

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

LINCOLN BOARD ROOM

215 7th Ave South
Lewistown, MT 59457

MONDAY, April 14, 2025

CALL TO ORDER (6:00pm)

1. Roll Call
2. Singing of Star Spangled Banner – FHS Sapphire Choir
3. Motion to Set Agenda
4. Recognition – FHS and Jr. High School Science Olympiad Teams and Coaches
5. Recognition – Paraeducator of the Year Award
6. Report – Bond Update
7. Report – Student Representative to the Board
8. Report – Lewistown Education Association (LEA)
9. Report – Committees of the Board
10. Report – Election Information
11. Report – Budget
12. Report – Investments
13. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

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

ACTION ITEMS – OLD BUSINESS

21. Second Reading of Policies

ACTION ITEMS – NEW BUSINESS

22. First Reading of Policies
23. Memorandum of Understanding with the LEA
24. Certified Contracts for 2025-2026
25. Certified Administrators Contracts for 2025-2026

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES
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PAGE 2**

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

MONDAY, April 14, 2025

- 26. Superintendent Contract
- 27. Approve Dental Rates for 2025-26
- 28. CMEC Building Use Agreement – Rural Employment Opportunities
- 29. Approve Bus Use Agreement for Judith Mountain 10k

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: April 14, 2025

ITEM TITLE: RECOGNITION – FHS AND JR. HIGH SCIENCE OLYMPIAD TEAMS AND COACHES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Fergus High and Jr. High School Science Olympiad teams and coaches will be recognized.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: April 14, 2025

ITEM TITLE: RECOGNITION – PARAEDUCATOR OF THE YEAR AWARD

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Teri Fisk Paraeducator of the Year Award Winner- Alysann Karhi will be recognized.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#6

MEETING DATE: April 14, 2025

ITEM TITLE: BOND UPDATE

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#7

MEETING DATE: April 14, 2025

ITEM TITLE: REPORT - STUDENT REPRESENTATIVE

PREPARED BY: Shoei Davis, Student Representative

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#8

MEETING DATE: April 14, 2025

ITEM TITLE: REPORT – LEWISTOWN EDUCATION ASSOCIATION

PREPARED BY: Luke Brandon LEA President

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#9

MEETING DATE: April 14, 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.

Committees Meetings since March Board Meeting:

Gaining Committee – Wednesday, March 12th

Curriculum Committee – Monday, March 17th

Policy Committee – Wednesday, March 19th

Committees Meeting in the Near Future:

Curriculum Committee – Monday, April 28th

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

STANDING COMMITTEES OF THE BOARD
2024-2025 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2024-2025 School Year

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#10

MEETING DATE: April 14, 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)
Mariah Shammel (3-year)

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

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

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

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#11

MEETING DATE: April 14, 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

4/14/25

	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:	\$7,252,464	\$3,626,838
Highest Budget With a Vote:	\$7,351,541	\$3,626,838
Potential Levy to Voters	\$99,077	\$0
Levy approved by Board 3/10/25	\$95,855	
DIFFERENCE:		
FY26 vs FY25 w/o vote	(\$8,941)	\$100,724
FY26 vs FY25 w/vote	\$90,137	\$100,724
PROJECTED EXPENSES:	\$7,649,441	\$3,705,767
PROJECTED SHORTFALL:		
without a vote	(\$396,977)	(\$78,928)
with a vote	(\$297,900)	(\$78,928)

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:	\$7,507,627	\$3,741,728
Highest Budget With a Vote:	\$7,606,705	\$3,741,728
Potential Levy to Voters	\$99,077	\$0
Levy approved by Board 3/10/25	\$95,855	
DIFFERENCE:		
FY26 vs FY25 w/o vote	\$246,223	\$215,614
FY26 vs FY25 w/vote	\$345,300	\$215,614
PROJECTED EXPENSES:*	\$7,725,590	\$3,774,537
PROJECTED SHORTFALL:		
without a vote	(\$217,963)	(\$32,808)
with a vote	(\$118,886)	(\$32,808)

*THIS INCLUDES THE COLLECTIVELY BARGAINED FY26 MEMORANDUM OF UNDERSTANDING WITH THE LEWISTOWN EDUCATION ASSOCIATION THAT WILL BE CONSIDERED FOR APPROVAL 4/14/25

INCLUDED IN BUDGET:

4% increase on Base for Classified
4% increase for Classified Admin (no matrix)
7% increase for Certified Health Insurance
8.8% 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

Countywide BASE Levy

Funding for Pre-K Students with Disabilities

SMMA Increase

Inflation Reconciliation (FY29)

K-12 Inflation

[HB252](#)

[HB156](#)

[HB168](#)

[HB515](#)

[HB266](#)

[HB15](#)

Passed Senate Committee

Passed 3rd Reading House, Returned to Hou

Senate Committee

Senate Committee

Passed 3rd Reading House, Returned to Hou

Signed by Governor

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	\$7,252,464
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,626,838

% 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%	-0.12%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.86%

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

Elementary	1.82%
High School	1.78%

	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	\$7,348,319
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,626,838

% 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%	1.20%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	2.86%

Average per year Over 5 Years - with a vote FY26

Elementary	2.04%
High School	1.78%

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#12

MEETING DATE: April 14, 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

Interest earned for March 2025 was as follows:

Elementary = \$10,819.83

High School = \$8,972.79

SLGS Elementary bond interest accrued from August 2024 through March 2025 was \$92,438.92.
March's portion of the interest accrued was \$8,024.75.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#13

MEETING DATE: April 14, 2025

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Legislative Update

Vacancies Update

Charter School Update-Matt

Montana FFA Administrators Conference Report

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: April 14, 2025

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

PREPARED BY: _____

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – CONSENT AGENDA

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: April 14, 2025

ITEM TITLE: MINUTES

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the March 10, 2025 Regular Board Meeting.
- Minutes of the March 10, 2025 Board Training

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 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, Lisa Koch, Kevin Hodge (via phone), Mariah Shammel
TRUSTEES ABSENT:
Jeff Southworth
2. TRAINING – JEFF WELDON, FELT MARTIN PC
Board Training Topics included the following:
 - Employee Handbooks
 - Job Descriptions and ADA Compliance
 - Human Resources Functions

ADJOURNMENT

The meeting was adjourned at 5:48 p.m. (Brady). The next Board Training will be held at 5:15 p.m. on Monday, April 14, 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, March 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, Kevin Hodge
TRUSTEES ABSENT:
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Southworth/Shammel)
4. PRESENTATION – FERGUS HIGH SCHOOL IMPACT TEAM
Lee Crouse and Kim Wiegert introduced members of the Impact Team and explained the history and how their club looks for ways for upper classmen to support lower classmen.
5. REPORT – STUDENT REPRESENTATIVE TO THE BOARD
Shoei Davis, Student Representative, was not available to attend the meeting, but included her report in the board packet. Eric VanderBeek also reported on the Science Olympiad results from their competition on March 4, 2025.
6. REPORT – LEWISTOWN EDUCATION ASSOCIATION
Luke Brandon, LEA President, reported on the activities taking place within their organization.
7. REPORT—COMMITTEES OF THE BOARD
The Policy Committee met on January 22, 2025 to review the remaining 3000 series policies and begin working on the 4000 series policies.

The Activity Committee met on Monday, February 12, 2025.

The Curriculum Committee met on Monday, February 17, 2025

The Safety Committee met on February 18, 2025.
8. 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.
9. REPORT – BUDGET

- Rebekah Rhoades, Business Manager, presented to the Board information regarding the 2025 Budget and potential Legislation coming in the 2025 Session.
10. **REPORT—INVESTMENT**
Interest earned and distributed for January was \$18,387.32 in the Elementary and \$15,125.21 in the High School. February SLGS Bond Interest was reported at \$7,495.72.
 11. **REPORT—SUPERINTENDENT**
Brad Moore, Superintendent, reported the national conference he just attended last week in regards to public education and funding at the National level. An update was provided to the Board regarding state legislation. Mr. Moore updated the Board on staffing throughout the District, including adding a section of Early Literacy and eliminating a 1st grade section. The Director position for the new Central MT CTE Charter School will close at the end of the week and programming is being developed at the High School.

PUBLIC PARTICIPATION

12. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**
Maggie Fulbright, student, thanked the Board for the response to her communication regarding the bus concerns at the Divisional Tournament. She invited the Board to attend the Cheer Fest event happening on 3/21/25.

Misty and Todd Stevenson shared their concern with the Board regarding threats made by a student and do not feel that their concern was addressed appropriately or reported to the School Resource Officer.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (Southworth/VanderBeek)

13. **MINUTES OF THE FEBRUARY 15, 2025 REGULAR BOARD MEETING AND FEBRUARY 3, 2025 SPECIAL BOARD MEETING**
14. **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.**
15. **OUT OF DISTRICT AGREEMENTS**
16. **TRANSPORTATION**
17. **APPROVE DESTRUCTION OF RECORDS**
18. **APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY2025-2026**
19. **APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2024-2025 SCHOOL YEAR**
20. **APPROVE PERSONNEL REPORT**

INDIVIDUAL ITEMS – OLD BUSINESS

21. **APPROVE SECOND READING OF LISTED POLICIES WITH THE EXCEPTION OF LIBRARY POLICIES 2309, 2311, 2312, 2314 AND 2314F – approved unanimously (Southworth/Koch)**
The Board noted that they appreciate feedback from those involved in implementing policy changes and will notify all Principals of the 1st reading of the policies.

INDIVIDUAL ITEMS – OLD BUSINESS

22. **APPROVE FIRST READING OF LISTED POLICIES – approved unanimously (VanderBeek/Southworth)**
23. **APPROVE SUSPENSION EFFECTIVE MARCH 17, 2025 OF BUS ROUTE 5 UNTIL A QUALIFIED DRIVER IS HIRED – approved unanimously (Southworth/Hodge)**
Rob Odermann, Transportation Director, explained the staffing shortage his department is experiencing. Suspension of Route 5 was determined because it is the shortest route

with the least number of students impacted. As soon as a qualified driver hired and the department is fully staffed, the route will resume. Rob answered other questions of the Board regarding the route.

Andy and Julie Eames, parents with students on Route 5, thanked the district for their efforts and reported that their questions have been answered during Rob's presentation. They appreciated that the route may be brought back if a driver is hired.

24. APPROVE 2025-2026 SCHOOL CALENDAR – approved unanimously (Shammel/Southworth)
25. APPROVE SETTING THE ELEMENTARY DISTRICT NUMBER ONE GENERAL FUND LEVY AMOUNT TO \$95,855 – approved unanimously (Brady/Hodge)
26. APPROVE SETTING THE HIGH SCHOOL DISTRICT NUMBER ONE GENERAL FUND LEVY AMOUNT TO \$0 – approved unanimously (Shammel/Brady)
27. APPROVE SETTING THE ELEMENTARY DISTRICT NUMBER ONE BUILDING RESERVE SAFETY FUND LEVY AMOUNT TO \$0 - approved unanimously (VanderBeek/Southworth)
28. APPROVE SETTING THE HIGH SCHOOL DISTRICT NUMBER ONE BUILDING RESERVE SAFETY FUND LEVY AMOUNT TO \$175,000/PER YEAR FOR 20 YEARS - approved unanimously (Brady/VanderBeek)

Mr. Moore explained the need for safety improvements at the High School level. The Safety Committee had determined several priorities that need to be addressed. The failure of High School bond in 2021 has not allowed the high school to make necessary improvements. The Board discussed the concerns regarding past levy failures, timing of the request to voters and the potential negative affect this would have on other levies/bonds. They also discussed that education/communication with the public and the importance of strategically planning how to move forward were necessary in order to address both building and safety concerns. The Board plans to meet in April to discuss the future of safety and building needs at the High School.

- MOVE TO TABLE THE PREVIOUS MOTION – approved unanimously (Shammel/Hodge)
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 - approved unanimously (Southworth/Brady)
30. APPROVE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES - approved unanimously (Hodge/VanderBeek)

ADJOURNMENT

The meeting was adjourned at 8:08 p.m. (VanderBeek/Southworth). The next regular meeting will be held at 6:00 p.m. on Monday, April 14, 2025, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#16

MEETING DATE: April 14, 2025

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through April 11, 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.

****NEED TO SELECT A NEW FINANACE COMMITTEE FOR APRIL – JUNE 2025****

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#17

MEETING DATE: April 14, 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
#18

MEETING DATE: April 14, 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

#19

MEETING DATE: April 14, 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

Isha VanderBeek

Deena Birdwell

Substitute Bus Drivers

Gregory (Scott) Meader

David Robertson

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#20

MEETING DATE: April 14, 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, April 14, 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>
ASSENMACHER, Megan	Counselor	Lewistown Jr. High School	Accept Resignation	6/1/2025	Jeff Friesen	Letter on File
BRADLEY, Janina	Teacher	Garfield Elementary School	Approve appointment on schedule -BA Step 5 +30, 1.0 FTE for up to 187 days for the 2025-2026 school year	8/18/2025	Jessica Miller	Replacing Cassidy Green
FIGUEROA, Raymond	Maintenance	Central Office	Approve appointment on schedule -MAINTENANCE I, Step 0, for up to 8 hours per day for up to 55 days	4/15/2025	Jason Fry	Replacing Rick Wilson
GILLEN, Carrie	Teacher	Lewis and Clark Elementary School	Accept Resignation	6/1/2025	Danny Wirtzberger	Letter on File
GREEN, Cassidy	Elementary Teacher	Garfield Elementary School	Accept Resignation	6/1/2024	Jessica Miller	Letter on File
RAU, Alexander	Custodian	Fergus High School	Accept Resignation	3/29/2025	Jason Fry	Verbal Resignation
STROUF, Leah	Teacher	Garfield Elementary School	Accept Transfer Request to NEW Early Literacy Classroom for the 2025-2026 school year	8/18/2025	Jessica Miller	New Position
TAYLOR, Jennifer	Teacher	Garfield Elementary School	Approve appointment on schedule -BA Step 0, 1.0 FTE for up to 187 days for the 2025-2026 school year	8/18/2025	Jessica Miller	Replacing Maria Derheim
VANDYKEN, Anna (Destinni)	Teacher	Garfield Elementary School	Approve appointment on schedule -BA Step 5, 1.0 FTE for up to 187 days for the 2025-2026 school year	8/18/2025	Jessica Miller	Replacing Leah Strouf
WATSON, Linda	Food Server/Kitchen Aide	Fergus High School	Approve appointment on schedule -FOOD SERVER/KITCHEN AIDE, Step 1, for up to 3 hours per day for up to 187 days for the 2025-2026 school year.	8/18/2025	Amie Friesen	Replacing Judy Townsend
WIGERT, Svea	School Counselor	Lewistown Jr. High School	Approve appointment on schedule -COUNSELOR MA, Step 0 for up to 187 days for the 2025-2026 school year	8/18/2025	Jeff Friesen	Replacing Megan Assenmacher
WILSON, Richard	Maintenance	Central Office	Accept Resignation	3/18/2025	Jason Fry	Verbal Resignation

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#21

MEETING DATE: April 14, 2025

ITEM TITLE: 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.

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 PUBLIC SCHOOLS
2ND READING POLICIES
April 14, 2025

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
4000	Goals
4120	Public Relations
4125	District Social Media Presence
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
4331	Use of School Property for Posting Notices
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
4600	Notice to Parents Required by No Child Left Behind Act of 2001 (“ANCLB”)

NEW POLICIES

~~POLICIES BEING REMOVED~~

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#22

MEETING DATE: April 14, 2025

ITEM TITLE: 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.

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 PUBLIC SCHOOLS
1ST READING POLICIES
April 14, 2025

2140	Guidance and Counseling
2309	School Library Program
2314	Learning Materials Review
4332	Conduct on School Property
4560	Senior Citizen Activity Passes
5000	Board Goal/Personnel
5002	Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973
5010	Equal Employment Opportunity, Non-Discrimination, Sex Equity
5012	Sexual Harassment of Employees
5012F	Harassment Reporting Form
5012P	Sexual Harassment of Employees
5015	Bullying/Harassment/Intimidation
5120	Hiring Process and Criteria
5120P	Fingerprint Background Handling Procedure
5121	Applicability of Personnel Policies
5122	Fingerprints and Criminal Background Investigations
5122F	Consent to Fingerprint Background Check
5125	Whistle Blowing and Retaliation (replaced ~~Extended Contracts~~)
5126	Extended Contracts (formerly 5125)
5130	Staff Health
5140	Classified Employment and Assignment
5210	Assignments, Reassignments, Transfers
5213	Vacancies
5220	Prohibition on Aiding Sexual Abuse
5222	Evaluation of Certified and Classified Staff
5223	Personal Conduct
5224	Political Activity
5226	Drug-Free Workplace
5228 - 5228P	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
5230	Prevention of Disease Transmission
5231 - 5231P	Personnel Records

NEW POLICIES

~~POLICIES BEING REMOVED~~

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#23

MEETING DATE: April 14, 2025

ITEM TITLE: MEMORANDUM OF UNDERSTANDING WITH THE LEA

PREPARED BY: Brad Moore

SUMMARY:

The Board of Trustees needs to approve the MOA with the Lewistown Education Association.

Must be approved no later than May 15, 2025 as per language in the bill.

The superintendent of public instruction shall allow an educational entity the opportunity to **provide this written commitment until [the effective date of this act] or May 15, 2025, whichever is later**, and adjust the entity's general fund BASE and maximum general fund budget limits and quality educator and qualified staff payment for fiscal year 2026 accordingly and as applicable."

Recommend the trustees approve the MOA with Lewistown Education Association.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MEMORANDUM OF AGREEMENT BETWEEN
LEWISTOWN DISTRICT (“District”)
AND THE
LEWISTOWN EDUCATION ASSOCIATION (“Association”)**

The District and Association are entering into this Memorandum of Agreement (MOA) regarding the District’s teacher base pay.

WHEREAS, Article XV Section J of and the Salary Matrix appended to the Negotiated Agreement currently in effect between the District and Association defines the salary structure for certified staff;

WHEREAS, the Montana Legislature passed the Student and Teacher Advancement for Results and Success Act (STARS Act);

WHEREAS, as of May 15, 2025, the STARS Act requires that collective bargaining agreements define and establish a teacher base rate of pay;

NOW THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

1. “Teacher base pay” means the lowest salary for a full-time equivalent beginning teacher for the current year in accordance with the Negotiated Agreement, not including bonuses, stipends, or extended duty contracts.
2. Teacher base pay shall be equal to at least 11 times the quality educator and qualified staff payment amount provided in MCA § 20-9-306.
3. Teacher base pay shall not be less than the following percentages of teacher average pay in a prior fiscal year:
 - In fiscal year 2026, not less than 62%;
 - In fiscal year 2027, not less than 64%;
 - In fiscal year 2028, not less than 66%;
 - In fiscal year 2029, not less than 68%; and
 - In fiscal year 2030 and succeeding fiscal years, not less than 70%.
4. **Salary Matrix:** A 2025-2026 Salary Matrix incorporating the changes set forth in this MOA is attached.
5. **Effect on CBA:** All provisions of the bargaining agreement not modified herein shall remain in full force and effect.
6. **Precedent:** This Agreement shall not be used as precedent or cited as practice by either the District or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this _____ day of _____ 2025.

LEWISTOWN SCHOOL DISTRICT

Chair
Board of Trustees

LEWISTOWN EDUCATION ASSOCIATION

President

LEWISTOWN PUBLIC SCHOOL
JULY 1, 2025 - JUNE 30, 2026

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30
0	\$41,615	\$41,615	\$41,615	\$41,615	\$41,615	\$41,615	\$42,242	\$43,479
1	\$41,615	\$41,615	\$41,615	\$41,615	\$41,615	\$42,972	\$44,357	\$45,706
2	\$41,615	\$41,615	\$41,922	\$42,688	\$43,451	\$44,944	\$46,473	\$47,933
3	\$41,615	\$42,033	\$43,638	\$44,476	\$45,311	\$46,915	\$48,588	\$50,161
4	\$41,821	\$43,638	\$45,354	\$46,264	\$47,171	\$48,887	\$50,704	\$52,388
5	\$43,282	\$45,242	\$47,070	\$48,052	\$49,031	\$50,859	\$52,819	\$54,615
6	\$44,742	\$46,847	\$48,786	\$49,840	\$50,891	\$52,830	\$54,935	\$56,842
7	\$46,203	\$48,452	\$50,502	\$51,628	\$52,751	\$54,802	\$57,050	\$59,069
8	\$47,664	\$50,056	\$52,218	\$53,417	\$54,611	\$56,773	\$59,166	\$61,296
9	\$49,124	\$51,661	\$53,935	\$55,205	\$56,471	\$58,745	\$61,281	\$63,523
10	\$50,585	\$53,265	\$55,651	\$56,993	\$58,331	\$60,716	\$63,397	\$65,750
11	\$52,046	\$54,870	\$57,367	\$58,781	\$60,191	\$62,688	\$65,512	\$67,977
12	\$53,506	\$56,475	\$59,083	\$60,569	\$62,051	\$64,660	\$67,628	\$70,204
13	\$53,506	\$58,079	\$60,799	\$62,357	\$63,911	\$66,631	\$69,743	\$72,431
14	\$53,506	\$58,079	\$62,515	\$64,145	\$65,771	\$68,603	\$71,859	\$74,658
15	\$53,506	\$58,079	\$62,515	\$65,933	\$67,631	\$70,574	\$73,974	\$76,885

*All returning teachers for the 2025-26 school year, who are ABOVE the \$41,615 minimum salary will be issued a \$1,000 retention incentive. This is a one-time payment scheduled only for the 2025-2026 school year. Schedule of payment of the retention incentive will be determined by the employee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#24

MEETING DATE: April 14, 2025

ITEM TITLE: CERTIFIED CONTRACTS FOR THE 2025-2026 SCHOOL YEAR

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve issuing contracts for Certified Staff for the 2025-2026 school year.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

2025-2026 CERTIFIED STAFF CONTRACTS							
LAST NAME	FIRST NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
AAMOLD	DANIELLE	20 GARFIELD SCHOOL	STEP 4	BA	1.0	187	Y
AKREMI	KELLI	40 LEWIS & CLARK SCHOOL	STEP 8	BA+30	1.0	187	4th CONTRACT
AUGER	CHASE	60 FERGUS HIGH SCHOOL	STEP 4	MA	1.0	187	Y
BIBLER	KEELEY	60 FERGUS HIGH SCHOOL	STEP 1	BA	1.0	187	N
BLAZICEVICH	JENIFER	50 JUNIOR HIGH SCHOOL	STEP 3	BA+30	1.0	187 + up to 5 (Summer SPED Days)	4th CONTRACT
BOLING	AUDREY	20 GARFIELD SCHOOL	STEP 15	BA+10	1.0	187	Y
BRANDON	LUKE	60 FERGUS HIGH SCHOOL	STEP 15	BA+30	1.0	187	Y
BRAULICK	DOUGLAS	60 FERGUS HIGH SCHOOL	STEP 15	BA+30	1.0	187	Y
BREIDENBACH	BRADLEY	40 LEWIS & CLARK SCHOOL	STEP 15	BA+30	1.0	187 + up to 5 (Summer SPED Days)	Y
BREIDENBACH	SHERRY	60 FERGUS HIGH SCHOOL	STEP 15	BA+30	1.0	187	Y
BUEHLER	DYLAN	50 JUNIOR HIGH SCHOOL	STEP 7	MA+20	1.0	187	Y
CAVILL	CATHERINE	60 FERGUS HIGH SCHOOL	STEP 1	BA	1.0	187	N
CIRRINCIONE	MEGGAN	60 FERGUS HIGH SCHOOL	STEP 10	MA+30	1.0	187	Y
CLOUD	CHARLES	40 LEWIS & CLARK SCHOOL	STEP 11	MA+20	1.0	187	Y
CLOUD	SARAH	30 HIGHLAND PARK SCHOOL	STEP 15	MA+30	1.0	187	Y
COMER	KELLY	20 GARFIELD SCHOOL	STEP 4	MA	1.0	187	Y
COMES	JULIE	30 HIGHLAND PARK SCHOOL	STEP 15	MA+30	1.0	187	Y
CRAWFORD	GINA	30 HIGHLAND PARK SCHOOL	STEP 15	BA+30	1.0	187	Y
CROUSE	LEE	60 FERGUS HIGH SCHOOL	STEP 10	MA	1.0	187 + up to 10 (Summer Counselor Days)	Y
DAVIES	KATRINA	30 HIGHLAND PARK SCHOOL	STEP 6	MA	1.0	187	N
DECOCK	ADRIENNA	60 FERGUS HIGH SCHOOL	STEP 8	MA+30	1.0	187	Y
DECOCK	BRENDON	60 FERGUS HIGH SCHOOL	STEP 12	MA+30	1.0	187	Y
DOHRMANN	MARNE	20 GARFIELD SCHOOL	STEP 10	MA	1.0	187	Y
DONALDSON	MATTHEW	50 JUNIOR HIGH SCHOOL	STEP 10	MA+30	1.0	187	Y
FELLER	VICTOR	60 FERGUS HIGH SCHOOL	STEP 15	MA+30	1.0	187	Y
GIES	AMY	20 GARFIELD SCHOOL	STEP 7	MA+30	1.0	187	N
GOBBLE	CASSI	60 FERGUS HIGH SCHOOL	STEP 4	BA+10	1.0	187 + up to 5 (Summer SPED Days)	Y
GREMAUX	ALLISON	40 LEWIS & CLARK SCHOOL	STEP 5	BA+20	1.0	187	N
GREMAUX	CINDY	40 LEWIS & CLARK SCHOOL	STEP 15	MA+10	1.0	187	Y
GRENSTEN	RACHAEL	60 FERGUS HIGH SCHOOL	STEP 9	MA+30	1.0	187	Y
GRUBB	JULIA	30 HIGHLAND PARK SCHOOL	STEP 3	BA+30	1.0	187	4th CONTRACT
GRUENER	BRENDA	30 HIGHLAND PARK SCHOOL	STEP 15	MA	1.0	187	Y
GRUENER	MATTHEW	40 LEWIS & CLARK SCHOOL	STEP 6	BA+30	1.0	187	Y
HANKINS	ASHLEY	30 HIGHLAND PARK SCHOOL	STEP 8	BA	1.0	187	Y
HENDERSON	JODI	30 HIGHLAND PARK SCHOOL	STEP 6	BA+20	1.0	187 + up to 5 (Summer SPED Days)	Y
HENDERSON	TROY	60 FERGUS HIGH SCHOOL	STEP 15	MA+30	1.0	187	Y
HICKS	MEGAN	20 GARFIELD SCHOOL	STEP 5	MA+10	1.0	187	Y
HOWELL	KARA	20 GARFIELD SCHOOL	STEP 2	BA+30	1.0	187	N
HUDSON	TROY	60 FERGUS HIGH SCHOOL	STEP 15	BA+30	1.0	187	Y
IRISH	JEAN	30 HIGHLAND PARK SCHOOL	STEP 11	BA+10	1.0	187	Y
IRWIN	KATHLEEN	40 LEWIS & CLARK SCHOOL	STEP 15	BA+30	1.0	187	Y
JENNI	AMANDA	40 LEWIS & CLARK SCHOOL	STEP 12	MA	1.0	187	Y
JENSEN	JENNIFER	30 HIGHLAND PARK SCHOOL	STEP 15	BA+20	1.0	187	Y
JOHNSON	ORIN	60 FERGUS HIGH SCHOOL	STEP 8	MA	1.0	187	Y
KING	JOEL	50 JUNIOR HIGH SCHOOL	STEP 6	BA+30	1.0	187 + up to 5 (Summer SPED Days)	N
KIRSCH	ELIZABETH	30 HIGHLAND PARK SCHOOL	STEP 15	MA+20	1.0	187	Y
KROGSTAD	JOCELYN	50 JUNIOR HIGH SCHOOL	STEP 12	BA	1.0	187	Y
LANE	EMILY	30 HIGHLAND PARK SCHOOL	STEP 8	MA	1.0	187	4th CONTRACT
LEAR	DEREK	40 LEWIS & CLARK SCHOOL	STEP 8	MA	1.0	187	Y
LEWIS	DIANE	60 FERGUS HIGH SCHOOL	STEP 15	BA+20	1.0	187	Y
LONG	JARED	60 FERGUS HIGH SCHOOL	STEP 14	MA+30	1.0	187 + up to 40 (Summer FFA Days)	Y
LONG	LESLIE	60 FERGUS HIGH SCHOOL	STEP 15	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
MANGOLD	MIKE	60 FERGUS HIGH SCHOOL	STEP 15	MA+30	1.0	187	Y
MCKINNEY	SARA	30 HIGHLAND PARK SCHOOL	STEP 13	BA+20	1.0	187	Y
METCALFE	BRIDGET	40 LEWIS & CLARK SCHOOL	STEP 8	BA	1.0	187	Y
MOORE	MACELLE	60 FERGUS HIGH SCHOOL	STEP 1	BA	1.0	187	N
MURPHY	TIA	50 JUNIOR HIGH SCHOOL	STEP 6	MA+30	1.0	187	N
NELSON	SHERI	40 LEWIS & CLARK SCHOOL	STEP 10	BA+30	1.0	187	Y
POSER-BROWN	LORA	40 LEWIS & CLARK SCHOOL	STEP 7	MA+10	1.0	187	Y
RECTOR	BROOKE	40 LEWIS & CLARK SCHOOL	STEP 2	BA	1.0	187	N
REESOR	JULIE	40 LEWIS & CLARK SCHOOL	STEP 7	BA+10	1.0	187	Y
RHOADES	JACOB	50 JUNIOR HIGH SCHOOL	STEP 10	BA+30	1.0	187	Y
ROBERTS	PAMELA	20 GARFIELD SCHOOL	STEP 10	BA	1.0	187 + up to 5 (Summer SPED Days)	Y

LAST NAME	FIRST NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
RUSSELL	JEFFREY	40 LEWIS & CLARK SCHOOL	STEP 15	BA	1.0	187	Y
SCHILLING	AUSTIN	60 FERGUS HIGH SCHOOL	STEP 6	MA	1.0	187	N
SCHILLING	EMILY	20 GARFIELD SCHOOL	STEP 4	BA	1.0	187	Y
SCHWEDE	JILL	30 HIGHLAND PARK SCHOOL	STEP 10	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
SHELAGOWSKI	BRETT	50 JUNIOR HIGH SCHOOL	STEP 15	BA+30	1.0	187	Y
SHELAGOWSKI	LISA	30 HIGHLAND PARK SCHOOL	STEP 15	MA	1.0	187 + up to 5 (Summer SPED Days)	Y
SMITH	MELANIE	60 FERGUS HIGH SCHOOL	STEP 15	MA+30	1.0	187	Y
SPARKS	BRIDGET	20 GARFIELD SCHOOL	STEP 15	MA	1.0	187	Y
SPERANZA	REBECCA	40 LEWIS & CLARK SCHOOL	STEP 5	BA	1.0	187	N
STANDLEY	EMILY	50 JUNIOR HIGH SCHOOL	STEP 3	MA	1.0	187	4th CONTRACT
STROUF	LEAH	20 GARFIELD SCHOOL	STEP 7	BA+30	1.0	187 + up to 5 (Summer SPED Days)	Y
SWIMLEY	RACHAEL	20 GARFIELD SCHOOL	STEP 4	BA	1.0	187	Y
THACKERAY	BRETT	60 FERGUS HIGH SCHOOL	STEP 7	BA	1.0	187	N
TRAFTON	MICHELLE	60 FERGUS HIGH SCHOOL	STEP 15	MA+30	1.0	187	Y
TURNER	LOGAN	60 FERGUS HIGH SCHOOL	STEP 1	BA	1.0	187 + up to 5 (Summer FFA Days)	N
VAUGHN	KERRY	40 LEWIS & CLARK SCHOOL	STEP 11	MA+30	1.0	187	Y
VAUGHN	TERESA	60 FERGUS HIGH SCHOOL	STEP 12	MA	1.0	187 + up to 10 (Summer Counselor Days)	Y
VINCENT	MEGAN	60 FERGUS HIGH SCHOOL	STEP 10	BA	1.0	187 + up to 5 (Summer FACS Days)	Y
WEBB	KARIN	50 JUNIOR HIGH SCHOOL	STEP 4	MA+30	1.0	187 + up to 5 (Summer SPED Days)	N
WEBB	THOMAS	60 FERGUS HIGH SCHOOL	STEP 4	BA+30	1.0	187 + up to 5 (Summer SPED Days)	N
WEICHEL	NORA	40 LEWIS & CLARK SCHOOL	STEP 4	BA+30	1.0	187	N
WEICHEL	POLLY	40 LEWIS & CLARK SCHOOL	STEP 15	BA+30	1.0	187	Y
WICHMAN	NICOLE	50 JUNIOR HIGH SCHOOL	STEP 12	BA+20	1.0	187	Y
WIRTZBERGER	KATELIN	50 JUNIOR HIGH SCHOOL	STEP 4	MA	1.0	187	Y
ZEILER	BROOKE	50 JUNIOR HIGH SCHOOL	STEP 10	MA	1.0	187	Y

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#25

MEETING DATE: April 14, 2025

ITEM TITLE: CERTIFIED ADMINISTRATOR CONTRACTS FOR THE 2025-2026
SCHOOL YEAR

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Administrative Staff for the 2025-2026 school year.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

2025-2026 ADMINISTRATOR CONTRACTS

CERTIFIED ADMINISTRATORS				
Name	Position	FTE	Days	Salary
FRIESEN, JEFFREY	JHS PRINCIPAL	1.00	217	LJHS Principal Salary Matrix, MA Step 10
LEWIS, MATTHEW	PRINCIPAL	1.00	222	HS Principal Salary Matrix, MA+10 Step 15
MILLER, JESSICA	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 3
VENTRESCA, MATTHEW	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 12
WIRTZBERGER, DANIEL	PRINCIPAL	1.00	212	Elementary/Asst Principal Salary Matrix, MA Step 10

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#26

MEETING DATE: April 14, 2025

ITEM TITLE: SUPERINTENDENT CONTRACT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve revisions to the Superintendent Contract.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Lewistown School District Superintendent

EMPLOYMENT CONTRACT 2025-2028

This Employment Contract, made and entered into this ___th day of April, 2025, by and between the Governing Board of the Lewistown School District of Lewistown, Montana, hereinafter referred to as DISTRICT, and **Brad Moore**, hereinafter referred to as SUPERINTENDENT.

WHEREAS, DISTRICT desires to provide SUPERINTENDENT with a written employment contract in order to enhance administrative stability and continuity within the schools which DISTRICT believes generally improves the quality of its overall educational program; and

WHEREAS, DISTRICT and SUPERINTENDENT, believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the school.

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

1. **TERM:** DISTRICT, in consideration of the promises of SUPERINTENDENT herein contained, hereby employs and SUPERINTENDENT hereby accepts employment as Superintendent of Schools for a term commencing on ~~July 1, 2024, and ending June 30, 2026~~ **July 1, 2025, and ending June 30, 2028**. DISTRICT may, by specific action and with the consent of the SUPERINTENDENT, extend the termination date of the existing contract to the full extent permitted by state law.
2. **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF SUPERINTENDENT:**
 - A. **Certification:** SUPERINTENDENT shall provide the necessary certification and experience records and other records required for personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any misrepresentation may be grounds for dismissal.
 - B. **Duties:** SUPERINTENDENT shall have charge of the administration of the schools under the direction of the Board. He shall be the Chief executive officer of the Board; shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT subject to approval of the Board; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district, and in general, perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time.
 - C. **Outside Activities:** SUPERINTENDENT shall devote his time, attention and energy to the business of the school district. However, with agreement of the Board, he may serve as consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other

activities which are of a short-term duration. SUPERINTENDENT may, at his option, and with the approval of the Board of Trustees, continue to draw a salary while engaged in outside activity as described above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be transferred to the DISTRICT. If SUPERINTENDENT chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will DISTRICT be responsible for any expenses to the performance of such outside activities.

3. **PROFESSIONAL GROWTH OF SUPERINTENDENT:** DISTRICT encourages the continuing professional growth of SUPERINTENDENT through his participation in:
 - A. The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and school board associations;
 - B. Seminars and courses offered by public or private educational institutions; and,
 - C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform his professional responsibilities for DISTRICT.
4. **COMPENSATION:** DISTRICT shall pay SUPERINTENDENT at an annual salary of **One Hundred Twenty Thousand Dollars (\$120,000.00)** for the 2024-2025 school year. The salary referenced in this section shall be paid on the basis of a two hundred and sixty (260) day Contract, with a corresponding daily rate of pay at \$461.54. DISTRICT shall review SUPERINTENDENT'S salary on an annual basis concurrent with the evaluation of his performance as noted in Section 6 below. DISTRICT may offer SUPERINTENDENT an increase in this annual salary amount, but in no case shall offer a lesser amount for the 2024-2025, 2027-2028 school year.

COMPENSATION: DISTRICT shall pay SUPERINTENDENT at an annual salary of **One Hundred Twenty Seven Thousand Dollars (\$127,000.00)** for the 2025-2026 school year . **One Hundred Thirty Two Thousand Dollars (\$132,000.00)** for the 2026-2027 school year **One Hundred Thirty Seven Thousand Dollars (\$137,000.00)** for the 2027-2028 school year The salary referenced in this section shall be paid on the basis of a two hundred and ~~sixty (260)~~ fifty (250) day Contract, with a corresponding daily rate of pay at \$508.00, \$528.00, 548.00 respectfully.

5. **VACATION AND OTHER BENEFITS:** That the SUPERINTENDENT shall accrue vacation as prescribed in Section 2-18-612, MCA, exclusive of legal holidays. Additionally, ~~nine (9)~~ **fifteen (15)** days of non-accumulative personal leave shall be granted to SUPERINTENDENT. SUPERINTENDENT shall be entitled to annual sick leave of one day per month as prescribed in Section 2-18-618, MCA, and holiday pay in conformance with § 20-1-305, MCA, and Board policy. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond three (3) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Contract.

DISTRICT will pay the full premium for a family medical/dental insurance program equivalent to the District's insurance program currently in effect.

If dental insurance and a high deductible health insurance plan is elected, the difference in the premium value of the lowest deductible major medical insurance and dental insurance chosen, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

If a high deductible health insurance plan and no dental insurance is elected, the difference in the plan value of the lowest deductible major medical insurance and dental insurance, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

The School District Clerk will maintain a spreadsheet with the latest premiums and rates. This spreadsheet is available for review upon request.

6. **EVALUATION:** DISTRICT shall evaluate and assess, in writing, the performance of SUPERINTENDENT at least once a year during the term of this agreement. This evaluation and assessment shall be reasonably related to the position description of SUPERINTENDENT and the goals and objectives of the DISTRICT for the year in question.
7. **PROFESSIONAL DUES.** DISTRICT shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships approved by the Board.
8. **PROFESSIONAL LIABILITY.** DISTRICT shall provide for the indemnification, defense and immunization of SUPERINTENDENT as provided in Section 2-9-305, MCA.
9. **TERMINATION OF EMPLOYMENT CONTRACT:** This employment contract may be terminated by:
 - a. Mutual agreement of the Board of Trustees and the SUPERINTENDENT: When the contract has been terminated by mutual agreement, the DISTRICT shall be obligated to pay that portion of the salary that has been earned up to and including the last day of service. At least a thirty (30) day advance notice of termination date will be given after reaching a mutual agreement.
 - b. Notice of Retirement: SUPERINTENDENT may retire at the end of any school year provided notice is given at the regular December Board meeting of the school year.
 - c. Disability of the Superintendent: In the event of disability by illness or incapacity, after SUPERINTENDENT'S sick leave has been exhausted, the compensation shall be reinstated after SUPERINTENDENT has returned to employment and undertaken full charge of his duties. DISTRICT may terminate this contract by written notice of SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and SUPERINTENDENT remains unable to return to his duties. If a question exists concerning the capacity of SUPERINTENDENT to return to his duties, DISTRICT may require SUPERINTENDENT to submit to a medical examination, to be performed by a doctor licensed to practice medicine. DISTRICT and SUPERINTENDENT shall mutually agree upon the physician who shall conduct the examination. The examination shall be limited to the issue of whether the SUPERINTENDENT has a continuing disability, which prohibits him from performing his duties.

- DATED this ____th day of April, 2025.

Chairman, Board of Trustees
Lewistown School District

Date

Business Manager/District Clerk	Date
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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#27

MEETING DATE: April 14, 2025

ITEM TITLE: APPROVE DENTAL RATES FOR 2025-2026

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Board of Trustees needs to approve the dental insurance rates for 2025 – 2026. Over the past few years, our premiums have been exceeding our claims. We now have a sufficient “bank” in the Self-Insured Dental account and it has been recommended by Boulder Dental to keep our rates the same as 2024-2025.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#28

MEETING DATE: April 14, 2025

ITEM TITLE: CMEC BUILDING USE AGREEMENT WITH RURAL EMPLOYMENT OPPORTUNITIES (REO)

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Federal Government transfer of the Central Montana Education Center property on Airport Road from Montana State University – Northern to Lewistown Public Schools took place in August 2019. As a result, the District may now allow other educational providers to enter into a Building Use Agreement for their portion of the building (prorated by square footage utilized). This document has been reviewed by both MTSBA and Rural Employment Opportunities. An Agreement with Providence was approved by the Board in June 2019, placing them in position of the primary occupant, so University of Providence will also need to sign off on this Agreement.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

AGREEMENT

THIS AGREEMENT is made and entered into by and between the Lewistown School District, (“the District”) University of Providence, (“the University”) and the Rural Employment Opportunities (“REO”).

WHEREAS, the District is the owner of the property identified as former BLM Lewistown Field Office, Lewistown, Montana; and

WHEREAS, the District leases the property to the University in accordance with terms of an Agreement executed on July 1, 2025; and

WHEREAS, the application for transfer of the property identifies REO as an authorized occupant; and

WHEREAS, the terms of the Agreement between the University and the District authorize the University to assign portions of the property for use by REO.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions set forth herein, the parties hereto agree as follows:

1. **PREMISES:** The University agrees to permit the REO to use a portion of the District-owned property known as the former BLM Lewistown Field Office located at 773 Airport Road, Lewistown, Montana, 59457, in accordance with the terms and conditions of this Agreement. The portion of the property to be utilized by REO consists of the Office #101 and shared areas (restroom facilities, entryway and lobby area near front desk).

2. **TERM:** The term of this Agreement shall be for a period of 1 year, beginning on July 1, 2025, and continuing through June 30, 2026. Renewal of this Agreement is not expected by either Party.

3. **CONSIDERATION:** In consideration for the use of said premises in accordance with the terms and conditions of this Agreement, the REO agrees to maintain required insurance coverage, pay for required maintenance and operating costs related to the portion of the premises utilized by REO as outlined in Exhibit A.

4. **USE OF PREMISES:** Any and all activities conducted on said premises shall conform and comply with all the Agreement between the University and District as well as District policies as well as all federal, state, and local laws, ordinances and regulations, including all non-discrimination laws. District Policies will be provided to REO upon request. Specific School District policies of note include prohibition of tobacco use, limitation of access to registered sex offenders, school building security and preservation of student privacy. REO agrees further to keep the premises in a clean, safe, and sanitary condition.

5. **RESPONSIBILITIES:** REO agrees to provide for the care of the interior space being occupied by the offices and areas of use by staff. REO's use or storage of gasoline, hazardous materials, or other flammable or explosive materials on the premises is prohibited. REO shall not change or alter any part of the Premises, in any form, except with the written permission of the District. The building, placing, or constructing of any permanent structure or item by REO is prohibited. Any structural change which is not approved by the District in writing will be subject to removal at REO's expense.

REO is exclusively responsible for the following expenses it may incur as a result of use of its use of the premises: custodial services and supplies, post office box, internet, garbage and waste services, and telephone services.

REO is responsible for monitoring the premises for maintenance issues and report maintenance issues to the District. Any use of the premises by entities unaffiliated with REO, the

University, or District or their assignees or sublessees will be in accordance with the District's facilities use policies. All use of the premises will be reported to the District by October 1 of each year to ensure full compliance with the federally required Utilization Report.

6. **INSURANCE AND INDEMNITY**: REO and any assignees are obligated to provide insurance coverage for the contents of the building consisting of property, effects, documents, or possessions of REO or assignees, and the University and District shall not in any event be responsible for the loss of such property, effects, documents, or REO's possessions located on the premises. REO and assignees shall provide for a five hundred thousand (\$500,000) insurance policy for coverage for the contents of the building owned by REO and assignees. REO and assignees shall provide for insurance coverage for comprehensive general liability insurance in an amount not less than Two Million Dollars (\$2,000,000) for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The policies shall name the District as an additional insured. Proof of insurance will be submitted to the District upon execution of this Agreement.

REO and assignees agree to defend, indemnify and hold the University and District harmless from and against any and all claims, losses, liabilities or expenses, including without limitation attorneys' fees, which may arise, in whole or in part, out of (i) the negligence or willful misconduct of REO, its employees, assignees or agents, (ii) a breach by REO or assignees of its obligations under this Agreement, (iii) violation of District policy, state law or federal law by REO or assignees. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.

REO and assignees shall maintain a workers' compensation insurance policy covering all employees while providing services on the premises in accordance with Title 39, chapter 71, MCA

and other applicable provisions of Montana's Workers' Compensation Act. REO and assignees shall provide proof of such policy to District upon execution of the Agreement.

At no time during the term of this Agreement will University or District's insurance policies be considered to cover acts or omissions by REO or assignees. All insurance policies required by this Paragraph must remain valid for the entire term of the Agreement. REO and assignees must promptly notify University and District of any lapse in coverage. REO and assignees will not provide services on the premises in the event any insurance coverage lapses. Failure to honor the terms of this Paragraph is grounds for termination of the Agreement.

7. **ASSIGNMENT**: REO is not authorized to sublet any portion of the property.

8. **CHANGES**: University and REO may, at any time by written order, request to negotiate changes to the agreement.

9. **STATUS**: This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of any or all of the parties.

10. **TERMINATION**: This Agreement will terminate upon expiration of the Agreement in Paragraph 2. Each Party shall have the right to terminate this Agreement upon 180 day's written notice submitted to the other Party. Each Party shall have the right to terminate this Agreement if any other Party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from a non-defaulting Party specifying such default. REO may also terminate this Agreement by giving the other parties 30 days' written notice if funds are not made available to continue REO's performance under this Agreement.

11. **RETURN OF PROPERTY:** Upon the expiration or earlier termination of this Agreement, REO shall deliver promptly to the District all property relating to the business and work of the District. Such property shall include but not be limited to all keys and other District-owned property. Upon termination of the Agreement, REO shall return Premises to the same condition in which it was received, ordinary wear and tear excepted, and free of REO's personal property, trash, and debris.

After five (5) days following REO's surrender of the Premises or termination of Agreement in any manner except by court order, and if the District reasonably believes that REO has abandoned any personal property remaining on the Premises, the District may remove the property to a place for safekeeping, and take any steps reasonable and proper under Montana law. The District shall be entitled to reimbursement from REO for actual costs of storage and safekeeping of the property.

12. **NOTICES:** All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or codified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant Party, which initially shall be the address set forth on the signature page to this Agreement. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a Party.

13. **SIGNAGE:** Any signage to be installed by REO must be first approved in writing by the School District Superintendent.

14. **PARTY REPRESENTATIVES:** The positions or persons noted shall serve as representatives for communication between the Parties regarding this Agreement. Rebekah

Rhoades shall serve as the School District representative for purposes of communication under this Agreement. Diane Oldenburg shall serve as REO representative for purposes of communication under this Agreement.

15. **ENTIRE AGREEMENT; MODIFICATION**: This Agreement contains the entire agreement between the parties, and may not be altered, modified, or amended, except by written agreement signed by the authorized representatives of the respective parties. Time is of the essence to the terms of this Agreement.

16. **PARTIAL INVALIDITY**: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force without being impaired or invalidated in a manner.

17. **CONSTRUCTION AND JURISDICTION**: This Agreement shall be construed under the laws of the State of Montana, and the parties agree that the courts of the State of Montana shall have personal jurisdiction over the parties in relation to any claim or cause of action arising from or related to the provisions hereof, including, but not limited to, any action for breach or enforcement of the terms and conditions of this Agreement. In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court. The District's failure to require strict compliance with the conditions of this Agreement or to exercise any right provided, shall not be deemed a waiver of such default, nor limit the District's rights with respect to that or other default.

IN WITNESS WHEREOF:

LEWISTOWN SCHOOL DISTRICT

By: _____
Chair, Board of Trustees

Date: _____

UNIVERSITY OF PROVIDENCE

By: _____
Authorized Representative

Date: _____

RURAL EMPLOYMENT OPPORTUNITIES

By: _____
Authorized Representative

Date: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#29

MEETING DATE: April 14, 2025

ITEM TITLE: CONSIDER REQUEST TO TRANSPORT JUDITH MOUNTAIN 10K PARTICIPANTS PER POLICY 8132

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

The Judith Mountain 10k organizers have requested that Lewistown Public Schools transport participants from Lewistown to Judith Mountain Lodge on August 2, 2025.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

VEHICLE USE AND RELEASE AGREEMENT

Lewistown School District

Organization requesting: Judith Mountain 10k (Clancy Hartman and Justin Hartman)

Vehicle Owner: Lewistown School District

Vehicle Requested: School Bus or Activity Bus

Date of Use and Day of Week: Saturday, August 2, 2025

Hours of Use: 6:00 am – 12:00 pm

Purpose of Use: Shuttling runners from parking in Lewistown to trailhead at Judith Mountain Lodge

Organization Representative: Laura Anderson

Address: 6300 Limekiln Road, Lewistown MT 59457

Phone: 406-366-3238

Conditions of Vehicle Use—Use of Vehicle is conditioned upon the following covenants:

1. All District policies are in effect and shall be honored during the rental period and while requesting organization is using the facility.
2. That no alcoholic beverages, tobacco or other drugs are sold or consumed on property by the requesting organization or individual or any of its employees, patrons, agents, or members.
3. That no illegal games of chance or lotteries will be permitted.
4. That no functional alteration of the vehicle or functional changes in the use of such vehicle shall be made without specific written consent of the vehicle owner.
5. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of the vehicle. The District uses audio and video surveillance to monitor activity on the bus.
6. A Lewistown School District bus driver is required to be the only driver of the bus during the rental period.
7. The presence of weapons, including firearms, is prohibited unless previously reviewed and approved by the Board of Trustees in accordance with Montana law.
8. All District-owned equipment, facilities, and other property will remain unchanged and undamaged and the requesting organization or individual will pay for any damages to District property. All equipment will be returned to the District.
9. All attendees and participants shall honor and enforce County Health Department directives and safety standards and School District policies health and safety at gatherings and events held at the school. The requesting organization is expected to specifically comply with all cleaning and disinfecting protocols outlined in District policy as attached.

The lessee is also required to secure and pay for separately, auto physical damage and auto liability coverage for the bus with the lessor named as an additional insured and loss payee on the insurance certificate.

Failure to honor these covenants will result in cancellation of the event and/or all available remedies under the law.

Rent and Deposit—The requesting organization or individual agrees to pay the lessor, as rent for the vehicle, the sum of bus driver wages, benefits and bus fuel based on mileage traveled. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the vehicle.

Indemnification Requirement—The undersigned organizations, by signature of its authorized representatives, hereby agree, to the fullest extent of the law that the parties shall indemnify, defend and hold harmless each other and any of employees or agents from any liability, expenses, costs (including attorney fees), damages, and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the maintenance or use of the aforementioned vehicle which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

Insurance Requirement— The user of the vehicle shall provide the lessor with a certificate of insurance. Said certificate shall name the lessor as an additional insured. Such certificate shall show coverage for auto liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the vehicle. Said insurance shall be primary and provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,500,000 for all bodily injuries and death resulting from any one accident, \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,500,000. Said insurance shall also provide automobile medical payment coverage for not less than \$25,000 for any one person and uninsured/underinsured motorist coverage for amounts less than \$1,000,000 per occurrence.

Non-Discrimination—The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

Assumption of Risk - The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved. Any negligence arising out of use of the bus under this agreement shall be attributed to requesting entity as comparative negligence within the meaning of Section 27-1-702, MCA.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

District's Rights - The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes, the event will violate District policy, or if the conditions outlined in this agreement are not satisfied. The District reserves all

rights under the law to seek remedy in the event School District property is damaged.

Signature: _____ Date: _____
Lessee Representative

Signature: _____ Date: _____
Signature of Lewistown School Official

For Transportation Use Only:

BUS VIN #: _____

Year: _____

Make and Model of Bus: _____

LEWISTOWN PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

PIR DAYS (Pupil Instruction-Related)

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

HOLIDAYS & VACATIONS

No School for Teachers or Students

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

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

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

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

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