

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES
REGULAR BOARD MEETING
PAGE 1**

LINCOLN BOARD ROOM

215 7th Ave South
Lewistown, MT 59457

MONDAY, March 10, 2025

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation – Lee Crouse and the Fergus High School Impact Team
5. Report – Student Representative to the Board
6. Report – Lewistown Education Association (LEA)
7. Report – Committees of the Board
8. Report – Election Information
9. Report – Budget
10. Report – Investments
11. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

13. Minutes
14. Claims
15. Out of District Agreements
16. Transportation
17. Destruction of Records
18. Certification for Indirect Cost Rates for FY 2025-2026
19. Additions to the Substitute List for the 2024-2025 School Year
20. Personnel Report

ACTION ITEMS – OLD BUSINESS

21. Second Reading of Policies

ACTION ITEMS – NEW BUSINESS

22. First Reading of Policies
23. Suspension of Bus Route 5 Until a Qualified Driver is Hired
24. 2025-2026 School Calendar
25. Set Elementary District Number One General Fund Levy Amount
26. Set High School District Number One General Fund Levy Amount
27. Set Elementary District Number One Building Reserve Safety Fund Levy
Amount

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES
REGULAR BOARD MEETING
-CONTINUED PAGE 2-**

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

MONDAY, March 10, 2025

28. Set High School District Number One Building Reserve Safety Fund Levy Amount
29. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Flexibility, Transportation and Bus Depreciation Levies for School Fiscal Year 2026
30. Approve Multi-District Agreement for Technology Services

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: March 10, 2025

ITEM TITLE: PRESENTATION – FERGUS HIGH SCHOOL IMPACT TEAM

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Lee Crouse, Impact Team Advisor, and members would like to present information to the board about the newly organized Fergus High School Impact Team.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT - STUDENT REPRESENTATIVE

PREPARED BY: Shoei Davis, Student Representative

SUMMARY:

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

Student Representative Report

Sports

Basketball :

- **BOYS -**

- Vs. Havre **Feb. 14th**
- Vs. Dawson **Feb. 15th**
- Vs. Custer County **Feb. 18th**
- Divisionals in Billings **Feb. 27th - March 1st**

- **GIRLS -**

- Vs. Havre **Feb. 14th**
- Vs. Dawson **Feb. 15th**
- Vs. Miles City **Feb. 18th**
- Divisionals in Billings **Feb. 27th - March 1st**

Wrestling :

- Wrestling State at Billings **Feb. 13th - 15th**

Speech and Debate :

- National Qualifiers **Feb. 14th -15th**

Clubs

FCCLA :

- Preparations for State Leadership Conference (**March 19th - 21st**)

BPA :

- State Conference Meeting in Billings **March 10th - 12th**

Spanish Club :

- Discussions on upcoming events for language days and collage visits

Student Council :

- **Yearly Project :** Replace school bathroom mirrors
- **Prom** - April 5th, Night in Grease

Blue Highlights: Hosted at Fergus

Non Highlighted : Hosted outside Fergus

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#6

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – LEWISTOWN EDUCATION ASSOCIATION

PREPARED BY: Luke Brandon LEA President

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#7

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – COMMITTEES OF THE BOARD

PREPARED BY: Committees

SUMMARY:

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

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

Committees Meetings since February Board Meeting:

Policy Committee – Wednesday, February 12th

Activity Committee – Monday, February 17th

Curriculum Committee – Monday, February 17th

Safety Committee – Tuesday, February 18th

Committees Meeting in the Near Future:

Gaining Committee – Wednesday, March 12th

Curriculum Committee – Monday, March 17th

Policy Committee – Wednesday, March 19th

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

STANDING COMMITTEES OF THE BOARD
2024-2025 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2024-2025 School Year

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



Lewistown Public Schools

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

February 24, 2025

Jeff Friesen
[REDACTED]

Lewistown, MT 59457

Brett Thackeray
[REDACTED]

Lewistown, MT 59457

Subject: Soccer

Dear Mr. Friesen and Mr. Thackeray:

Thank you for meeting with the School Board Activities Committee on February 17, 2025, to discuss the addition of soccer as a boys and girls high school sport. The purpose of this letter is to summarize our discussion.

As we explained at the onset of the meeting, the timing of the request is very challenging. Our district is currently grappling with several difficult issues. We are dealing with declining enrollment, a severe shortage of bus drivers, union salary negotiations and great uncertainty with regard to funding. In addition, community support for school levies is lacking and the pending legislative session has created unique challenges for the district. Given these conditions, we will be very cautious in response to any request to adopt new activities or programs.

Based on your comments, we understand that you plan to approach the board in the winter of 2026, concerning a fall soccer season in the 2026 school year. Prior to any meeting with the board or Activities Committee, please prepare and address the following concerns:

1. Provide a five (5) year estimated budget, to include funding sources;
2. Provide a long-term proposal for outside funding for soccer at Fergus High School;
3. Provide budget proposals for uniforms, equipment, travel, hotels, transportation, coaching stipends, MOA fees, and other required expenses;
4. Provide a detailed explanation for the long-term costs and obligations associated with the maintenance, upkeep, taxes, etc. of the soccer field;
5. Provide the school district with the MOA between the City of Lewistown and the Lewistown Soccer Club and
6. Provide a detailed explanation of the likely number of male and female participants.



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In addition to the items noted above, the Activities Committee is very concerned with Title IX compliance and adequate participation for both boys and girls teams. Likewise, the Activities Committee is concerned that having eight fall sports may not be feasible for a school with approximately 340 total students. Please be prepared to address these issues.

As part of the evaluation process, the Activities Committee will consult with the high school Principal, high school Athletic Director, the Transportation Director, high school coaches, high school students and parents.

It is critical that the Lewistown soccer community understand that the Activities Committee is very supportive of soccer. However, it is a challenging time to add activities or programs given the district's current circumstances.

Sincerely,

Activities Committee

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#8

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – ELECTION INFORMATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

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

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

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

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

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

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

_____ 3-year term (to expire in 2028)
_____ 3-year term (to expire in 2028)
_____ 1-year term (to expire in 2026)

Declaration of Intent Filed for Nomination of School Board Trustee:

Whitney Brady (3-year)
Logan Smith (3-year)
Mariah Shammel (3-year)

**LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY**

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

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

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

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

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

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

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

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

VOTER STATUS BY DISTRICT AS OF DECEMBER 2024					
ELEMENTARY:			HIGH SCHOOL:		
# ABSENTEE VOTERS	4018	68%	# ABSENTEE VOTERS	179	65%
# POLL VOTERS	1860	32%	# POLL VOTERS	97	35%
TOTAL # OF ACTIVE VOTERS	5878		TOTAL # OF ACTIVE VOTERS	276	

SCHOOL ELECTION CALENDAR 2025

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

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

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

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

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

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#9

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – BUDGET

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

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

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

FY26 BUDGET SUMMARY

3/10/25

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

FY26 PROJECTED BUDGETS

INFLATION ONLY		
	ELEMENTARY	HIGH SCHOOL
Highest Budget Without a Vote:	\$7,245,794	\$3,622,735
Highest Budget With a Vote:	\$7,341,649	\$3,622,735
Potential Levy to Voters	\$95,855	\$0
DIFFERENCE:		
FY26 vs FY25 w/o vote	(\$15,611)	\$96,621
FY26 vs FY25 w/vote	\$80,244	\$96,621
PROJECTED EXPENSES:	\$7,665,197	\$3,832,267
PROJECTED SHORTFALL:		
without a vote	(\$419,403)	(\$209,531)
with a vote	(\$323,549)	(\$209,531)

NOTE: These are budget projections and will fluctuate over the coming months as more "unknowns" become "knowns" (Legislature, Resignations/Retirements, Health Insurance, etc). The HS Budget includes shared expenditures with the new Central MT CTE Charter School.

INFLATION & DOUBLE QEP (STARS ACT)		
	ELEMENTARY	HIGH SCHOOL
Highest Budget Without a Vote:	\$7,500,957	\$3,737,625
Highest Budget With a Vote:	\$7,596,812	\$3,737,625
Potential Levy to Voters	\$95,855	\$0
DIFFERENCE:		
FY26 vs FY25 w/o vote	\$239,553	\$211,511
FY26 vs FY25 w/vote	\$335,407	\$211,511
PROJECTED EXPENSES:*	\$7,665,197	\$3,832,267
PROJECTED SHORTFALL:		
without a vote	(\$164,240)	(\$94,642)
with a vote	(\$68,385)	(\$94,642)

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

INCLUDED IN BUDGET:

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

Legislation with positive impacts to School Funding:

STARS Act	HB252	Senate Committee
Countywide BASE Levy	HB156	Senate Committee
Funding for Pre-K Students with Disabilities	HB168	Passed House 2nd Reading, in House Appropriations
SMMA Increase	HB515	House 1st Reading
Inflation Reconciliation (FY29)	HB266	1st reading Senate
K-12 Inflation	HB15	Senate Committee

GENERAL FUND BUDGET HISTORY

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (no vote)
Elementary	\$6,515,200	\$6,743,984	\$6,746,788	\$7,018,872	\$7,216,779	\$7,261,405	\$7,245,794
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,622,735

% increase each year without a vote FY26

	FY21	FY22	F23	F24	F25	FY26 Proj (no vote)
Elementary	3.51%	0.04%	4.03%	2.82%	0.62%	-0.21%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.74%

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

Elementary	1.80%
High School	1.76%

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (vote)
Elementary	\$6,515,200	\$6,743,984	\$6,746,788	\$7,018,872	\$7,216,779	\$7,261,405	\$7,341,649
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,622,735

% increase each year with a vote FY26

	FY21	FY22	F23	F24	F25	FY26 Proj (vote)
Elementary	3.51%	0.04%	4.03%	2.82%	0.62%	1.11%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.74%

Average per year Over 5 Years - with a vote FY26

Elementary	2.02%
High School	1.76%

LEWISTOWN PUBLIC SCHOOLS																										
Enrollment History February 3, 2025																										
Grade	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Proj Fall 2025	Proj Fall 2026	
Early Intervention																						14	14	14	14	
Kindergrarten	97	96	95	111	112	109	108	96	101	104	102	96	96	108	110	104	106	88	89	96	93	78	80	80	80	
1st Grade	95	95	95	83	85	100	97	109	105	95	89	97	95	83	83	106	112	88	87	75	70	79	76	80	80	
2nd Grade	82	82	83	95	97	86	86	95	95	98	99	98	100	91	93	86	87	118	115	87	89	67	68	76	80	
3rd Grade	94	96	94	84	85	91	89	92	90	90	92	96	96	101	106	91	91	89	88	112	109	92	89	68	76	
4th Grade	75	77	78	98	99	87	87	94	93	94	92	95	98	85	89	104	109	97	95	85	86	104	109	89	68	
5th Grade	78	79	79	79	80	101	99	89	88	93	90	90	90	99	100	89	89	115	115	91	90	84	83	109	89	
6th Grade	98	97	96	83	87	74	73	101	100	89	87	90	86	85	85	96	98	96	96	113	112	88	87	83	109	
7th Grade	79	81	82	104	99	80	77	78	79	106	105	80	82	88	90	89	92	101	101	91	88	111	111	87	83	
8th Grade	98	98	94	87	89	93	93	77	77	79	77	107	105	78	77	88	91	96	91	104	101	86	85	111	87	
9th Grade	98	98	97	102	103	88	87	92	92	76	78	70	72	98	99	88	84	98	98	89	89	101	95	85	111	
10th Grade	89	87	88	97	95	92	91	81	81	96	95	75	76	70	71	96	96	82	81	92	93	82	81	95	85	
11th Grade	85	83	80	88	83	94	88	91	87	80	76	85	82	80	75	84	82	100	97	81	77	89	86	81	95	
12th Grade	82	81	81	81	79	78	78	85	83	85	84	76	74	84	84	70	67	76	75	92	88	75	75	86	81	
	Fall 2014	Winter 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Proj Fall 2025	Proj Fall 2026	
K-6	619	622	620	633	645	648	639	676	672	663	651	662	661	652	666	676	692	691	685	659	649	606	606	599	596	
7-8	177	179	176	191	188	173	170	155	156	185	182	187	187	166	167	177	183	197	192							

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#10

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for February 2025 was as follows:

Elementary: \$11,058.02 High School: \$9,492.70 Total: \$20,550.72

SLGS Elementary bond interest accrued from August 2024 through February 2025 was \$84,414.17.
February's portion of the interest accrued was \$7,495.72.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#11

MEETING DATE: March 10, 2025

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

National Conference on Education Report

Legislative Update

Vacancies Update

Charter School Update

MUST Board Meeting- March 14, 2025- Helena

Montana FFA Administrators Conference- April 4, 2025- Bozeman

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#12

MEETING DATE: March 10, 2025

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

PREPARED BY: _____

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – CONSENT AGENDA

13. Minutes
14. Claims
15. Out of District Agreements
16. Transportation
17. Destruction of Records
18. Certification for Indirect Cost Rates for FY 2025-2026
19. Additions to the Substitute List for the 2024-2025 School Year
20. Personnel Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#13

MEETING DATE: March 10, 2025

ITEM TITLE: MINUTES

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the February 10, 2025 Regular Board Meeting.
- Minutes of the February 17, 2025 Special Board Meeting

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, February 10, 2025

BOARD OF TRUSTEES LEGAL TRAINING

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

1. ROLL CALL
TRUSTEES PRESENT:
Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel, Lisa Koch,
Jeff Southworth
TRUSTEES ABSENT:
Kevin Hodge
2. TRAINING – JEFF WELDON, FELT MARTIN PC
Board Training Topics included the following:
 - District Social Media
 - Board Use of Email

ADJOURNMENT

The meeting was adjourned at 5:45 p.m. (Brady/Shammel). The next Board Training will be held at 5:15 p.m. on Monday, March 10, 2025, at the Lincoln Board Room.

**KRIS BIRDWELL
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

WEDNESDAY, February 10, 2025

REGULAR BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Whitney Brady, Eric VanderBeek, Kris Birdwell, Mariah Shammel, Lisa Koch,
Jeff Southworth
TRUSTEES ABSENT:
Kevin Hodge
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Brady/Southworth)
4. PRESENTATION – CENTRAL MONTANA MENTORING PROGRAM
Yvette Hersel, Mentoring Advisor, shared information about the non-profit Central MT Mentoring Program, which matches High School students with Elementary students. The program has grown significantly in the past few years with nearly 160 mentors and mentees. In addition to the mentoring program, they have a scholarship program that is funded through various fundraisers throughout the year.
5. PRESENTATION – PRODUCER PARTNERSHIP, AMIE FRIESEN & JERI DELYS
Amie Friesen, Food Service Director, introduced Jeri Delys with Producer Partnership. Through this program, area ranchers would have the option to donate live beef for slaughter and in return, earn a tax credit for the donation. The processing and delivery of the meat is free to the district, benefiting both the school district and ranchers that donate.
6. PRESENTATION – TAX INCREMENT FINANCE DISTRICT, ABBY BYERLY & SARA HUDSON
Abby Byerly, Sara Hudson and Dave Byerly, representatives of the Lewistown Tax Increment Finance (TIF) District Board, presented information on the Tax Increment Districts in Lewistown. The TIF Districts are under the jurisdiction the City of Lewistown. The current legislation related to TIF Districts are SB1, SB2, SB3, and LC3100.
7. REPORT – STUDENT REPRESENTATIVE TO THE BOARD
Shoei Davis, Student Representative, reported on the happenings at Fergus High School.
8. REPORT – LEWISTOWN EDUCATION ASSOCIATION
Luke Brandon, LEA President, was not available to report.
9. REPORT—COMMITTEES OF THE BOARD

The Safety Committee met on January 16, 2025. Most schools have completed their E3 Safety Communication System training. The committee will be meeting in the near future.

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

The Calendar Committee met on January 21, 2025. The staff is currently voting on the calendar and will be brought to the Board Meeting in March. That committee also completed the Professional Development Plan being acted upon later on the meeting.

The Policy Committee met on January 22, 2025 to review the remaining 2000 series policies and begin working on the 3000 series policies. These policies will be considered for 1st reading approval later in the meeting.

The Public Charter School Task Force met on February 6, 2025 to complete the job description for the Central MT CTE Director position and discuss steps moving forward. It is the goal of the committee to have the position will be posted and filled by April.

10. **REPORT – ELECTION INFORMATION**

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2025 School Election Calendar and advised them of the Trustee seats that will be up for election in 2025 – Kevin Hodge and Whitney Brady, as well as the remainder of John Carlson’s term for 1 year that was appointed to Mariah Shammel in 2024.

11. **REPORT – BUDGET**

Rebekah Rhoades, Business Manager, presented to the Board information regarding the 2025 Budget and potential Legislation coming in the 2025 Session.

12. **REPORT—INVESTMENT**

Interest earned and distributed for January was \$18,387.32 in the Elementary and \$15,125.21 in the High School. January SLGS Bond Interest was reported at \$8,061.11.

13. **REPORT—SUPERINTENDENT**

Brad Moore, Superintendent, reported that the Profile of a Graduate will be approved at the end of the Strategic Planning Meeting on February 17, 2025. A Legislative update was provided to the Board. Mr. Moore reported that the Health Insurance Trust approved in the 2023 Legislature is making progress and would go into effect in FY27.

PUBLIC PARTICIPATION

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

Erica Carlson, expressed the Lewistown Soccer Club’s interest in becoming a sport at Fergus High School. Donations have been received to help fund the program, as well as use of the new soccer facilities. She requested that they be added to the next Board Agenda for consideration as a sport so that they can obtain approval from MHSA.

Charles Cloud, parent and teacher, expressed his support for soccer becoming a sport at Fergus High School, sharing the many reasons for his support.

Shawn Griffith, parent, also expressed his support for soccer from a personal level, as his children have been very successful in Soccer at the State Level. Adding Soccer as a sport would allow them more experience on the field.

Finn Griffith, student, requested that the Board support having soccer at the High School level, giving him the opportunity when he plays.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (Southworth/VanderBeek)

15. MINUTES OF THE JANUARY 15, 2025 REGULAR BOARD MEETING AND FEBRUARY 3, 2025 SPECIAL BOARD MEETING
16. CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through February 7, 2025. The Finance Committee for January - March 2025 will be Board Chair Kris Birdwell, Whitney Brady, Mariah Shammel and Lisa Koch.
17. OUT OF DISTRICT AGREEMENTS
18. TRANSPORTATION
19. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2024-2025 SCHOOL YEAR
20. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

21. SECOND READING OF LISTED POLICIES – approved unanimously (VanderBeek/Koch)

INDIVIDUAL ITEMS – OLD BUSINESS

22. FIRST READING OF LISTED POLICIES – approved unanimously (VanderBeek/Shammel)
23. APPROVE TEACHER MENTORING PROGRAM – approved unanimously (Brady/VanderBeek)
The handbook is included only to share information about the program, but will be officially approved in August with other handbooks. Approval at this meeting is to allow Mr. Moore to move forward with the Mentoring Program.
24. APPROVE PROFESSIONAL DEVELOPMENT PLAN – approved unanimously (Brady/Shammel)
25. APPROVE TRUSTEE RESOLUTION CALLING FOR A LEWISTOWN ELEMENTARY SCHOOLS ELECTION – approved unanimously (Brady/Shammel)
26. APPROVE TRUSTEE RESOLUTION CALLING FOR A FERGUS HIGH SCHOOL ELECTION - approved unanimously (Brady/VanderBeek)

ADJOURNMENT

The meeting was adjourned at 7:29 p.m. (VanderBeek/Southworth). The next regular meeting will be held at 6:00 p.m. on Monday, March 10, 2025, 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: March 10, 2025

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

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

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: March 10, 2025

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#16

MEETING DATE: March 10, 2025

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: March 10, 2025

ITEM TITLE: DESTRUCTION OF RECORDS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve the destruction of records in the attached documents. Destruction of records allows Schedule No. 7 – School Records Schedule from the State of Montana.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

RECORDS DESTRUCTION DOCUMENT (RM88)		NO. SD #1 Form #8 PAGE 1 OF 1 PAGES				
1. AGENCY NAME AND DIVISION/PROGRAM: Lewistown Public Schools 215 7 th Ave South Lewistown, MT 59457		2. AGENCY CONTACT: NAME: Rebekah Rhoades PHONE #: 406-535-8777 EMAIL:rrhoades@lewistown.k12.mt.us				
3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one). ☐ Delete ☐ Incinerate ☒ Shred as Classified ☐ Toss without Restriction ☐ Other: Explain						
4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. <u>Documentation attached from Historical Society.</u> SIGNATURE: NAME AND TITLE: DATE:						
5. LIST OF RECORD SERIES NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.						
a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
ARM 37.85.414	SDRX-2, X	MEDICAID RANDOM MOMENT SURVEY	6 YEARS, 3 MO	2008- 2016	.5	
	Per Dept of Justice	EMPLOYEE BACKGROUND CHECKS	10 YEARS	2005- 2013	.5	
6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. Custodian/Records Manager Name: Date: Signature:			7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g. Name and Title: Signature:			

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#18

MEETING DATE: March 10, 2025

ITEM TITLE: CERTIFICATION FOR INDIRECT COST RATES FOR FY 2025-2026

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2025-2026 grants. This approval allows the District to set aside a portion (this year, 4.17%) of its grant expenditures and use that amount to pay general costs related to grant administration.

.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

 Office of Public Instruction Susie Hedalen, Superintendent PO Box 202501 Helena, MT 59620-2501		CERTIFICATION FOR INDIRECT COST RATE For FY 2025-2026 Due April 30, 2025		
SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12
Proposed Restricted Indirect Cost Rate <u>4.17</u> % (Round to nearest hundredth (X.XX%) of a percent.)				
INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate. This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief: (1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and Uniform Guidance 2 CFR 200, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A. (2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate. (3) Per 2 CFR 200.1 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. (4) This rate is valid from July 1 through June 30 of the applicable fiscal year of approval or the term of the grant award. I declare that the foregoing is true and correct.				
Signature of District Superintendent or Board Chairperson		Street Address or P.O. Box		
		215 7th Avenue South		
Printed Name of Authorized Official		City	Zip Code	
Kris Birdwell		Lewistown	59457	
Title		Date		
Board Chair		3/10/2025		
Send completed form to: School Accounting and Budgeting Office of Public Instruction PO Box 202501 Helena, MT 59620-2501				
ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:				
Approved Rate for FY2026		Date Approved		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#19

MEETING DATE: March 10, 2025

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

PREPARED BY: Christy Rogers, Administrative Assistant

SUMMARY:

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

Substitute Teachers

Arielle Grensten

Substitute Student Custodians

Katie Ellestad

Kane Sramek

Tacee Watson

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#20

MEETING DATE: March 10, 2025

ITEM TITLE: PERSONNEL REPORT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Attached is the Personnel Report for your review.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, March 10, 2025

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
BATEMAN, Amanda	Teacher	Garfield Elementary School	Accept Letter of Resignation	6/1/2025	Jessica Miller	Letter on File
DERHEIM, Maria	Teacher	Garfield Elementary School	Accept Letter of Resignation	6/1/2025	Jessica Miller	Letter on File
ECKHARDT, Emily	Spanish Club Chaperone/Volunteer	Fergus High School		3/11/2025	Matt Lewis and Brett Thackeray	
MAYERNIK, Kathryn	Classroom Volunteer	Garfield Elementary School		3/11/2025	Jessica Miller	
RAU, Alexander (Alex)	Custodian	Fergus High School	Approve appointment on schedule as recommended - CUSTODIAN, Step 2 for up to 8 hours per day for up to 94 days.	2/19/2025	Jason Fry	Replacing Travis Hammon
VINCENT, Megan	Teacher	Fergus High School	Approve out-of-state travel to attend the FCCLA National Leadership Conference in Orlando, FL	7/1/2025 - 7/9/2025	Matt Lewis and Paul Bartos	See Attached Letter

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#21

MEETING DATE: March 10, 2025

ITEM TITLE: APPROVE SECOND READING OF POLICIES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

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

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

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

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN SCHOOL DISTRICT

2000 SERIES INSTRUCTION

TABLE OF CONTENTS

2000	Goals
2050	Student Instruction
2100	School Year Calendar and Day
2105	Grade Organization
2110	Objectives
2111	~~Response to Intervention~~
2120	Curriculum and Assessment
2130	Program Evaluation and Diagnostic Tests
2132	Student and Family Privacy Rights
2140	Guidance and Counseling
2150	Suicide Awareness and Prevention
2151	Interscholastic Activities
2151F	Assumption of Risk Sign-Off Form
2158	Parent and Family Engagement
2160 - 2160P	Title I Parent Involvement
2161 - 2161P	Special Education
2162 - 2162P	Section 504 of the Rehabilitation Act of 1973 ("Section 504")
2163	Traffic Education
2165-2165F	Early Literacy Targeted Intervention
2166	Gifted Program
2167	Correspondence Courses
2168	Remote Instruction
2170-2170P	Digital Academy
2171	Significant Writing Program
2221 - 2221P	School Emergency and Closure
2240	Summer School
2250-2205F	Community and Adult Education
2309	School Library Program
2311	Instructional Materials
2312	Copyright
2314	Learning Materials Review
2314F	Instructional & Library Materials Review Form
2320	Field Trips, Excursions, and Outdoor Education
2322	Contests for Students
2330	Controversial Issues and Academic Freedom
2332	Religion and Religious Activities
2333	Participation in Commencement Exercises
2335	Health Enhancement

~~2375~~	~~Advancement Requirements (9-12)~~
2410 - 2410P	High School Graduation Requirements
2413	Credit Transfer and Assessment for Placement
2420	Grading and Progress Reports
2421	Promotion and Retention
2450	Recognition of Native American Cultural Heritage
2500	English Language Learner Program
2510	School Wellness
2600 – 2600P – 2600F	Work Based Learning

Gray = Previously Approved by Board

Black = 2nd Reading

Yellow Highlight = New Policy

~~Strikethrough~~ = Remove Policy

LEWISTOWN SCHOOL DISTRICT

3000 SERIES STUDENTS

TABLE OF CONTENTS

3100	Early Childhood Education Enrollment Exceptional Circumstances
3110	Entrance, Placement, and Transfer
3110F	Educational Authorization Affidavit
3120	Compulsory Attendance
3121 - 3121P	Enrollment and Attendance Records
3122	Attendance Policy
3123	Attendance Policy - Truancy
3124	Military Compact Waiver
3125	Education of Homeless Children
3125F	McKinney-Vento Homeless Education Assistance Form
3130	Students of Legal Age
3141	Discretionary Nonresident Student Attendance Policy
3145 - 3145P	International Student Exchange Programs
3150	Part-Time Enrollment
3200	Student Rights and Responsibilities
3210	Equal Education, Nondiscrimination and Sex Equity
3215	Uniform Grievance Procedure
3221	Student Publications
3222	Distribution and Posting of Materials
3224	Student Dress
3225	Sexual Harassment/Intimidation of Students
3225P	Sexual Harrassment Grievence Procedure - Students
3225F	Harassment Reporting Form for Students
3226	Bullying/Harassment/Hazing/Intimidation/Menacing
3231 - 3231P - 3231F	Searches and Seizure
3233	Student Use of Buildings: Equal Access
3235	Video Surveillance
3300	Suspension and Expulsion - Corrective Actions and Punishment
3300P	Corrective Actions and Punishment
3305	Seclusion and Restraint
3310	Student Discipline
3310P	Discipline of Students with Disabilities
3310P1	Student Risk Assessments
3311	Firearms and Weapons
3330	Use of Alcohol-Sensor Device
3340	Extra- and Co-Curricular Alcohol, Drug and Tobacco Use
3340P	Chemical and Tobacco Use
3410	Student Health/Physical Screenings/Examinations
3410F	Medical Exam Notice

3413	Student Immunization
~~3413F, F1 and F2~~	~~Student Immunization~~
3415 – 3415P	Management of Sports Related Concussions
3416	Administering Medicines to Students
~~3416F~~	~~Permission for Medication~~
3417	Communicable Diseases
3420	Head Lice
3431	Emergency Treatment
3440 - 3440P	Removal of Student during School Day
3510	School-Sponsored Student Activities
3520	Student Fees, Fines, and Charges
3530	Student Fund-Raising Activities
~~3535~~	~~Distribution of Fund Drive Literature through Students~~
3550	Student Clubs
3600 - 3600P	Student Records
3600F	Student Records Notification Form
3606	Transfer of Student Records
3608	Receipt of Confidential Records
3610	Programs for At-Risk/Disadvantaged Students
3611	Gangs and Gang Activity
3612 – 3612P	District-Provided Access to Electronic Information, Services and Networks
~~3612F~~	~~Technology Acceptable Use Agreement~~
3630	Cell Phones and Other Electronic Equipment
3650	Montana Pupil Online Information Protection Act

Black = 2nd Reading

Red = 1st Reading

Yellow Highlight = New Policy

Strikethrough = Remove Policy

LEWISTOWN SCHOOL DISTRICT

4000 SERIES COMMUNITY RELATIONS

TABLE OF CONTENTS

4000	Goals
4120	Public Relations
4210	School-Support Organizations
4211	District and School Name, Logo, Imagery and Colors
4301	Visitors to the Schools
4310	Public Complaints and Suggestions
4310F	Uniform Complaint Reporting Form
4310P	Uniform Grievance Procedure
4313	Disruption of School Operations
4315	Visitor and Spectator Conduct
4316	Accommodating Individuals with Disabilities
4320	Contact with Students
4321	Distribution of Fund Drive Literature through Students
4325	Authorized Use of School Equipment
4325F	School Property Check Out Form
4330	Community Use of School Facilities
4330F	Facilities Use Agreement
4330P	Rental of School Facilities
4331	Use of School Property for Posting Notices
4332	Conduct on School Property
4335	Sales Calls and Demonstrations
4340	Public Access to District Records
4350	Website Accessibility and Nondiscrimination
4405	Relations with Churches
4410	Relations with the Law Enforcement and Child Protective Agencies
4411	Interrogation and Investigations Conducted by School Officials
4520	Cooperative Programs with Other Districts and Public Agencies
4550	Registered Sex Offenders
4560	Senior Citizen Activity Passes
4600	Notice to Parents Required by No Child Left Behind Act of 2001 ("ANCLB")

Black = 2nd Reading

Red = 1st Reading

Yellow Highlight = New Policy

Strikethrough = Remove Policy

Light Gray = Will be reviewed at future Board Meeting

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#22

MEETING DATE: March 10, 2025

ITEM TITLE: APPROVE FIRST READING OF POLICIES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached list of policies that were reviewed by a Committee of the Board on February 12, 2025.

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

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

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN SCHOOL DISTRICT

3000 SERIES STUDENTS

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LEWISTOWN SCHOOL DISTRICT

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4325F	~~School Property Check Out Form~~
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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#23

MEETING DATE: March 10, 2025

ITEM TITLE: SUSPENSION OF BUS ROUTE 5 UNTIL A QUALIFIED DRIVER IS HIRED

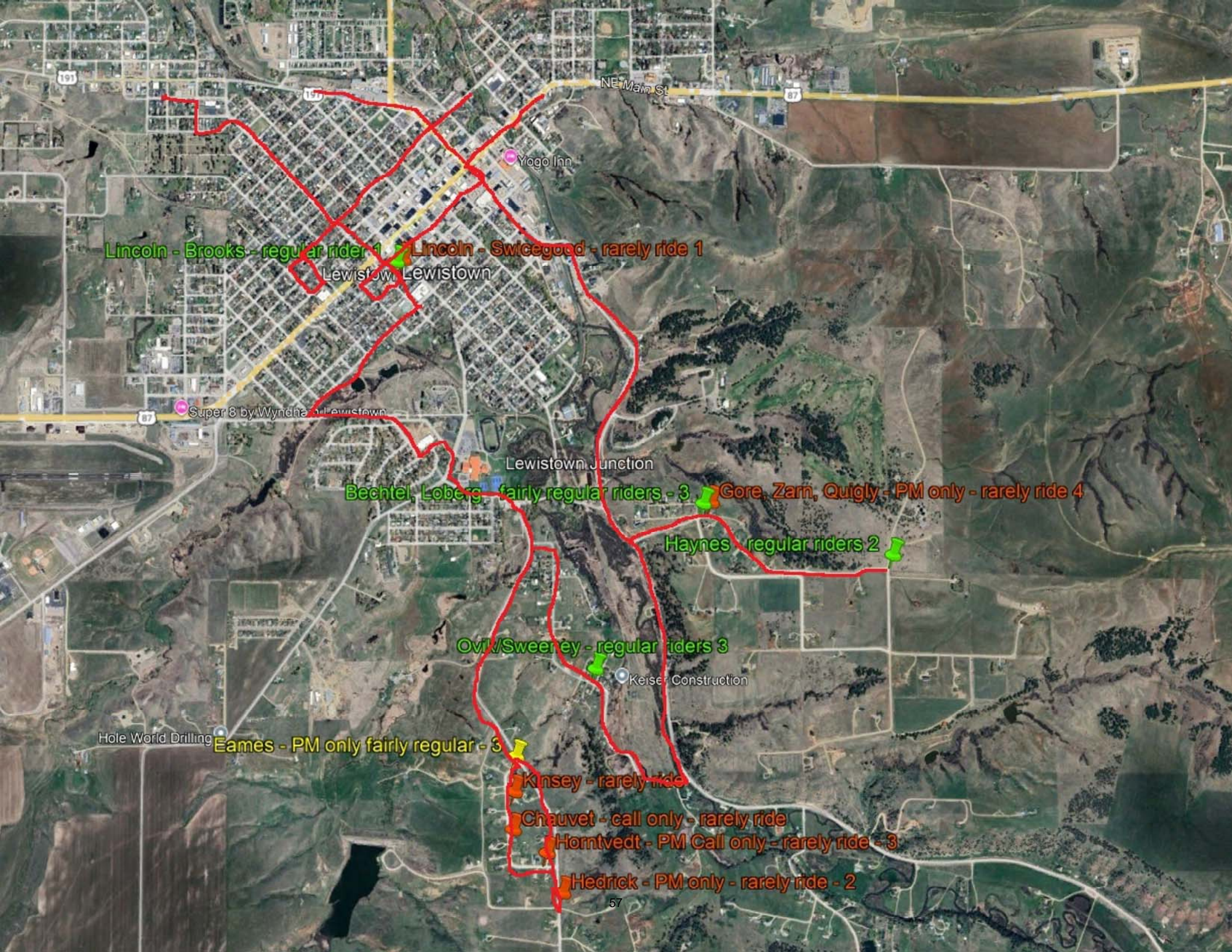
PREPARED BY: Rob Odermann, Transportation Director

SUMMARY:

The Board of Trustees needs to consider approving the suspension of Bus Route 5. On the attached map, the green pins are the regular and semi-regular riders and the yellow pins are PM only. The red pins are the students that are registered but rarely ride and some have never ridden so far this year. Also included is the letter that was sent to parents of students on route 5 on February 14, 2025.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:



191

151

NE Main St

87

Yogo Inn

Lincoln - Brooks - regular rider 1

Lincoln - Swicegood - rarely ride 1

Lewistown

87

Super 8 by Wyndham

Lewistown Junction

Bechtel, Loberg - fairly regular riders - 3

Gore, Zarn, Quigly - PM only - rarely ride 4

Haynes - regular riders 2

Ovi/Sweeney - regular riders 3

Keiser Construction

Hole World Drilling

Eames - PM only fairly regular - 3

Kinsey - rarely ride

Chauvet - call only - rarely ride

Hornftvedt - PM Call only - rarely ride - 3

Hedrick - PM only - rarely ride - 2



Lewistown Public Schools

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

2/14/25

To: Parents of Bus Students on Route 5
From: Brad A. Moore-Superintendent
RE: Suspending Bus Route No. 5

Dear Parents:

For several years across Montana, most school districts have struggled to find qualified bus drivers for their bus routes. The struggle of finding qualified drivers is now a reality for Lewistown schools. Unfortunately, this is an issue that will continue to plague schools everywhere with no relief in sight.

Since we are not able to find qualified bus drivers we are in the position of looking at reducing our bus service moving forward. We are considering suspending Route 5 as it has a limited number of student riders and it is our shortest route with all students under three miles from their schools. This is an extremely hard decision and we understand it will impact students and parents.

Unless a qualified driver is secured in the near future the Lewistown Board of Trustees will consider suspending Bus Route No. 5 at their regularly scheduled meeting on March 10, 2025 at 6:00 PM in the Lincoln Board Room. If approved, the suspension of Route 5 will be effective upon approval.

I encourage you to attend the meeting and participate in this difficult discussion about the possibility of suspending the bus route that serves you and your children. Please contact us if you have any questions. You can contact me via email at brad.moore@lewistown.k12.mt.us or office phone at (406)535-8777 Ext 1112 or Transportation Director Rob Oderman at (406) 535-3287

Respectfully,

Brad A. Moore
Superintendent

Cc: Rob Odermann- Transportation Director
Rebekah Rhoades- Business Manager
Rhonda Long- County Superintendent
Kris Birdwell- Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#24

MEETING DATE: March 10, 2025

ITEM TITLE: 2025-2026 SCHOOL CALENDAR

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the 2025-2026 School Calendar. Work is still being done to set semester start and end dates for the High School, Junior High and Elementary schools.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN PUBLIC SCHOOLS

2025-2026 SCHOOL CALENDAR

AUGUST 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						

SEPTEMBER 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				

OCTOBER 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	

NOVEMBER 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						

DECEMBER 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			

JANUARY 2026						
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 2026						
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 2026						
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 2026						
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 2026						
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 2026						
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 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PIR DAYS

(Pupil Instruction-Related)

August 15 New Staff Orientation

August 18-19 All Staff Orientation/PIR

October 16-17 Staff Development Days

Teachers Convention (Missoula)

Oct 27-30, Nov 3-6 Parent-Teacher Conferences

Schedules vary by school

PIR Nov 7

March 23-27 Parent-Teacher Conferences

Schedules vary by school

Full school days for students

PIR Day

May 11

HOLIDAYS & VACATIONS

No School for Teachers or Students

September 1 Labor Day

November 26-28 Thanksgiving Vacation

Dec 22 - Jan 2 Winter Break

February 27 Vacation Day

March 13 Vacation Day

April 2-6 Easter Vacation

May 25 Memorial Day

- New Teacher Orientation

First/Last Day of School

End of Quarter

Qtr Mid-Term

End of Semester (2nd & 4th quarters)

Early Out (1:30 pm)

PIR Day

No School (Day Off/No School)

Paid Holiday (Day Off/No School)

Flex Day (No School for Students)
- K-3 First Day

FHS Graduation

PT Conferences

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#25

MEETING DATE: March 10, 2025

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE GENERAL FUND
LEVY AMOUNT

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

PROPOSITION

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of ninety-five thousand eight hundred fifty-five dollars* (\$95,855) per year which is approximately 5.26 mills, for the purpose of Maintaining and Operating the School District?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$7.11, on a home with a market value of \$300,000 by approximately \$21.32, and on a home with a market value of \$600,000 by approximately \$42.64. An increase in property taxes may lead to an increase in rental costs.

The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

- ☐ FOR the Additional Levy
- ☐ AGAINST the Additional Levy

*Maximum amounts. The Board may elect to request any amount up to this maximum.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#26

MEETING DATE: March 10, 2025

ITEM TITLE: SET HIGH SCHOOL DISTRICT NUMBER ONE GENERAL FUND
 LEVY AMOUNT

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

After receiving the Preliminary Data Sheets from OPI, the High School District is not able to increase its levy this year. It is the recommendation to the Board that the levy amounts be set to zero and an election NOT be run in May 2025 for the High School General Fund.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#27

MEETING DATE: March 10, 2025

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE BUILDING RESERVE
SAFETY FUND LEVY AMOUNT

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

Because there is a recommendation to run a General Fund levy in the elementary district, it is the recommendation to the Board that the levy amount be set to zero and an election NOT be run in May 2025 for the Elementary Building Reserve Safety Fund.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#28

MEETING DATE: March 10, 2025

ITEM TITLE: SET HIGH SCHOOL DISTRICT NUMBER ONE BUILDING RESERVE
SAFETY FUND LEVY AMOUNT

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

PROPOSITION

Shall the board of trustees be authorized to impose an increase in local taxes to support funding for improvements to school and student safety and security that meet any of the criteria set forth in 20-9-236(1)(a) through (1)(e) in the Building Reserve fund in the amount of one hundred seventy-five thousand DOLLARS (\$175,000.00) per year for 20 years, which is approximately 8.86 mills?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$11.96, on a home with a market value of \$300,000 by approximately \$35.88, and on a home with a market value of \$600,000 by approximately \$71.77. An increase in property taxes may lead to an increase in rental costs.

- ☐ FOR the School and Student Safety and Security Building Reserve Levy
- ☐ AGAINST the School and Student Safety and Security Building Reserve Levy

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#29

MEETING DATE: March 10, 2025

ITEM TITLE: APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION. ADULT EDUCATION, BUILDING RESERVE, FLEX, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2026

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year's budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

HB159, approved during the 2019 Legislature, appropriated the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. In addition, SB92 expanded permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors. We began taking advantage of the authority and funding in these bills in FY20 and recommend that we continue to do so as long as the State Match is offered.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. State law requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. Lewistown Public Schools Board of Trustees has chosen to publish the *estimated* increase/decrease for ALL funds, both voted and nonvoted. These estimates do not include any voted levies that may be presented to the voters in May 2025.

The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2025:

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

LEWISTOWN ELEMENTARY SCHOOL DISTRICT								
Fund	<u>2024-25 Actual Levies</u>		<u>2025-26 Projections</u>				Est. Annual Tax Impact \$100K home	Tax Impact \$200K home
	\$	Mills	\$	Mills	Change \$	Change Mills		
General - BASE	\$ 421,424	23.17	\$ 428,644	23.54	\$ 7,220	0.37	\$ 0.50	\$ 1.00
General - OverBASE	\$ 1,395,336	76.64	\$ 1,395,336	76.64	\$ -	-	\$ -	\$ -
Transportation	\$ 421,507	23.15	\$ 440,646	24.20	\$ 19,139	1.05	\$ 1.42	\$ 2.84
Bus Depreciation	\$ 140,344	7.71	\$ 156,250	8.58	\$ 15,906	0.87	\$ 1.17	\$ 2.34
Tuition	\$ 244,633	13.44	\$ 395,122	21.70	\$ 150,489	8.26	\$ 11.15	\$ 22.30
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	3.38	\$ 61,498	3.38	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 32,546	1.79	\$ 31,983	1.76	\$ (563)	(0.03)	\$ (0.04)	\$ (0.08)
Building Reserve Voted	\$ 98,000	5.38	\$ 98,000	5.38	\$ -	-	\$ -	\$ -
Grand Total	\$ 2,815,286	154.66	\$ 3,007,479	165.18	\$ 192,192	10.52	\$ 14.20	\$ 28.40

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

FERGUS HIGH SCHOOL DISTRICT								
Fund	<u>2024-25 Actual Levies</u>		<u>2025-26 Projections</u>				Est. Annual Tax Impact \$100K home	Tax Impact \$200K home
	\$	Mills	\$	Mills	Change \$	Change Mills		
General - BASE	\$ 252,722	12.80	\$ 264,462	13.39	\$ 11,740	0.59	\$ 0.80	\$ 1.60
General - OverBASE	\$ 698,261	35.35	\$ 715,263	36.21	\$ 17,001	0.86	\$ 1.16	\$ 2.32
Transportation	\$ 215,640	10.79	\$ 226,911	11.49	\$ 11,271	0.70	\$ 0.95	\$ 1.90
Bus Depreciation	\$ 166,418	8.47	\$ 118,750	6.01	\$ (47,668)	(2.46)	\$ (3.32)	\$ (6.64)
Tuition	\$ 89,884	4.62	\$ 135,465	6.86	\$ 45,581	2.24	\$ 3.02	\$ 6.04
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 54,165	2.74	\$ 54,165	2.74	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ 7,346	0.37	\$ 7,346	0.37	\$ 0.50	\$ 1.00
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 17,836	0.83	\$ 16,201	0.82	\$ (1,636)	(0.01)	\$ (0.01)	\$ (0.02)
Building Reserve Voted	\$ 98,000	4.96	\$ 98,000	4.96	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,592,926	80.56	\$ 1,636,562	82.85	\$ 43,636	2.29	\$ 3.10	\$ 6.20

Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

This notice must also document the District's expected use of its Building Reserve State Major Maintenance levies and associated funding (see Building Reserve Permissive above). This funding will be used to finance capital improvement projects identified in the District's Facility Assessment and for operational costs related to student safety. By levying in this fund, the District will receive additional revenue from the State of approximately \$82,000 in the Elementary and \$39,000 in the High School.

DATED this 10th day of March, 2025.

Kris Birdwell, Board Chair

Rebekah Rhoades, Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#30

MEETING DATE: March 10, 2025

ITEM TITLE: APPROVE MULTI DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

For the past 15+ years, several Central Montana School Districts have been participating in a Technology Cooperative. Based in Lewistown, our Cooperative offers technology services to area school districts. Participation in the Cooperative is voluntary. Districts that choose to participate pay a fixed amount per ANB to the Lewistown School District to finance the Cooperative's activities.

The MTSBA-approved agreement is attached for the Board's review and approval. Once the Lewistown Board approves the document, original agreements will be distributed to each participating district for their counter-approval.

This year, the Agreement and Attachment 'A' were reviewed by district attorneys. There were several necessary additions to the document made that will better serve the coop.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into on this 10th day of March, 2025 by and between Lewistown Elementary School District No. 1, Fergus High School District No. 1, Grass Range Elementary and High School District No. 27, Harlowton K-12 School District No. 16, Ayers Elementary School District No. 222 Roy K-12 School District No. 74, Winifred K-12 School District No. 115, Moore Elementary and High School District No. 44, Deerfield Elementary School District No. 15, Spring Creek Colony Elementary School District No. 104, King Colony Elementary School District No. 40, Hobson K-12 School District No. 25, Judith Gap Elementary and High School District No. 21J, Stanford K-12 School District No. 12, and Geyser K-12 School District No. 58 (collectively hereinafter “Participating Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into a Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts and upon approval the Participating Districts are agreeing to enter into this Multidistrict Cooperative

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows and as identified in paragraph Nos. 5-7 below:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School District No. 1 (hereafter “Fergus High School” or “Prime Agency”) shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the Participating Districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the Participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. This Agreement shall become fully vested on the date it is entered by all parties. The term of the services considered within this Agreement shall run for a term beginning on July 1, 2025 and ending on June 30, 2026. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of all Participating Districts.
10. Invoices will be sent to Participating Districts no later than May 1st of each year, with payment due by July 15th of the same year. Invoices are calculated using a formula that utilizes a base funding amount and the Budget ANB (Current Year or 3-Year Average,

whichever is higher) calculated after February Count Day of the year in question. In addition, travel expenses are calculated based on the number of on-site trips per year times the number of round trip miles, with the miles being charged at the federal reimbursement rate. Once each Participating District's share is computed, the total estimated expenditures for the year are generated. The intent of the Prime Agency is to collect funding necessary to pay for the following fiscal year's expenses, as well as set aside dollars for asset replacement (vehicles, laptops, other necessary equipment). Participating Districts will additionally be billed for any software necessary for the Prime Agency to provide support. This billing will be based on a per license fee determined by the contract with the specific software vendor.

11. The Multidistrict Cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the Multidistrict Cooperative upon 90 days written notice to the Prime Agency. In the event that the Agreement is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.
12. Upon termination of this Agreement by all Participating Districts, the current funds held by the Multidistrict Cooperative shall be returned to such Participating Districts on a pro rata share of the current funds held by the Prime Agency after all outstanding financial obligations have been paid. Outstanding financial obligations shall include the monies held by the Prime Agency for asset replacement which may be retained by the Prime Agency. Returned funds shall revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the Multidistrict Cooperative.

In the event that any Participating District wishes to exit this Multidistrict Cooperative, while it remains in existence, such Participating District may exit this Agreement upon 90 day written notice to the Prime Agency. Any Participating District wishing to exit the Multidistrict Cooperative for the upcoming fiscal year shall notify the Prime Agency in writing 45 days prior to the February Count Day. As the funds collected for the administration of this Multidistrict Cooperative are calculated on a yearly basis, and take into account all Participating District's Participation, any District which exits this Multidistrict Cooperative shall have no funds returned and shall not be entitled to any of the services provided pursuant to this Agreement upon the completion of any paid for fiscal years' services. A Participating District that wishes to exit the Multidistrict cooperative during any fiscal year where the Multidistrict Cooperative is in operation, may forfeit all remaining services due to it, but shall not be entitled to any remuneration of payment.

13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by June 1, 2025, if not approved by any School District, such School District shall be removed

from the Participating School District's noted herein, and shall not be construed as a member of this Multidistrict Agreement or the Multidistrict Cooperative

15. By approving this Agreement, Participating Districts are agreeing to the services and other provisions as indicated in "Attachment A".

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff to an entity which has contracted Fergus High School District No. 1 for such services:

ISP Management: Lewistown Public Schools tech support (also referred to as "LPS") will research and make recommendations on the ISP (Internet Service Provider) the entity should use along with the amount of bandwidth they should be provided with. The entity's chosen tech contact shall be the primary contact between the LPS and any entity utilizing the tech services herein.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless access points, and content filtering the participating entity should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the entity.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the entity should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server environment for the entity. Recommendations may also be made for the migration of on site infrastructure management services and/or software to a cloud based platform. LPS may assist in the maintenance and usage of recommended cloud based platforms.

Computer and device management: Lewistown Public Schools Tech Support will work with the entity's tech contact and other individuals to make recommendations on computers and other devices the entity will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability. Personal devices are not supported or maintained by LPS Technology Staff.

Websites: Websites are to be managed by the individual entity. LPS support staff may provide assistance with DNS (Domain Name System) issues related to the entity's website. LPS does not own or maintain any of the DNS records or domain names the websites require to function properly.

Technology Plan: It is the responsibility of the individual entity to write a Technology Plan, if desired. The Regional Director of Technology may review and provide technical knowledge to the entity for the development of a technology plan and disaster recovery plan, in which areas pertain to the technology in use at the entity.

Data Backup: LPS Tech support staff may make recommendations for backup software or solutions. Backups of sensitive, critical, and personal data are the responsibility of the user. Verification of backups is also the responsibility of the user. LPS staff may assist in verification or restoration of lost data, but the ultimate responsibility is with the end user.

Phones: Troubleshooting and maintenance of phones and phone systems is not supported by LPS staff. If the phone system issue appears to be network related, LPS staff will investigate. Limited device support may be provided for district owned cell phones.

Technical Support: An entity's primary communication with LPS staff shall be through the ticketing system or via the telephone line for technical support, which can be reached by dialing 406-535-8777 #5. This line will ring until the next available technician is able to answer.

Administrative Support: The Regional Technology Director shall be contacted for all bids, quotes, purchases of new software, hardware, cloud based technologies, construction, renovation, and in case of any disaster or emergency. Concerns with any technology staff shall also be reported directly to the Regional Technology Director.

On-Site District Tech Contact: Each site shall have a dedicated tech contact. This person may be determined at the discretion of the entity. This person will be responsible for creation of users in the Google Admin Console. This includes creation and naming of the user, user email, and user password. LPS Technology will assist in placing the user in the appropriate groups and organizational units as needed. LPS Technology may also assist in user creation in Active Directory, if it is being used by the district. The on-site district tech contact may also be responsible for resetting user passwords in the Google Admin console.

Additional Work. From time to time an entity may require additional work that is related to technology or hardware for the use of technology that is not specified within this document. Such work is not the responsibility of LPS. However, an entity may request such work be done by LPS. Any such additional work or services rendered by LPS not specifically indicated within this document would need prior approval by LPS and would require additional fees paid to LPS outside of the base agreement to which this document applies. Any additional work is discretionary, and LPS reserves the right to deny conducting any additional work outside of the scope of this document.

Indemnification. Any and all parties entering into an agreement which this document attaches agree that it (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless LPS (the "Indemnified Party"), its affiliates, officers, employees, directors, administration, and agents, from and against any and all claims, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or in relation to: (a) any breach by the Indemnifying Party or its

representatives of its own obligations; and (b) any act or omission of the Indemnifying Party which may be found to be negligent or willful in violation of State or Federal Law, criminal or civil.

Liability Waiver, Acknowledgement and Statement of Duties: By entering into an agreement carrying this document as an attachment, any party to that agreement hereby agrees to waive any and all claims, actions, demands which may arise against LPS in relation to the services noted herein, except to the extent that such claims, actions, or demands are directly related to LPS' negligence. It is hereby acknowledged that security of an entity's data, technology, and hardware or software, including personal or commercial data, remains the duty of the individual entity. Any entity entering a service agreement with LPS hereby agrees that LPS cannot be held liable for any cyber-attacks or security breaches of the entities hardware, software, or technology. It is further specifically acknowledged that any entity agreeing to a contract to which this document attaches retains the duty and is specifically responsible for the backup of their own data. LPS cannot be held liable for a loss of data by any entity.

Disaster Recovery. In the event of a disaster, such as natural or human cause disasters, LPS will attempt to recover data. LPS cannot be held liable for any data that cannot be recovered due to any loss of data caused by any disaster, including natural or human caused disasters.

Adverse Weather and Travel. Prime Agency staff may not travel to participating district sites during adverse weather and/or road conditions that cause travel to be unsafe. Determinations for canceling travel shall be made by the Prime Agency's Director of Technology. If more than 4 days are missed due to weather and/or road conditions, Prime Agency will attempt to schedule time for that site to recover those hours, if necessary. The Regional Coordinator and/or Director of Technology shall coordinate with site tech contacts to maintain effective communications in these situations.

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into on this 10th day of March, 2025 by and between Lewistown Elementary School District No. 1, Fergus High School District No. 1, Grass Range Elementary and High School District No. 27, Harlowton K-12 School District No. 16, Ayers Elementary School District No. 222 Roy K-12 School District No. 74, Winifred K-12 School District No. 115, Moore Elementary and High School District No. 44, Deerfield Elementary School District No. 15, Spring Creek Colony Elementary School District No. 104, King Colony Elementary School District No. 40, Hobson K-12 School District No. 25, Judith Gap Elementary and High School District No. 21J, Stanford K-12 School District No. 12, and Geyser K-12 School District No. 58 (collectively hereinafter “Participating Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into a Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts and upon approval the Participating Districts are agreeing to enter into this Multidistrict Cooperative

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows and as identified in paragraph Nos. 5-7 below:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School District No. 1 (hereafter “Fergus High School” or “Prime Agency”) shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the Participating Districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the Participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. This Agreement shall become fully vested on the date it is entered by all parties. The term of the services considered within this Agreement shall run for a term beginning on July 1, 2025 and ending on June 30, 2026. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of all Participating Districts.
10. Invoices will be sent to Participating Districts no later than May 1st of each year, with payment due by July 15th of the same year. Invoices are calculated using a formula that utilizes a base funding amount and the Budget ANB (Current Year or 3-Year Average,

whichever is higher) calculated after February Count Day of the year in question. In addition, travel expenses are calculated based on the number of on-site trips per year times the number of round trip miles, with the miles being charged at the federal reimbursement rate. Once each Participating District's share is computed, the total estimated expenditures for the year are generated. The intent of the Prime Agency is to collect funding necessary to pay for the following fiscal year's expenses, as well as set aside dollars for asset replacement (vehicles, laptops, other necessary equipment). Participating Districts will additionally be billed for any software necessary for the Prime Agency to provide support. This billing will be based on a per license fee determined by the contract with the specific software vendor.

11. The Multidistrict Cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the Multidistrict Cooperative upon 90 days written notice to the Prime Agency. In the event that the Agreement is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.
12. Upon termination of this Agreement by all Participating Districts, the current funds held by the Multidistrict Cooperative shall be returned to such Participating Districts on a pro rata share of the current funds held by the Prime Agency after all outstanding financial obligations have been paid. Outstanding financial obligations shall include the monies held by the Prime Agency for asset replacement which may be retained by the Prime Agency. Returned funds shall revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the Multidistrict Cooperative.

In the event that any Participating District wishes to exit this Multidistrict Cooperative, while it remains in existence, such Participating District may exit this Agreement upon 90 day written notice to the Prime Agency. Any Participating District wishing to exit the Multidistrict Cooperative for the upcoming fiscal year shall notify the Prime Agency in writing 45 days prior to the February Count Day. As the funds collected for the administration of this Multidistrict Cooperative are calculated on a yearly basis, and take into account all Participating District's Participation, any District which exits this Multidistrict Cooperative shall have no funds returned and shall not be entitled to any of the services provided pursuant to this Agreement upon the completion of any paid for fiscal years' services. A Participating District that wishes to exit the Multidistrict cooperative during any fiscal year where the Multidistrict Cooperative is in operation, may forfeit all remaining services due to it, but shall not be entitled to any remuneration of payment.

13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by June 1, 2025, if not approved by any School District, such School District shall be removed

from the Participating School District's noted herein, and shall not be construed as a member of this Multidistrict Agreement or the Multidistrict Cooperative

15. By approving this Agreement, Participating Districts are agreeing to the services and other provisions as indicated in "Attachment A".

As agreed on this _____ day of _____, 20_____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff to an entity which has contracted Fergus High School District No. 1 for such services:

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Websites: Websites are to be managed by the individual entity. LPS support staff may provide assistance with DNS (Domain Name System) issues related to the entity's website. LPS does not own or maintain any of the DNS records or domain names the websites require to function properly.

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Additional Work. From time to time an entity may require additional work that is related to technology or hardware for the use of technology that is not specified within this document. Such work is not the responsibility of LPS. However, an entity may request such work be done by LPS. Any such additional work or services rendered by LPS not specifically indicated within this document would need prior approval by LPS and would require additional fees paid to LPS outside of the base agreement to which this document applies. Any additional work is discretionary, and LPS reserves the right to deny conducting any additional work outside of the scope of this document.

Indemnification. Any and all parties entering into an agreement which this document attaches agree that it (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless LPS (the "Indemnified Party"), its affiliates, officers, employees, directors, administration, and agents, from and against any and all claims, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or in relation to: (a) any breach by the Indemnifying Party or its

representatives of its own obligations; and (b) any act or omission of the Indemnifying Party which may be found to be negligent or willful in violation of State or Federal Law, criminal or civil.

Liability Waiver, Acknowledgement and Statement of Duties: By entering into an agreement carrying this document as an attachment, any party to that agreement hereby agrees to waive any and all claims, actions, demands which may arise against LPS in relation to the services noted herein, except to the extent that such claims, actions, or demands are directly related to LPS' negligence. It is hereby acknowledged that security of an entity's data, technology, and hardware or software, including personal or commercial data, remains the duty of the individual entity. Any entity entering a service agreement with LPS hereby agrees that LPS cannot be held liable for any cyber-attacks or security breaches of the entities hardware, software, or technology. It is further specifically acknowledged that any entity agreeing to a contract to which this document attaches retains the duty and is specifically responsible for the backup of their own data. LPS cannot be held liable for a loss of data by any entity.

Disaster Recovery. In the event of a disaster, such as natural or human cause disasters, LPS will attempt to recover data. LPS cannot be held liable for any data that cannot be recovered due to any loss of data caused by any disaster, including natural or human caused disasters.

Adverse Weather and Travel. Prime Agency staff may not travel to participating district sites during adverse weather and/or road conditions that cause travel to be unsafe. Determinations for canceling travel shall be made by the Prime Agency's Director of Technology. If more than 4 days are missed due to weather and/or road conditions, Prime Agency will attempt to schedule time for that site to recover those hours, if necessary. The Regional Coordinator and/or Director of Technology shall coordinate with site tech contacts to maintain effective communications in these situations.

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 PIR October 31st No school Oct 31-Nov 1</i>	1.5
	March 24-Apr 4	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
	May 12	PIR Day	1.0
		Floating PIR Day	1.0
			8.0

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