making progress on its sustainability plan;*
- ✓ *Participate on the Education Advisory Committee.*

LPS Responsibilities

- ✓ *Assist in the development and maintenance of systems for communication and information-sharing with 21st CCLC staff, particularly to support program components such as homework help and the administration of teacher surveys;*
- ✓ *Work effectively with 21st CCLC partners to implement collaborative approaches to student recruitment/referral, program activity alignment, and curricula adaptation;*

- ✓ *Actively support the involvement of teachers and other school day staff in the 21st CCLC program, including teachers/staff that may be employed by the program;*
- ✓ *Open applicable school day teacher trainings to 21st CCLC staff;*
- ✓ *Coordinate Family Engagement activities with the 21st CCLC program as needed;*
- ✓ *Recruit and refer students to the afterschool and summer programs;*
- ✓ *Help identify students in greatest need of academic help and refer them to the 21st CCLC;*
- ✓ *Communicate and collaborate with 21st CCLC staff on student needs*
- ✓ *Complete all paperwork related to the program in a timely manner;*
- ✓ *Participate in the evaluation of the afterschool and programs at the local, state, and federal levels;*
- ✓ *Assist the program in developing, implementing, and making progress on its 21st CCLC sustainability plan;*

D. Funding and Support

Each partner will commit the following resources to the program:

B&GC

- Facilities: 134 Park St (including janitorial services)
- Technology: Computers for each 21st CCLC staff member and transportable laptops for educational use.
- Member tracking system: Electronic records to record 21st CCLC participant attendance in CAYNE.
- Curriculum: academic and youth development programs including, but not limited to:
 - *Project Learn*
 - *Triple Play*
 - *Rozzy Career Adventures*
 - *Service Recipe*
 - *Positive Action*
 - *DIY STEM*
 - *Mango Math*
 - *Life of Fred/ MOTT by Mizzen*
 - *Growth Mindset (Big Life Journal)*
- Training: Boys & Girls Clubs of America (BGCA) certified trainers to train staff on academic and youth development programs.
- Transportation: Two Club vans to transport students to and from educational and enrichment based field trips.

LPS

- Facilities: *Use of facilities on an “as needed” basis for special projects, activities, circumstances (including janitorial services).*
- Technology: Staff computers that are capable of sending emails to communicate on youth’s needs.

- **Program Alignment:** Teacher and/or Curriculum Director time to advise 21st CCLC staff in aligning program activities to standards and school day curriculum.
- **Recruitment and Referral:** Assistance from school day teachers and/or Curriculum Director to identify students performing below proficient and refer them to 21st CCLC staff for recruitment & referral.
- **Transportation:** District bus service to transport students from the school to the program. Also to provide “late” transportation for youth to the B&GC when they are done with extracurricular tutoring activities that are offered at the school.

E. Data Sharing

The B&GC and the LPS agree to share data required to evaluate the program’s progress in meeting its goals and objectives. This includes:

LPS data sharing responsibilities:

Communicate and collaborate with families to obtain consent for all data sharing needs that are in compliance with the Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA);

Provide access to assessment and other available data for the purposes of program evaluation, including individual student data (First Name; Middle Name; Last Name; Date of Birth; Gender; Student Identification Number);

Collect aggregate student data (grade, race/ethnicity, sex, free/reduced lunch, and special education and English language learner) required for federal reporting;

Collect state assessment data each summer; and as needed;

Own, store, and share data in compliance with the Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA);

Create or decide upon data collection instruments.

The purpose of PII from education records being disclosed to the authorized representative is to carry out an audit or evaluation of Federal or state- supported education programs, or to enforce or to comply with federal legal requirements that relate to those programs. The disclosure of the PII from education records is in furtherance of an audit, evaluation or enforcement or compliance activity.

B&GC data sharing responsibilities:

Communicate and collaborate with families to obtain consent for all data sharing needs that are in compliance with the Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA);

Collect teacher, parent and student survey data at the end of each program year;

Collect program pre-post tests and parent event surveys as administered.

Track individual student community learning center enrollment and attendance;

Input required data in federal and state reports;

Own, store, and share data in compliance with the Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA);

Create or decide upon data collection instruments.

The Authorized representative will destroy the PII from education records when the information is no longer needed for the purpose specified. For the purpose of this 21stCCLC grant that time will be one year after the end of the five year grant cycle. The grant ends in June 2028 and the PII from all five years will be deleted (if in digital format) and shredded if in paper format in June of 2029.

F. Duration

This MOU shall commence on *July 1, 2024* and shall continue for a period of *12 months* to *June 30, 2025*.

Signatures

All partners in this agreement sign to confirm their acceptance of its terms by their signature.

Amy Vaughan
(B&GC signature)

Amy Vaughan
Printed Name

CEO
Position

Boys & Girls Club of
Organization Lewistown

9/25/24
Date

Brad A. Moore
(LPS signature)

Brad A. Moore
Printed Name

Superintendent
Position

Lewistown Public Schools
Organization

9/25/24
Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: October 14, 2024

ITEM TITLE: DISCUSSION – BOND PROGRESS

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#6

MEETING DATE: October 14, 2024

ITEM TITLE: REPORT - STUDENT REPRESENTATIVE

PREPARED BY: Maggie Fulbright, Student Representative

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#7

MEETING DATE: October 14, 2024

ITEM TITLE: REPORT – LEWISTOWN EDUCATION ASSOCIATION

PREPARED BY: Luke Brandon, LEA President

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#8

MEETING DATE: October 14, 2024

ITEM TITLE: REPORT – COMMITTEES OF THE BOARD

PREPARED BY: Committees

SUMMARY:

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

The Public Charter School Task Force met on September 18, 2024 and October 2, 2024. The final draft of the application will be discussed for approval later in the meeting.

Attached is the list for Standing Committees of the Board for the 2024-2025 School Year. The list has been updated to reflect changes made at the September Board Meeting.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

STANDING COMMITTEES OF THE BOARD
2024-2025 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2024-2025 School Year

Committee	Number on Comm.	Jeff Southworth	Kris Birdwell	Whitney Brady	Mariah Shammel	Eric Vanderbeek	Kevin Hodge	Lisa Koch
Activities	3	X	X	X				
Curriculum Committees:								
Social Studies	2					X		X
CTE (VoAg, Business, FACS)	2	X					X	
Health Insurance Program	2			X			X	
School Calendar	1					X		
Vocational Advisory Council	1	X						
Gaining	3		X	X	X			
Policy Review	3				X	X		X
Assessment	2						X	X
Classified Salary/Benefit Review	2	X					X	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#9

MEETING DATE: October 14, 2024

ITEM TITLE: DISCUSSION – BOARD GOALS

PREPARED BY: Brad Moore

SUMMARY:

The Board of Trustees will present their individual Board Goals as requested by Superintendent Moore at the September Board Meeting.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#10

MEETING DATE: October 14, 2024

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for August 2024 was as follows:

Elementary - \$9,462.12

High School - \$10,768.19

Interest earned for September 2024 was as follows:

Elementary - \$7,081.81

High School - \$7,082.29

SLGS Elementary Bond Interest for September 2024 was \$17,394.39.

The arbitrage payment to the IRS is due on 7/1/2026 (Based on the 5th bond year date of 7/1/22), but best practice is to make the payment once the bond funds are expended. A meeting will be held in December with Causey to help determine the best time to make the payment, based on SLGS interest rates vs the IRS Arbitrage rate. SLGS interest rates have been declining slightly, but are still higher than the bond arbitrage limit.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#11

MEETING DATE: October 14, 2024

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Student Count data will be shared at the Board Meeting

MCEL- October 16-18

Safe Schools Training

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#12

MEETING DATE: October 14, 2024

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

PREPARED BY: _____

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – CONSENT AGENDA

13. Minutes of the September 9, 2024, Regular Board Meeting
14. Claims
15. Out of District Agreements
16. Transportation
17. Additions to the Substitute List for the 2024-2025 School Year
18. Personnel Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#13

MEETING DATE: October 14, 2024

ITEM TITLE: MINUTES OF THE SEPTEMBER 9, 2024, REGULAR BOARD MEETING

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the September 9, 2024 Regular Board Meeting

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, September 9, 2024

REGULAR BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel
TRUSTEES ABSENT:
Kevin Hodge, Lisa Koch, Jeff Southworth
STAFF PRESENT:
Superintendent Brad Moore, Business Manager/District Clerk Rebekah Rhoades, Matt Lewis, Luke Brandon and other interested parties
OTHERS PRESENT:
KXLO Radio, Shane Swandal – Hulteng and other interested parties both in person and via Google Meet.
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA TO SWITCH #4 (MQEC) AND #5 (BOND UPDATE) –
Approved Unanimously (Brady/VanderBeek)
4. DISCUSSION – BOND UPDATE
Shane Swandal, Hulteng Inc., provided the Board with an update on the progress of the Elementary Bond construction at Lewis & Clark, Garfield and Highland Park. Lewis & Clark playground equipment that was destroyed in an accident in route, will be delivered next week. The Junior High School completion will be revisited once other projects are completed.
5. PRESENTATION – DOUG REISIG, Montana Quality Education Coalition
Doug Reisig, MQEC Executive Director, explained their organization's role in advocating for public schools with the Montana Legislature and Judicial system, if needed. All other school organizations (MASBO, SAM, MTSBA, MFPE, etc.) belong to MQEC, representing all facets of the school district and bringing everyone together in a unified fashion. Membership for Class A schools is \$2,500 per year. Funds are spent on advocacy, judicial fees and the Executive Director salary.
6. REPORT – STUDENT OF THE BOARD
Maggie Fulbright, Student Representative, updated the Board on events and happenings at Fergus High School.
7. REPORT – LEWISTOWN EDUCATION ASSOCIATION
Luke Brandon, LEA President, updated the Board on activities within the Lewistown Education Association. He expressed his support of the MQEC Organization and the Lewistown Public Schools joining their membership.

8. **REPORT—COMMITTEES OF THE BOARD**

The Public Charter School Task Force met on Wednesday, August 28, 2024 and Wednesday, September 4, 2024. The task force is made up of teachers, county Superintendent, Principal, Superintendent and 3 Trustees. It was discussed to create a Central Montana Career & Technical Education Academy at the Fergus High School level to be focused on career readiness, to include an emphasis on CTE, Dual Credit and Workforce Skills. Mr. Moore is working on completing the application, working closely with Matt Lewis, FHS Principal, and the Counselors at Fergus High School. The application is due at the end of October to the Board of Public Education. A draft of the application will be presented at the Regular Board Meeting in October, with the final draft being approved at a Special Board Meeting to follow.

Mariah replaced John Carlson's positions. Eric VanderBeek will replace Whitney Brady on the Social Studies Curriculum committee.

9. **REPORT—INVESTMENT**

Interest earned and distributed for June was reported at \$13,519.24 in the Elementary and \$9,646.29 in the High School. July interest was reported at \$19,440.93 in the Elementary and \$16,311.89 in the High School. June Bond STIP interest was reported at \$46,024.49 and July Bond STIP interest was reported at \$40,566.84. August STIP Interest was reported at \$6,492.15. August SLGS Bond Interest was reported at \$13,884.35.

10. **REPORT—SUPERINTENDENT**

Brad Moore, Superintendent, discussed Board Goals with the Trustees and requested that the Trustees set 1-2 goals individually for the school district to be shared at the next Board Meeting. Mr. Moore reported that it will require a couple of Board Work Sessions to update the current policies. His goal is to be up to date before the next Legislative Session completes. Board Tours will take place on October 9, 2024. Trustee Birdwell requested that all Board Members attend. Tours of the CMEC Building and the Lincoln Building will be done at a later date. The unofficial enrollment count was presented to the Board with a decrease of 45 students districtwide. The curriculum teams will start meeting in early October. Mr. Moore updated the Board on events he will be taking part in over the next month. Mr. Moore expressed his desire for the Board to be involved in the Legislative process.

PUBLIC PARTICIPATION

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

There was no public participation.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (VanderBeek/Shammel)

- 12. MINUTES OF THE AUGUST 12, 2024, REGULAR BOARD MEETING
- 13. CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through September 6, 2024. The Finance Committee for October - December 2024 will be Board Chair Kris Birdwell, Whitney Brady, Mariah Shammel and Lisa Koch.
- 14. OUT OF DISTRICT AGREEMENTS
- 15. TRANSPORTATION
- 16. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR
- 17. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

18. APPROVE SECOND READING OF POLICY 5450 – EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT; POLICY 5450P - EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS AND DISTRICT EQUIPMENT PROCEDURE; POLICY 5450F – EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT, AND NETWORK ACCESS AGREEMENT – approved unanimously (Brady/Shammel)

INDIVIDUAL ITEMS – OLD BUSINESS

19. LETTER OF APPOINTMENT FOR BRAD MOORE TO THE CENTRAL MONTANA FOUNDATION BOARD – approved unanimously (Brady/VanderBeek)

ADJOURNMENT

The meeting was adjourned at 7:10 p.m. (Brady). The next regular meeting will be held at 6:00 p.m. on Monday, October 14, 2024, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: October 14, 2024

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through October 11, 2024, as approved by the Finance Committee.

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#15

MEETING DATE: October 14, 2024

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

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

Attached is a summary of the number of students attending Lewistown Public Schools from other districts, as well as a list of those that live in the Lewistown Elementary or Fergus High School District, but have chosen to attend another District. The latter do not require Board approval, but are listed as acknowledgement.

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

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

District of Residence	# of Students
Denton Elementary	0
Denton JHS	0
Denton HS	0
Grass Range Elementary	0
Grass Range JHS	0
Grass Range HS	2
Hobson Elementary	3
Hobson HS	1
King Colony	0
Moore Elementary	13
Moore JHS	4
Moore HS	10
Roy Elem	1
Roy JHS	0
Roy HS	0
Winifred Elem	10
Winifred JHS	4
Winifred HS	8
	56

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

District of Residence	# of Students
Denton Elementary	3
Denton JHS	2
Denton HS	2
Grass Range Elementary	3
Grass Range JHS	1
Grass Range HS	3
King Colony Elementary	17
King Colony JHS	8
Moore Elementary	7
Moore JHS	0
Moore HS	4
Roy Elementary	2
Roy JHS	2
Roy HS	2
	56

ABOVE IS A SUMMARY OF THE OUT OF DISTRICT STUDENTS BOTH ENTERING AND LEAVING LEWISTOWN PUBLIC SCHOOLS AS OF 10/10/24.
SCHOOLS WILL BE BILLED IN JULY FOR THE OUT OF DISTRICT STUDENTS ATTENDING OTHER SCHOOLS.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#16

MEETING DATE: October 14, 2024

ITEM TITLE: TRANSPORTATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

There are no transportation documents to approve.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#17

MEETING DATE: October 14, 2024

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

PREPARED BY: Christy Rogers, Administrative Assistant

SUMMARY:

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

Substitute Teachers

Jennifer Taylor

Dana Leininger

Josh Wright

Bailee Lamb

Anna (Destinni) Girton

Substitute Bus Driver

Dale Mammen

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#18

MEETING DATE: October 14, 2024

ITEM TITLE: PERSONNEL REPORT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Attached is the Personnel Report for your review.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday October 14, 2024

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
CHALMERS, Alana	Food Server/Kitchen Aide	Garfield Elementary School	Accept Letter of Resignation	10/8/2024	Amie Friesen	Letter on File
METCALF, Tara	High Needs Paraprofessional	Lewistown Jr. High School	Approve appointment on schedule --PARA EDUCATOR-HIGH NEEDS. Step 7 for up to 4 hours per day for up to 156 days	10/15/2024	Jeff Friesen	New Position
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS	Lewistown Jr. High School	Approve appointment on schedule as recommended - Names highlighted are being approved at the 10/14/24 Board Meeting	10/15/2024	Jeff Friesen	See Attached List
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended - Names highlighted are being approved at the 10/14/24 Board Meeting	10/15/2024	Paul Bartos and Matt Lewis	See Attached List
RUCKMAN, Shane	Volunteer Wrestling Coach	Lewistown Jr. High School		10/15/2024	Jeff Friesen	
STEELE, (Richey) Crystal	High Needs Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --PARA EDUCATOR-HIGH NEEDS. Step 0 for up to 7.5 hours per day for up to 159 days	9/25/2024	Matthew Ventresca	Replacing Tara Metcalf

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

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

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

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

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

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#19

MEETING DATE: October 14, 2024

ITEM TITLE: **CONSIDER MEMBERSHIP WITH MONTANA QUALITY EDUCATION (MQEC)**

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees will consider membership with the Montana Quality Education Coalition (MQEC). Doug Reisig, MQEC Executive Director, shared information about his organization and their role in the upcoming Legislative session at the September Board Agenda.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#20

MEETING DATE: October 14, 2024

ITEM TITLE: ADD JESSICA BROOKS TO THE FIRST BANK STUDENT ACTIVITIES ACCOUNT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the addition of Jessica Brooks to the First Bank Student Activities Account.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#21

MEETING DATE: October 14, 2024

ITEM TITLE: ADDITION OF FHS STUDENT ACTIVITIES FUND 029 – JUDITH BASIN DISTRICT FFA

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Addition of FHS Student Activities Fund 029 – Judith Basin District FFA. This fund will be used to keep funds for the Judith Basin District separate from the Fergus High School FFA, similar to what we do for the District Honor Band.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#22

MEETING DATE: October 14, 2024

ITEM TITLE: PUBLIC CHARTER SCHOOL APPLICATION

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Public Charter School Application.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:



Montana Board of Public Education

Public Charter School Application

September 2024

PO Box 200601 • Helena, MT 59620-0601 • (406) 444-6576 • www.bpe.mt.gov

TABLE OF CONTENTS

Introduction	3
Submission Procedures.....	3
Public Charter Application Cover Page.....	5
Public Charter Application	6
Academic Program.....	8
School Governance	15
Business Operations	21
Community Support and Need	23
Not a Local School Board?	24

INTRODUCTION

HB 549 (2023), now codified in Title 20, Chapter 6, Part 8 of Montana Code Annotated, authorized the establishment of public charter schools in Montana and tasked the Montana Board of Public Education as the sole entity authorized to enter into public charter contracts with a governing board. There are two types of public charter schools – those operating under an existing local school board and those operating as a new school district under a separate governing board. This Public Charter School Application is for both options.

A public charter school means a public school that has autonomy over decisions including, but not limited to, matters concerning finance, personnel, scheduling, curriculum, and instruction as defined in a public charter contract. Public charter schools are governed by a local school board, or in the case of a governing board other than a local school board, by the governing board of the public charter school district of which the public charter school is a part. Public charter schools are established and operated under the terms of a public charter contract and allow parents to choose to enroll their children. Public charter schools must admit students based on a lottery if more students apply for admission than can be accommodated.

Public charter schools provide a program of education that may include any or all grades from kindergarten through grade 12 and vocational education programs and operate in pursuit of a specific set of educational objectives as defined in its public charter contract.

The evaluation of your application will focus on whether implementing the proposals in your application will lead to the academic, organizational, and financial performance you are promising in exchange for potential broad flexibility from Montana’s education standards. The evaluation will also determine whether:

- There is an established need for the proposed public charter school;
- The proposed public charter school meets the needs of all its students;
- The proposed public charter school is of the highest academic quality;
- The proposed public charter school will provide a healthy learning environment and positive school climate;
- The proposed governing board demonstrates the capacity to implement the plan outlined in the application with fidelity; and
- The proposed public charter school will provide an educational opportunity to students that they would not otherwise receive at the traditional school they are zoned to attend.

SUBMISSION PROCEDURES

To facilitate the Montana Board of Public Education’s review of public charter school applications, applicants must submit the application to bpe@mt.gov between the dates of October 28 and November 1, 2024, with a deadline of November 1, 2024 at 5PM. All submission materials must be submitted in a single electronic submission. Multiple attachments will not be accepted in the submission. The Board will review the public charter school application, and if determined complete, will facilitate an interview, and take public comment on the application in November. Final approval of the application will take place at the January 2025 Board of Public Education meeting. Please note the timeline on the Board’s webpage under the Public Charter School tab.

We recognize that this application may not provide the space to fully respond to each of the questions in the application. Please provide a brief, direct response to each question, with reference to attachments, appendices, and weblinks to lengthier handbooks, policies, and additional information. Please make sure to clearly state where any corresponding responses are located within the application and limit application pages to 26, plus any attachments and letters of support.

Please note that submitting a public charter school application does not guarantee approval and that a public charter school contract will be granted. Failure to adhere to any requirements may lead to an incomplete application that is rejected before consideration. In addition, complete applications that are not strong enough to guarantee a successful public charter school implementation will be recommended for denial.

PUBLIC CHARTER APPLICATION COVER PAGE

Check One: ☒ New Public Charter under existing local school board ☐ New Public Charter District

Name of Public Charter School Central Montana Career and Technical Education (CTE) Academy

Local school district in which the public charter school will be physically located:

Fergus High School and Central Montana Education Center

Contact Information for the Governing Board Chair

Contact Person: Kris Birdwell Board Chair
Name Title

Contact Address: 224 W. Main, Suite 511 Lewistown, Montana 59457

Telephone Number: (406) 538-2623

E-mail Address: birdwellk@lewistown.k12.mt.us

Contact Information for the Person Completing this Application

Contact Person: Brad A. Moore Superintendent
Name Title

Contact Address: 215 7th Avenue S, Lewistown, MT 59457

Telephone Number: 406-535-8777 Ext 1112

E-mail Address: brad.moore@lewistown.k12.mt.us

Local Board of Trustee Evidence

Check One: ☒ Approved by existing local school board ☐ Refused approval by existing local school board

Lewistown Public School board minutes from October 14, 2024 are attached in **Appendix A** showing approval of the charter school.

PUBLIC CHARTER APPLICATION

Name of Public Charter School: **Central Montana Career and Technical Education (CTE) Academy**

Provide an executive summary with the general purpose and rationale for the creation of the public charter school, and explain how the proposed public charter school is different from a program that you could operate or are currently operating without the public charter designation.

In alignment with the current initiatives of the Montana OPI and Legislature, The Central MT CTE Academy aims to bridge the gap between high school, post-secondary education and labor and industry by offering students the opportunity to earn college credits and/or skilled training to include possible paid internships during their high school years and develop a set of skills to provide a transition straight into the workforce or obtain a higher level of skills at the post-secondary level or by the employer. According to an article published about a shortage of skilled workers on September 5, 2024, (https://www.kulr8.com/montana/annual-montana-workforce-report-reveals-job-growth-but-highlights-skilled-labor-shortages/article_465b6ed8-b4aa-5bfb-8b9a-9547a3f76570.html) stated “The report highlighted that the health-care industry will need 800 new skilled workers annually until 2032. The construction sector will require 1,000 new workers each year for the next eight years.”

By integrating post-secondary coursework into our curriculum and developing specific workforce development skills via a combination of in person and dual credit trainings students can earn college credits and develop a skill set for immediate employment into the workforce. We strive to equip students with a desired skill or training to immediately meet the workforce needs of Central Montana and give them a head start into a higher level of skill training at the postsecondary level or employee-based training. Through this initiative, we seek to foster a culture of quality workforce development to better meet the needs of Central Montana and provide students with a set of skills to pursue a higher set of skills and employability.

Opening Date: August 2025 Public Charter Term Length: Semester

Grades to be served: 9-12

Minimum Enrollment Per Year: 40

Planned Enrollment Per Year: 50

Maximum Enrollment Per Year: 70

During the proposed public charter 5-year term, indicate the specific grade-level programs that you plan to serve:

Check all that apply: ☐ Elementary Program ☐ Middle Grades Program ☒ High School Program

For each year of the public charter term, estimate the number of students the public charter school plans to serve in each grade:

	Elementary							Middle		High School				Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Year 1										5	5	15	25	50
Year 2										5-10	5-10	15-20	25-30	50-70
Year 3										5-10	5-10	15-20	25-30	50-70
Year 4										5-10	5-10	15-20	25-30	50-70
Year 5										5-10	5-10	15-20	25-30	50-70

ACADEMIC PROGRAM

See Submission Procedures

1. State the public charter school's mission and vision and describe why this initiative is important to the community it will serve.

Mission Statement

"Central Montana Career and Technical Education Academy is dedicated to providing high-quality, hands-on education and training that empowers students with the skills, knowledge, and confidence needed to excel in their chosen careers. We strive to foster a supportive and innovative learning environment that meets the evolving needs of our community and industry partners."

Vision Statement

"To be the leading institution in Central Montana for career and technical education, known for our commitment to excellence, industry relevance, and student success. We envision a future where our graduates are highly skilled professionals, equipped to drive economic growth and contribute to a thriving, dynamic workforce."

Goal

"To equip students with industry-leading skills and knowledge through comprehensive, hands-on training programs that align with current job market demands, thereby enhancing their career opportunities and contributing to the economic growth and development of Central Montana."

2. Identify the targeted student population and the community the public charter school proposes to serve.

Central MT CTE Academy will target freshman to senior students who choose to develop a skill to become more employable in the workforce upon graduation or to continue in their specialized skill development at a post-secondary institution. With the Academy teaching work base development skills, we will also target our homeschool population for potential part time enrollment as well as age eligible students from the neighboring Hutterite colonies. Current analysis of the targeted population is there are approximately eight Hutterite students who have graduated from 8th grade from the Colony schools and are age eligible and meet the targeted population for the Central MT CTE Academy. There are currently 40+ homeschool students that would be age eligible to attend the Central MT CTE Academy to enhance their skill set. There are currently home school students attending Fergus High School on a part-time basis and this is another group to be targeted for the Academy to serve.

3. Describe plans and timelines for student recruitment and enrollment, including lottery procedures.

School counselors will share information about the Central MT CTE Academy program with students at the end of their 8th grade year. A research-based aptitude test will be administered to help counselors assess student interest and abilities to help provide proper placement in the CTE Academy. There will be limited opportunities for 9th grade students, so counselors will continue to provide information to grades

9-11 for enrollment in the academy for the next year. Counselors and District Administrators will work with the County Superintendent to coordinate possible enrollment by current home school and colony students who are applicable age.

A parent/informational meeting will be advertised and held in the fall of all age eligible students where applications and due dates will be provided. Students enrolling in the Central MT CTE Academy will begin classes as early as the spring proceeding their freshman year.

If there are more qualified applicants than seats, we will utilize the lottery process. The lottery process would be for enrollment of students into the following semester. Random drawing of age eligible students to determine placement would be utilized.

4. Describe the public charter school's academic program, specifically focusing on why it is innovative in your school district. Include plans to formally assess student achievement on an annual basis.

Innovative Academic Program

1. **Project-Based Skill Development:** Our Academy will emphasize project-based learning, where students engage in interdisciplinary projects that promote critical thinking, collaboration, and real-world problem-solving. This hands-on approach enhances the learning process, along with giving students the opportunity to apply their knowledge in meaningful ways to ensure they are college and career ready. Students will learn through a variety of methods from online delivery models to internship with industry experts and work-base learning and skill development with skilled professionals and educators.
2. **Personalized Learning Plans:** Each student will develop a personalized learning plan tailored to their strengths, interests, skill set, workforce and academic goals. This allows for differentiated instruction, ensuring that all students progress at their own pace and receive the support they need to thrive.
3. **Community Partnerships:** We will collaborate with local businesses, industry experts, and organizations to create internship opportunities and mentorship programs, providing students with practical experiences and connections to the community.

Annual Assessment Plans

To ensure our innovative academic program effectively meets student needs, we will implement a robust assessment strategy that includes:

1. **Formative Assessments:** Ongoing formative assessments will be conducted throughout the year, including quizzes, projects, presentations, and industry partner observations and evaluations. These assessments will inform instructional adjustments and support personalized learning plans.
2. **Student Portfolios:** Students will maintain portfolios showcasing their work and reflecting on their learning journey. These portfolios will be reviewed annually, allowing for self-assessment, goal and future educational and skill development goals.
3. **Parent and Community Feedback:** We will conduct surveys and hold focus groups to gather feedback from parents and community members regarding the effectiveness of our programs and initiatives. This input will guide continuous improvement.

4. **Performance Reviews:** We will evaluate the overall effectiveness of our academic program through a comprehensive review of student achievement data, attendance rates, and engagement metrics. This will help us assess the impact of our innovative practices and make necessary adjustments.
5. **Skills Based Assessments:** Students will be evaluated on their abilities and competencies in specific tasks or areas relevant to a job or role. Assessments will directly measure practical skills through real-world scenarios, simulations, or hands-on tasks. This approach helps employers identify candidates who possess the necessary skills for a position and can effectively apply them in a work environment.

By combining these innovative practices with a structured assessment approach, we aim to cultivate an enriching learning environment that prepares our students for success both academically and personally.

Central Montana CTE Academy (chart 1 of 3)

Minimum Class Load	Career Pathway	Ag. Education			
	Health Professions	AFNR (Animal Science)	AFNR (Natural Resources)	Welding & Fabrication	Agricultural Construction & Mechanics
7	Freshman	Freshman	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science
	Math	Math	Math	Math	Math
	English	English	English	English	English
	Health/PE	Health/PE	Health/PE	Health/PE	Health/PE
	3 Electives	Exploration in Ag	Exploration in Ag	Exploration in Ag	Exploration in Ag
		2 Electives	2 Electives	2 Electives	2 Electives
7	Sophomore	Sophomore	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology	Biology	Biology
	Math	Math	Math	Math	Math
	English	English	English	English	English
	World History	World History	World History	World History	World History
	Health/PE	Health/PE	Health/PE	Health/PE	Health/PE
	Health Occupations (MTDA)	Animal Eval/Meat Sci	Forestry/Sustainable Foods	Materials & Processes/Welding 1	Materials & Processes/Woods 1
	Medical Terminology (MTDA)	1 Elective	1 Elective	1 Elective	1 Elective
6	Junior	Junior	Junior	Junior	Junior
	Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
	Math	Math	Math	Math	Math
	English	English	English	English	English
	American History	American History	American History	American History	American History
	Antomy/Physiology (MDTA)	A&P/Vet Science	Natural Resource MGMT	Welding 2	Ag Mechanics
	C.N.A. (dual credit)	2 electives	2 electives	2 electives	2 electives
	1 Elective	2 electives	2 electives	2 electives	2 electives
5	Senior	Senior	Senior	Senior	Senior
	English	English	English	English	English
	Government	Government	Government	Government	Government
	EMT (CMMC) (7 credits)	2 electives	2 electives	2 electives	2 electives
	1 Elective	Work Exp/Intern	Work Exp/Intern	Advanced Fab	Advanced Fab
	Work Exp/Internship			Work Exp	Work Exp

Central Montana CTE Academy (chart 2 of 3)

Minimum Class Load	Family & Consumer Sciences Education		
	Hospitality & Tourism	Design & Construction FCS	Human Services
7	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science
	Math	Math	Math
	English	English	English
	Health/PE	Health/PE	Health/PE
	Culinary Arts	Textiles & Design	Culinary Arts
	2 Electives	2 Electives	2 Electives
7	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology
	Math	Math	Math
	English	English	English
	World History	World History	World History
	Health/PE	Health/PE	Health/PE
	Advanced Culinary Arts Yr 1	Interior Design (MTDA)	Financial Survival/Entrepreneurship
	1 Elective	1.5 Elective	1 Elective
6	Junior	Junior	Junior
	Chemistry	Chemistry	Chemistry
	Math	Math	Math
	English	English	English
	American History	American History	American History
	Advanced Culinary Arts Yr 2	Textile & Design Independent Study	Child & Adolescent Development (4 credits)
	Entrepreneurship/Hospitality & Tourism	Entrepreneurship	
	1 Elective	1 Elective	2 Electives
5	Senior	Senior	Senior
	English	English	English
	Government	Government	Government
	2 Electives	2 Electives	2 Electives
	Work Exp/Internship	Work Exp/Internship	Work Exp/Internship

Central Montana CTE Academy (chart 3 of 3)

Minimum Class Load	Business Education	Associates	Career Pathway
	Business Finance		Education
7	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science
	Math	Math	Math
	English	English	English
	Health/PE	Health/PE	Health/PE
	Personal Law/Personal Finance	3 Electives	3 Electives
	2 Electives		
7	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology
	Math	Math	Math
	English	English	English
	World History	AP World History	World History
	Health/PE	Health/PE	Health/PE
	Economics	2 Electives	2 Electives
6	Junior	Junior	Junior
	Chemistry	AP Chemistry	Chemistry
	Math	Math	Math
	English	Advanced English 11 (3 credits)	English
	American History	Advanced American History (3 credits)	American History
	Accounting I	3 Electives	Child & Adolescent Development (4 credits)
	Entrepreneurship		
5	Senior	Senior	Senior
	English	English 12 (3 credits)	English
	Government	Government	Government
	2 Electives	Advanced Biology (5 credits)	2 Electives
	Work Exp/Internship	Advanced Math/Pre-Calculus (4 credits)	Work Exp/Internship
		1 Elective	
		Other potential dual credit or AP classes	
		AP Calculus	
		AP Physics	
		AP Government	
		Contemporary Math (Dual credit-MTDA)	
		Pre-Calculus (Dual credit-MTDA)	

5. Describe any variances to existing standards that the public charter school requires to enhance educational opportunities.

The Central MT CTE Academy may require a variance to standards to meet the minimum requirements of counselors and librarians in our CTE Academy and other provisions allowable by A.R.M. 10.55.604.

6. Describe the instructional design, including the type of learning environment, class size and structure, curriculum overview, and teaching methods.

This instructional design for the Central Montana CTE Academy is structured to equip students with the practical skills and foundational knowledge necessary for success in their chosen career pathway. By emphasizing hands-on experience and real-world applications, the Central Montana CTE Academy

prepares students for post-secondary education, immediate employment, and ongoing professional development, fostering a strong foundation for their future careers.

Learning Environment

- **Type:** Integrated hands-on learning environment that combines classroom instruction with practical application.
- **Setting:**
 - Dedicated labs and workshops for each discipline (e.g., welding shop, animal science facilities, and construction etc.).
 - Classrooms equipped with technology for lectures and simulations.
 - Outdoor areas for natural resources and plant science projects.
- **Atmosphere:** Collaborative and industry-focused, promoting safety, teamwork, and professionalism.

Class Size and Structure

- **Class Size:** 15-20 students per class to facilitate individual attention and hands-on learning.
- **Structure:**
 - **Weekly Schedule:** Instructional activities that blend foundational skills and practical work.
 - **Breakdown of possible structure:**
 - Foundational instruction (lectures, discussions, multimedia).
 - Hands-on practical application (workshops, labs).
 - Industry-related projects and simulations.
 - Internship, job shadow, community service activities, or work experience
 - Assessment, reflection, and guest speaker sessions from industry professionals.

Curriculum Overview

- **Duration:** Programs are divided into distinct pathways for each area of concentration, with some overlap to highlight interdisciplinary connections.
- **Core Pathways:**
 - **Welding & Fabrication:** Safety protocols, welding techniques, and project completion.
 - **(ANFR) Animal Science:** Animal anatomy, nutrition, health management, and veterinary basics.
 - **Construction & Mechanics:** Blueprint interpretation, building materials, safety regulations, and hands-on construction projects.
 - **(ANFR) Natural Resources:** Environmental science principles, horticulture practices, and conservation methods.
 - **Hospitality & Tourism:** Food preparation, service management, and event coordination.
 - **Human Services:** Community support strategies, case management, and ethical considerations.
 - **Design & Construction FCS:** Graphic design techniques, digital tools, and project portfolios.
 - **Health Professions:** Healthcare systems, patient care procedures, and medical ethics.
 - **Business Finance:** Financial literacy, budgeting, and entrepreneurship skills.
 - **Associates Pathway:** Advanced level classes, dual credit, college prep.

- **Education and Training:** Teaching methodology, child development, lesson planning, and classroom management techniques.

Teaching Methods

- **Project-Based Learning:** Students engage in projects that simulate real-world scenarios relevant to their chosen pathway, fostering problem-solving and critical thinking.
 - **Experiential Learning:** Opportunities for internships, community service, and job shadowing to connect classroom learning with practical experience.
 - **Collaborative Learning:** Group work, peer evaluations, and team projects to enhance communication and teamwork skills.
 - **Technology Integration:** Use of industry-standard software and tools, simulations, and virtual learning environments to enhance engagement and skill development.
 - **Assessment Strategies:** Regular formative assessments, practical exams, and reflective assignments to track progress and inform instructional adjustments.
7. Describe plans for identifying and successfully serving students with disabilities, students who are English Language Learners, students who are academically challenged, and gifted students, including compliance with applicable laws and regulations.

Identifying Students

Conduct regular assessments and screenings to identify students with disabilities
 Use the MTSS model to monitor student progress and provide early interventions
 Consider input from parents, teachers, and specialists in the identification process
 Comply with IDEA for appropriate evaluation and IEPs English Language Learners
 Use language proficiency assessments to identify ELLs
 Collect background information and language data to determine language proficiency levels

Academically Challenged Students

Monitor students' academic performance and compare it to established benchmarks
 Conduct standardized tests, teacher observations and assessments
 Provide differentiated instruction

Gifted Students

Use multiple criteria to identify students, such as IQ tests and teacher recommendations
 Provide differentiated instruction

Compliance with Laws and Regulations

Follow IDEA and Section 504 and all other federal and state laws governing education
 Provide an equitable and quality education

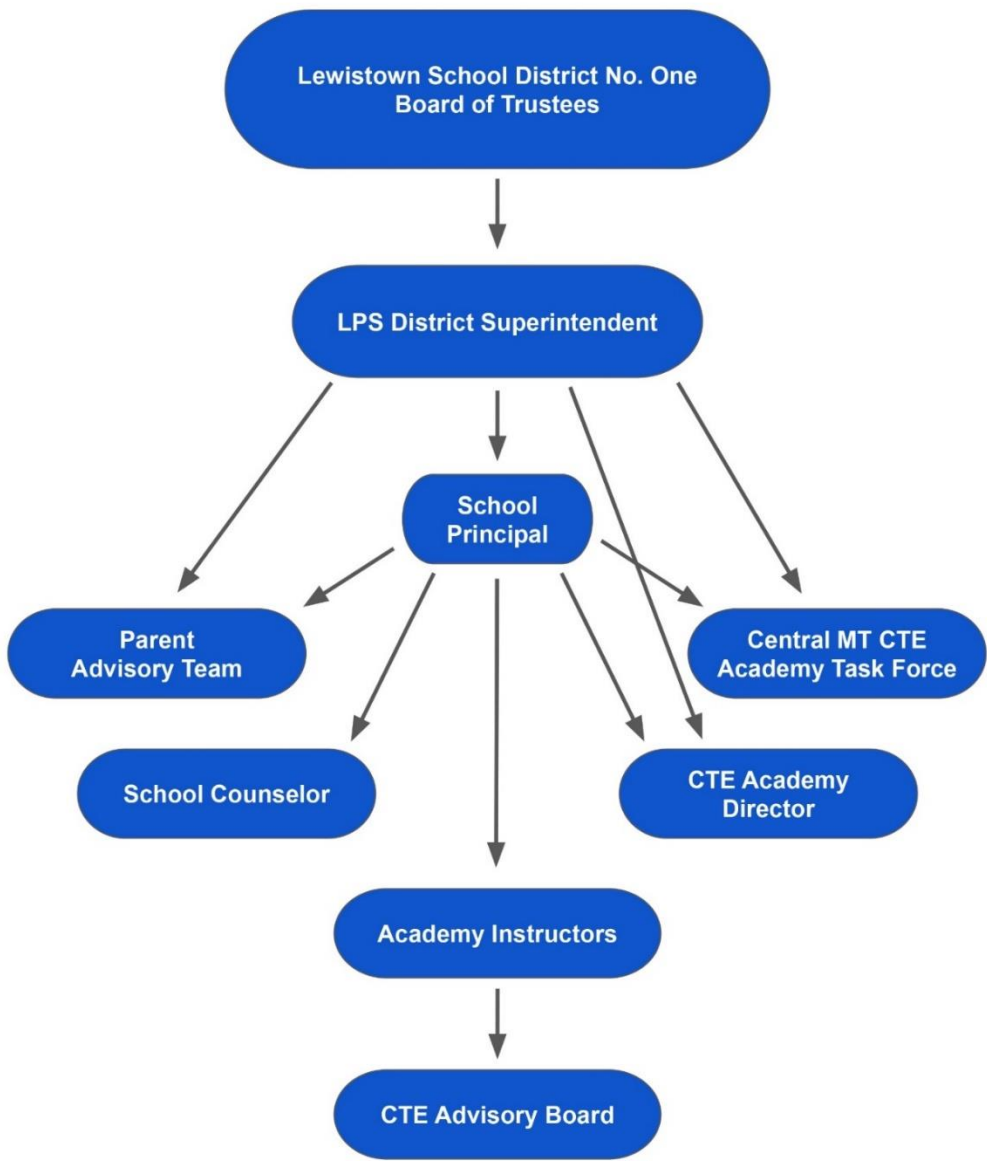
8. Describe student discipline policies, including those for special education students.

Discipline policies follow the school board approved policies, 3310 Student Discipline and 3310P-Discipline of Students with Disabilities. These policies and the Fergus High School Handbook detailing student discipline can be found on the school website at www.lewistown.k12.mt.us and are contained in Appendix B.

SCHOOL GOVERNANCE

See Submission Procedures

9. Describe the public charter school’s organizational chart that clearly presents the proposed organizational structure, including lines of authority and reporting between the governing board, staff, related bodies such as advisory bodies or parent and teacher councils, and external organizations that will play a role in managing the public charter school.



Describe the roles and responsibilities of the governing board, the proposed leadership management team, and other entities shown in the organizational chart.

The Lewistown Public Schools Board of Trustees will govern the Central MT CTE Academy. The

board has seven members and are subject to Montana state law and trustees are elected in May to serve terms for three years. The Lewistown Public Schools Board of Trustees meets at least once a month. Agendas are posted at least 48 hours in advance. Agendas and entire board packets are located on the www.lewistown.k12.mt.us website. Lewistown Public School District follows Administrative Laws of Montana including open meeting laws. The board has the authority to set budgets, approve policy, and approve recommendations for hiring and firing staff and detailed in Montana Code Annotated.

10. Provide a staffing chart for the public charter school's first year and a staffing plan for the term of the public charter school.

Central Montana CTE Academy Staffing Chart - Assuming 40 ANB in 2025-2026

POSITION	YEAR 1 FTE	YEAR 2-5 FTE	NOTES
Principal of the Academy	.15	.25	Shared with Fergus High School
Guidance Counselor	.20	.25	Shared with Fergus High School
Academy Instructors	2	2.25	Shared with Fergus High School
CTE Academy Director*	1.0	1.0	New Position

***See Appendix C for complete job description of Central MT CTE Academy Director.**

11. Detail the public charter school startup plan, identifying tasks, timelines, and responsible individuals.

Timeline	Task	Responsible Person
Oct 14-25, 2024	Completed Application to LPS Board of Trustees for Approval	Brad Moore- LPS District Superintendent
November 1, 2024	Completed Application Submitted to MT BPE	Brad Moore-LPS District Superintendent
November, 2024	In-Person Interview with BPE	Brad Moore-LPS District Superintendent
November 2024	Community Forum- Central MT CTE Academy	LPS Administration and Board of Trustees
January 2025	BPE Approval of Application	BPE
February 2025	Community Forum-Central MT CTE Academy	LPS Administration and Board of Trustees
April-May 2025	Staff Hiring & Assignments- Pre-Enrollment for Academy Students	LPS Administration, Trustees, & Counselors

13. Describe the plans for recruiting and developing school leadership and staff.

Recruiting and developing school leadership and staff is a crucial aspect of building a successful charter school program. Developing school leadership and staff is an ongoing process that requires careful planning and attention to the evolving needs of the institution and the individuals involved.

To address this, we plan to:

- Perform an annual needs assessment of the Central MT CTE Academy to assess the school's current and future needs
- Develop clear and comprehensive job descriptions for each role within the program
- Help current staff grow and develop through the evaluation process
- Post job openings internally and externally using our website and online job posting services.
- Collaborate with The Montana Office of Public Instruction and local universities
- Whenever possible, the administration will attend job fairs (virtual and in person) and conferences to connect with potential teaching candidates.
- The Central MT CTE Academy has developed a job description for the Academy Director and will recruit qualified individuals to apply for the position. Job Description is attached: Appendix C.

14. Describe the proposed leadership and teacher employment policies, including performance evaluation plans.

Board Policy 5222 determines the evaluation process for all non-administrative staff including teachers.

Board Policy 5222 states:

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations on forms applicable to the job classification and description, and day-to-day appraisals. Certified staff members may be evaluated according to the terms stated in the current collective bargaining agreement.

For certified staff members Article XI of the Collective Bargaining Agreement states:

Evaluation of Non-tenure Teachers: At least two written evaluations (one each semester) shall be made for all non-tenure teachers each year. Each of these evaluations will include two classroom observations with at least one observation each semester to include the formal observation process, as defined above. The written evaluations must be submitted to the Superintendent prior to June 1 by the administration.

Evaluation of Tenure Teachers: Tenured teachers will have a written evaluation and a minimum of one informal observation every year as established by the building principal.

15. State the proposed governing bylaws.

The governing bylaws for the Central MT CTE Academy will be governed by the Lewistown Public Schools Board of Trustees in the same fashion as Fergus High School. Policies and procedures are found on the Lewistown Public Schools website www.lewistown.k12.mt.us

16. Explain any partnerships or contractual relationships central to the operations and mission of the public charter school.

The creation of the Central MT CTE Academy will allow to form and expand partnerships with the

MSU-Billings, University of Montana-Western, MSU-Northern and Great Falls College-MSU. Partnerships will also be formed with industry and business leaders in Central Montana as well as the Department of Labor and Local Job Service in the common goals of workforce and skills development to meet our demands for skilled labor in Central Montana.

17. Provide the proposed calendar and sample daily schedule.

The official school calendar will follow the following provisions of the Collective Bargaining Agreement Article IX Section C.

SCHOOL CALENDAR: The District, with prior input from the Association, shall submit to said Association a copy of the proposed school calendars at least two (2) calendar weeks before its scheduled adoption by the Board. The Association may confer with the District regarding the school calendar and shall have the right to confer regarding any changes in said calendar including the effect, if any, of such change on bargaining unit members.

Proposed sample schedule will be as follows:

Students may follow a specific CTE track detailed below:

Central Montana CTE Academy (chart 1 of 3)					
Minimum Class Load	Career Pathway	Ag. Education			
	Health Professions	AFNR (Animal Science)	AFNR (Natural Resources)	Welding & Fabrication	Agricultural Construction & Mechanics
7	Freshman	Freshman	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science
	Math	Math	Math	Math	Math
	English	English	English	English	English
	Health/PE	Health/PE	Health/PE	Health/PE	Health/PE
	3 Electives	Exploration in Ag	Exploration in Ag	Exploration in Ag	Exploration in Ag
7		2 Electives	2 Electives	2 Electives	2 Electives
	Sophomore	Sophomore	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology	Biology	Biology
	Math	Math	Math	Math	Math
	English	English	English	English	English
	World History	World History	World History	World History	World History
	Health/PE	Health/PE	Health/PE	Health/PE	Health/PE
	Health Occupations (MTDA)	Animal Eval/Meat Sci	Forestry/Sustainable Foods	Materials & Processes/Welding 1	Materials & Processes/Woods 1
	Medical Terminology (MTDA)	1 Elective	1 Elective	1 Elective	1 Elective
6	Junior	Junior	Junior	Junior	Junior
	Chemistry	Chemistry	Chemistry	Chemistry	Chemistry
	Math	Math	Math	Math	Math
	English	English	English	English	English
	American History	American History	American History	American History	American History
	Antomy/Physiology (MDTA)	A&P/Vet Science	Natural Resource MGMT	Welding 2	Ag Mechanics
	C.N.A. (dual credit)	2 electives	2 electives	2 electives	2 electives
	1 Elective	2 electives	2 electives	2 electives	2 electives
5	Senior	Senior	Senior	Senior	Senior
	English	English	English	English	English
	Government	Government	Government	Government	Government
	EMT (CMMC) (7 credits)	2 electives	2 electives	2 electives	2 electives
	1 Elective	Work Exp/Intern	Work Exp/Intern	Advanced Fab	Advanced Fab
	Work Exp/Internship			Work Exp	Work Exp

Central Montana CTE Academy (chart 2 of 3)

Minimum Class Load	Family & Consumer Sciences Education		
	Hospitality & Tourism	Design & Construction FCS	Human Services
7	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science
	Math	Math	Math
	English	English	English
	Health/PE	Health/PE	Health/PE
	Culinary Arts	Textiles & Design	Culinary Arts
	2 Electives	2 Electives	2 Electives
7	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology
	Math	Math	Math
	English	English	English
	World History	World History	World History
	Health/PE	Health/PE	Health/PE
	Advanced Culinary Arts Yr 1	Interior Design (MTDA)	Financial Survival/Entrepreneurship
6	1 Elective	1.5 Elective	1 Elective
	Junior	Junior	Junior
	Chemistry	Chemistry	Chemistry
	Math	Math	Math
	English	English	English
	American History	American History	American History
	Advanced Culinary Arts Yr 2	Textile & Design Independent Study	Child & Adolescent Development (4 credits)
5	Entrepreneurship/Hospitality & Tourism	Entrepreneurship	
	1 Elective	1 Elective	2 Electives
	Senior	Senior	Senior
	English	English	English
	Government	Government	Government
	2 Electives	2 Electives	2 Electives
	Work Exp/Internship	Work Exp/Internship	Work Exp/Internship

Central Montana CTE Academy (chart 3 of 3)

Minimum Class Load	Business Education	Associates	Career Pathway
	Business Finance		Education
7	Freshman	Freshman	Freshman
	Earth Science	Earth Science	Earth Science
	Math	Math	Math
	English	English	English
	Health/PE	Health/PE	Health/PE
	Personal Law/Personal Finance	3 Electives	3 Electives
	2 Electives		
7	Sophomore	Sophomore	Sophomore
	Biology	Biology	Biology
	Math	Math	Math
	English	English	English
	World History	AP World History	World History
	Health/PE	Health/PE	Health/PE
	Economics	2 Electives	2 Electives
6	Junior	Junior	Junior
	Chemistry	AP Chemistry	Chemistry
	Math	Math	Math
	English	Advanced English 11 (3 credits)	English
	American History	Advanced American History (3 credits)	American History
	Accounting I	3 Electives	Child & Adolescent Development (4 credits)
	Entrepreneuership		
5	Senior	Senior	Senior
	English	English 12 (3 credits)	English
	Government	Government	Government
	2 Electives	Advanced Biology (5 credits)	2 Electives
	Work Exp/Internship	Advanced Math/Pre-Calculus (4 credits)	Work Exp/Internship
		1 Elective	
		Other potential dual credit or AP classes	
		AP Calculus	
		AP Physics	
		AP Government	
		Contemporary Math (Dual credit-MTDA)	
		Pre-Calculus (Dual credit-MTDA)	

BUSINESS OPERATIONS

See Submission Procedures

18. Describe plans for providing transportation, food service, and all other significant operational or ancillary services.

The Central MT CTE Academy will be run as a school within a school. Therefore, services such as transportation, food service, and operational services will be provided by Lewistown Public Schools. Students of the Central MT CTE Academy will have access to Chromebooks and the wireless network as provided by the Lewistown Public Schools.

19. Describe cocurricular and extracurricular programs and how the programs will be funded and delivered.

Co-curricular programs and extracurricular activities are important components to a child's educational experience. Central MT CTE Academy Students will be eligible for participation at Fergus High Schools according to the Montana High School Association and Fergus High School board policies and procedures.

20. Describe the proposed financial plan and policies, including financial controls and audit requirements.

The financial plan and policies of the Central MT CTE Academy will be governed by the Lewistown Public School District Business Office. Montana law regarding procedures and safeguards is in place and will be followed.

21. Describe the insurance coverage that will be obtained.

The Central MT CTE Academy will have the same insurance coverage as Fergus High School. Currently, MSGIA is the company that represents Workman's Compensation and Property and Liability for the Lewistown Public School District.

22. Describe the startup and five-year budgets with clearly stated assumptions.

The Central Montana CTE Academy will operate within the framework of the Lewistown School District, enjoying the same financial advantages and organizational structures as other district programs. Its personnel and day-to-day operational expenses will primarily rely on funding from the District's General Fund, supplemented by contributions from funds such as Transportation, Retirement, among others.

Certified staff members will receive compensation in accordance with the District's established collective bargaining agreement, ensuring that these costs are predictable and controlled.

Budget allocations for necessary supplies and equipment will be overseen by the school's principal, adhering to both District policies and state regulations. To provide a clear financial perspective, we've outlined both the current annual budget and projected expenditures see **Appendix D for details**.

23. Describe the startup and first year cash flow projections with clearly stated assumptions.

Our estimated expenses are equal to the additional base payment that will be received in the first year of funding. We will continue to operate as we normally do with our General Fund expenditures, allowing our reserves to maintain a positive cash balance until state payments and taxes are deposited to our bank account. **See Appendix D for details.**

24. Describe anticipated fundraising contributions and evidence, if applicable.

We do not anticipate fundraising at this time.

25. Describe the facilities plan, including backup or contingency plans.

The current facilities at Fergus High School will be utilized for the Central MT CTE Academy. As enrollment increases and course offerings increase, courses may be offered at the Central Montana Educational Center facility, which is owned and managed by the Lewistown Public School District.

COMMUNITY SUPPORT AND NEED

See Submission Procedures

26. Describe the specific evidence of significant community support.

Media sources in the local community have been utilized to provide information and support of the Central MT CTE Academy concept. Radio spots from Lewistown administrators during the month of September has provided more information to the community. The Central MT CTE Academy has been part of the Lewistown Board of Trustees regular board meeting reports and agenda since August of 2024. Lewistown Argus reported on the status of the Central MT CTE Academy progress on September 18, 2024 at https://www.lewistownnews.com/news/lewistown-school-board-moving-forward-with-charter-school-proposal/article_e47522-74bc-11ef-9993-3fdf22a5f7d5.html

The Central MT CTE Academy Task force meets every two weeks during the application process and meetings are publicly noticed and open to the public.

27. Describe the opportunities and expectations for parent involvement.

- Family Nights will occur at least two times a year.
- August- Orientations before school to meet with students to finalize schedule and work based learning opportunities in the Central MT CTE Academy.
- Pre-Graduation night where guardians and students come to talk about employment options or further training opportunities.
- Parents teacher conferences twice a year to increase knowledge level and opportunities for the Central MT CTE Academy.
- Staff training and time to further enhance their skill level in CTE areas.
- Arranging on-site visits to potential business partners and continue to grow and helping their children find opportunities for job exploration and work-based learning experiences such as internships and job shadows.
- Staff Mentoring Students with daily check ins.
- Community members providing specific skill instruction for students.
- Partner with businesses within their communities to provide students with more opportunities for job shadowing, internships and other work-based experiences.
- Partner with community organizations to provide entrepreneurship and/or service learning opportunities during or after school.
- CTE Advisory Board will meet a minimum of twice per year.

NOT AN EXISTING LOCAL SCHOOL BOARD? COMPLETE THE FOLLOWING INFORMATION

See Submission Procedures

1. Provide specific evidence that the applicant has sought from the local school board the creation of a school or program of the located school district serving the mission and vision of the proposed public charter school.
2. Provide specific evidence that the local school board declined to create the school or program and declined to submit a proposal for the creation of a public charter school to the Board of Public Education.
3. Provide a legal description of the property of the existing school district from which the boundaries of the public charter school district are proposed to be formed.
4. Share background information on the initial governing board members and, if identified, the proposed school leadership and management team.

Appendix A
Board Meeting Minutes

Appendix B

Policies 3310 & 3310P and Fergus High School Student Handbook

Appendix C

Job Description of Central MT CTE Academy Director

CENTRAL MT CTE ACADEMY DIRECTOR

REPORTS TO: FHS Principal/District Superintendent

FLSA Designation: Exempt

Salary: 55k-65K plus benefits. (DOE)

This is a Director Position and they would be eligible for Health, Dental, Life and Disability as well as Sick and Vacation time. They are also given a district provided cell phone.

Contract: 11 Month Director Position (240 days) (July 1, 2025 Start Date)

To serve the community by developing relationships with business and industry that will build and strengthen the Central Montana CTE Academy programs and career pathways.

This position would be responsible for understanding current and future workforce needs and serving as a liaison between the Central MT CTE Advisory Board and Lewistown Public Schools, ensuring a strong and effective partnership exists. The goal is to create work-based learning opportunities and skill advancement for High School and high school age students in Central Montana, but not limited to the following areas:

- **Welding & Fabrication:** Safety protocols, welding techniques, and project completion.
- **(ANFR) Animal Science:** Animal anatomy, nutrition, health management, and veterinary basics.
- **Construction & Mechanics:** Blueprint interpretation, building materials, safety regulations, and hands-on construction projects.
- **(ANFR) Natural Resources:** Environmental science principles, horticulture practices, and conservation methods.
- **Hospitality & Tourism:** Food preparation, service management, and event coordination.
- **Human Services:** Community support strategies, case management, and ethical considerations.
- **Design & Construction FCS:** Graphic design techniques, digital tools, and project portfolios.
- **Health Professions:** Healthcare systems, patient care procedures, and medical ethics.
- **Business Finance:** Financial literacy, budgeting, and entrepreneurship skills.
- **Associates Pathway:** Advanced level classes, dual credit, college prep.
- **Education and Training:** Teaching methodology, child development, lesson planning, and classroom management techniques.

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

Develops and manages the Central MT CTE Academy programs and career pathways.

Coordinates education programs with appropriate staff, industry partners and higher education institutes which may include supervisors, coordinators, teachers, counselors, business owners, paraprofessionals, and secretaries.

Assists in the development of curriculum guides.

Participates and coordinates with other administrators to ensure quality instructional programs.

Meets with representatives from the community, industry partners, local government and other districts regarding the Central MT CTE Academy.

Serves as liaison between the Central MT CTE Academy and community stakeholders.

Participates in special projects in community needs analysis and program development.

Marketing of the Central MT CTE Academy to stakeholders, post-secondary institutions and industry partners.

Assists in the granting and distribution of certificates and diplomas to students successfully fulfilling the requirements for them.

Participates in county, state, and national activities designed to improve the Central MT CTE Academy.

Responsible for all reports working with District Superintendent as they relate to the Central MT CTE Academy

Provide professional development opportunities to instructional staff of the Central MT CTE Academy.

Ability to read, analyze, and interpret general business periodicals and professional journals.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from the general public.

Ability to communicate clearly and concisely in both oral and written form.

Ability to establish and maintain effective working relationships with students, staff, community, industry partners and higher education institutions.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Demonstrate leadership ability and general knowledge of issues and problems in all aspects of the Central MT CTE Academy

Ability to work independently with minimal supervision and guidance.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana Teacher's License. (Class 1, 2, or 4)

Bachelor's Degree in a related field required

CTE Experience knowledge and experience required

Master's Degree in a related field preferred

Or any equivalent combination of education and experience

Minimum of three years teaching experience. Administrative/Management experience preferred.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

Appendix D

CENTRAL MONTANA CTE ACADEMY BUDGET - YEAR 1							
Name	Description	FTE	Amount	Budgeted FTE	Budget	Row Head	Col Head
CTE TEACHER A	FERGUS TEACHER	1	\$62,515.00	0.50	\$31,257.50	[YEAR 15]	[BA+20]
CTE TEACHER B	FERGUS TEACHER	1	\$50,585.00	0.50	\$25,292.50	[YEAR 10]	[BA]
CTE TEACHER C	FERGUS TEACHER	1	\$74,658.00	0.50	\$37,329.00	[YEAR 14]	[MA+30]
CTE TEACHER D	FERGUS TEACHER	1	\$37,439.00	0.50	\$18,719.50	[YEAR 1]	[BA]
					\$112,598.50		
Name	Description	FTE	Amount	Budgeted FTE	Budget	Row Head	Col Head
HIGH SCHOOL ADMINISTRATOR	PRINCIPAL	1	\$120,434.00	0.15	\$18,065.10	HS PRINCIPAL	SALARY
Name	Description	FTE	Amount	Budgeted FTE	Budget	Row Head	Col Head
HIGH SCHOOL COUNSELOR	FERGUS TEACHER	1	\$62,051.00	0.20	\$12,410.20	[YEAR 12]	[MA]
Name	Description	FTE	Amount	Budgeted FTE	Budget	Row Head	Col Head
TBD	CTE COORDINATOR	1			\$65,000.00	240 DAYS	
TOTAL SALARIES	\$208,073.80						
TOTAL BENEFITS	\$52,018.45						
TOTAL SALARIES & BENEFITS	\$260,092.25						
ADDITIONAL STATE PAYMENT	\$360,000.00						
SUPPLIES	\$30,000						
INSTRUCTIONAL MATERIALS	\$25,000						
PROFESSIONAL DEVELOPMENT	\$15,000						
CONTRACTED SERVICES	\$30,000						
TOTAL ADDITIONAL	\$100,000						
OVER/UNDER BUDGET	-\$92.25						

CENTRAL MONTANA CTE ACADEMY BUDGET - YEAR 2- YEAR 5.							
Name	Description	FTE	Year 1 Base Amount	Budgeted FTE	Budget (5% Inc)	Row Head	Col Head
CTE TEACHER A	FERGUS TEACHER	1	\$62,515.00	0.50	\$32,820.38	[YEAR 15]	[BA+20]
CTE TEACHER B	FERGUS TEACHER	1	\$50,585.00	0.50	\$26,557.13	[YEAR 11]	[BA]
CTE TEACHER C	FERGUS TEACHER	1	\$74,658.00	0.50	\$39,195.45	[YEAR 15]	[MA+30]
CTE TEACHER D	FERGUS TEACHER	1	\$37,439.00	0.50	\$19,655.48	[YEAR 2]	[BA]
TBD	FERGUS TEACHER	1	\$56,299.25	0.25	\$14,778.55		
					\$133,006.98		
Name	Description	FTE	Year 1 Base Amount	Budgeted FTE	Budget (5% Inc)	Row Head	Col Head
HIGH SCHOOL ADMIN	PRINCIPAL	1	\$120,434.00	0.25	\$31,613.93	HS PRINCIPAL	SALARY
Name	Description	FTE	Year 1 Base Amount	Budgeted FTE	Budget (5% Inc)	Row Head	Col Head
SCHOOL COUNSELOR	FERGUS TEACHER	1	\$62,051.00	0.25	\$16,288.39	[YEAR 13]	[MA]
Name	Description	FTE	Year 1 Base Amount	Budgeted FTE	Budget (5% Inc)	Row Head	Col Head
TBD	CTE COORDINATOR	1	\$65,000.00		\$68,250.00	240 DAYS	
TOTAL SALARIES	\$249,159.29						
TOTAL BENEFITS	\$62,289.82						
TOTAL SALARIES & BENEFITS	\$311,449.11						
ADDITIONAL STATE PAYMENT	\$370,800.00		Increased ANB from home school, colonies, etc. will increase this number				
SUPPLIES	\$19,000.00						
INSTRUCTIONAL MATERIALS	\$5,000.00						
PROFESSIONAL DEVELOPMENT	\$10,000.00						
CONTRACTED SERVICES	\$25,000.00						
TOTAL ADDITIONAL	\$59,000.00						
OVER/UNDER BUDGET	\$350.89						

LEWISTOWN PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

PIR DAYS (Pupil Instruction-Related)

HOLIDAYS & VACATIONS

No School for Teachers or Students

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

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

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

BOARD APPROVED 3-18-2024

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

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

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