

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

LINCOLN BOARD ROOM

215 7th Ave South
Lewistown, MT 59457

MONDAY, May 12, 2025

PAGE 1

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation – District Test Data
5. Report – Student Representative to the Board
6. Report – Lewistown Education Association (LEA)
7. Report – Committees of the Board
8. Report – Budget
9. Report – Investments
10. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

12. Minutes
13. Claims
14. Contracting with the Fergus County Clerk and Recorder's Office to Act as Election Administrator for School Elections.
15. Approve Fergus County Investment Resolution
16. Out of District Agreements
17. Approve MHSA Catastrophic Insurance, Concussion Insurance and Dues
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. Social Studies and CTE Curriculum
23. Canvass of Election – Trustees and Elementary General Fund Levy
24. Central MT CTE Director Matrix 2025-2026
25. Assistant Principal and Activities Director Matrix 2025-2026
26. Classified Salary Matrix for 2025-2026

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

LINCOLN BOARD ROOM
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Lewistown, MT 59457

**MONDAY, May 12, 2025
PAGE 2**

- 27. Classified Contracts for 2025-2026
- 28. Classified Administrators Contracts for 2025-2026
- 29. CMEC Building Use Agreement – Job Service

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

REGULAR BOARD MEETING

Lewistown Public Schools

Board of Trustees

May 12, 2025

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#4

MEETING DATE: May 12, 2025

ITEM TITLE: PRESENTATION – DISTRICT TEST DATA

PREPARED BY:

SUMMARY:

Jeff Friesen will be presenting the assessments that the district uses to measure student growth.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#5

MEETING DATE: May 12, 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
#6

MEETING DATE: May 12, 2025

ITEM TITLE: REPORT – LEWISTOWN EDUCATION ASSOCIATION

PREPARED BY: Luke Brandon LEA President

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#7

MEETING DATE: May 12, 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 April Board Meeting:

Gaining Committee – 4/16/25

Curriculum Committee – 4/28/25

Activities Committee – 5/7/25

☒ 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

#8

MEETING DATE: May 12, 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

5/12/25

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

FY26 PROJECTED BUDGETS

INFLATION & DOUBLE QEP (STARS ACT)		
	<u>ELEMENTARY</u>	<u>HIGH SCHOOL</u>
Highest Budget Without a Vote:	\$7,507,627	\$3,741,728
DIFFERENCE:		
FY26 vs FY25 w/o vote	\$246,223	\$215,614
PROJECTED EXPENSES:*	\$7,685,258	\$3,814,885
PROJECTED SHORTFALL:		
without a vote	(\$177,631)	(\$73,156)

NOTE: These are budget projections and will continue to fluctuate as staffing changes.

OPTIONS TO ADDRESS BUDGET SHORTFALL:

1. Utilize Interlocal Fund
2. Utilize Non-Voted Levies (if mills can remain stable)
3. Continue to look at areas to improve efficiency

INCLUDED IN BUDGET:

4% increase on Base for Classified (some positions 6-7%)
 5.35% 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)
 Split of AD/Asst Principal Position at FHS
 MOU Agreement with LEA to comply with STARS Act
 Shared expenses with Central MT CTE Charter and FHS

Legislation with positive impacts to School Funding:

STARS Act	HB252	Waiting for Governor's Signature
Countywide BASE Levy	HB156	Waiting for Governor's Signature
Funding for Pre-K Students with Disabilities	HB168	Waiting for Governor's Signature
SMMA Increase	HB515	Waiting for Governor's Signature
Inflation Reconciliation (FY29)	HB266	Signed by Governor
K-12 Inflation	HB15	Signed by Governor

GENERAL FUND BUDGET HISTORY

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (Inflation Only)
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 (Inflation Only)
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%

GENERAL FUND BUDGET HISTORY

	FY20	FY21	FY22	F23	F24	F25	FY26 Proj (STARS)
Elementary	\$6,515,200	\$6,743,984	\$6,746,788	\$7,018,872	\$7,216,779	\$7,261,405	\$7,507,627
High School	\$3,263,646	\$3,270,188	\$3,293,146	\$3,352,482	\$3,465,180	\$3,526,114	\$3,741,728

% increase each year without a vote FY26

	FY21	FY22	F23	F24	F25	FY26 Proj (STARS)
Elementary	3.51%	0.04%	4.03%	2.82%	0.62%	3.39%
High School	0.20%	0.70%	1.80%	3.36%	1.76%	6.11%

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

Elementary	2.40%
High School	2.32%

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#9

MEETING DATE: May 12, 2025

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for April 2025 was as follows:

Elementary = \$8,805.89

High School = \$7,775.80

SLGS Elementary bond interest accrued from August 2024 through April 2026 was \$100,181.04.
April's portion of the interest accrued was \$7,742.12.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#10

MEETING DATE: May 12, 2025

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Final Legislative Update

Vacancies Update

COPS Grant/High School Facilities

Strategic Plan

Safety Plan

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#11

MEETING DATE: May 12, 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

12. Minutes
13. Claims
14. Contracting with Fergus County Clerk and Recorder Office to Act as Election Administrator for School Elections.
15. Approve Fergus County Investment Resolution
16. Out of District Agreements
17. MHSA Catastrophic Insurance, Concussion Insurance and Dues
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

#12

MEETING DATE: May 12, 2025

ITEM TITLE: MINUTES

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 14, 2025 Regular Board Meeting.
- Minutes of the April 14, 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, April 14, 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, Mariah Shammel,
Jeff Southworth
TRUSTEES ABSENT:
Kevin Hodge
2. TRAINING – JEFF WELDON, FELT MARTIN PC
Board Training Topics included the following:
 - Collective Bargaining Process
 - Review of Collective Bargaining Agreement
 - Contract Approval of Returning Staff

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, May 12, 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, April 14, 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 (via Google Meet)
TRUSTEES ABSENT:
2. STAR SPANGLED BANNER – FHS SAPPHIRE CHOIR
The FHS Sapphire Choir sang the Star Spangled Banner.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Koch/Brady)
4. RECOGNITION – FHS AND JHS SCIENCE OLYMPIAD TEAMS & COACHES
Eric VanderBeek introduced the Science Olympiad participants and coaches, and
recognized them for their efforts at the recent competition.
5. RECOGNITION – PARAEDUCATOR OF THE YEAR AWARD
Jessica Miller, Garfield Principal, introduced Alysann Karhi as recipient the
Montana Paraeducator of the Year Award.
6. REPORT – BOND UPDATE
Shane Swandal, Hulteng, reported on the progress of the Elementary Bond
progress. He reported that the parking lot design at Lewis & Clark is complete
and decisions will be made by the Board on that project in the near future. Bids
have been received for the second phase of the JHS. The timing of the City's
portion of the traffic flow project is yet to be determined, but they are in the
process of completing a traffic flow study. All other projects are nearing
completion.
7. REPORT – STUDENT REPRESENTATIVE TO THE BOARD
Shoei Davis, Student Representative, reported on happenings at Fergus High
School.
8. REPORT – LEWISTOWN EDUCATION ASSOCIATION
Luke Brandon, LEA President, reported on the activities taking place within their
organization. Representatives of the LEA attended the annual MFPE conference
in Helena.
9. REPORT—COMMITTEES OF THE BOARD
The Curriculum Committee met on March 17, 2025 and have nearly completed
their process. The Curriculum Committee will be meeting on April 28, 2025 to
finalize the curriculum to present to the Board in the near future.

The Policy Committee met on March 19, 2025 to review the remaining 4000 policy series and begin review of the 5000 series. There were staff members that provided feedback on some of the policies within their areas of expertise.

The Gaining Committee will be meeting on April 16, 2025.

The need for the Assessment Committee was discussed and it will be determined whether or not to keep it as a committee at the June Board Meeting.

10. REPORT – ELECTION INFORMATION

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

11. REPORT – BUDGET

Rebekah Rhoades, Business Manager, presented to the Board information regarding the 2025 Budget and potential Legislation coming in the 2025 Session. Discussion ensued regarding the need for the upcoming levy.

12. REPORT—INVESTMENT

Interest earned and distributed for February was \$11,058.02 in the Elementary and \$9,492.70 in the High School. Interest earned and distributed for March was \$10,819.83 in the Elementary and \$8,972.79 in the High School. March SLGS Bond Interest was reported at \$8,024.75.

13. REPORT—SUPERINTENDENT

Brad Moore, Superintendent, provided an update to the Board regarding state legislation. Mr. Moore updated the Board on staffing throughout the District. Bus Route 5 began running again on April 14, 2025 after a temporary suspension due to driver shortages. The former Class C Tournament Committee is being revived in the community. Mr. Lewis updated the Board on the Central MT CTE Charter School registration process and informational materials being developed. Discussion regarding aptitude testing for the program was discussed.

PUBLIC PARTICIPATION

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

There was no public participation.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (Koch/Hodge)

- 15. MINUTES OF THE MARCH 15, 2025 REGULAR BOARD MEETING with the amendment to remove the words “approved unanimously” from the first motion in item #28.
- 16. CLAIMS – approval of the claims referenced in the 2024-2025 Bill Schedule and submitted through April 11, 2025. The Finance Committee for April - June 2025 will be Board Chair Kris Birdwell, Whitney Brady, Jeff Southworth and Lisa Koch.
- 17. OUT OF DISTRICT AGREEMENTS
- 18. TRANSPORTATION
- 19. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2024-2025 SCHOOL YEAR
- 20. APPROVE PERSONNEL REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

- 21. APPROVE SECOND READING OF LISTED POLICIES WITH THE REMOVAL OF THE LAST PARAGRAPH OF POLICY 3510 – approved unanimously (Koch/VanderBeek)

INDIVIDUAL ITEMS – OLD BUSINESS

22. APPROVE FIRST READING OF LISTED POLICIES – approved unanimously (Shammel/Southworth)
23. APPROVE MEMORANDUM OF UNDERSTANDING WITH THE LEA – approved (Southworth/Shammel) Against - Koch
Trustee Birdwell reported on the activities with the committee and made the recommendation to approve the MOU. Luke Brandon commented that the MOU is the best as it can be at this time and that they are already in the process of planning for the next bargaining session. Trustee Koch requested information on the \$1000 recruitment incentive and expressed her concern regarding spending that additional funding.
24. APPROVE CERTIFIED CONTRACTS FOR 2025-2026 – approved unanimously (Brady/Hodge)
25. APPROVE CERTIFIED ADMINISTRATOR CONTRACTS FOR 2025-2026 – approved unanimously (Shammel/Southworth)
26. APPROVE SUPERINTENDENT CONTRACT – approved unanimously (Southworth/Brady)
Trustee Koch expressed her concern regarding the salary increase due to the current budget circumstances. Mr. Moore shared the methodology to determine the salary. The Board expressed their support of the job that Mr. Moore is doing for the District.
27. APPROVE DENTAL RATES FOR 2025-2026 - approved unanimously (Southworth/VanderBeek)
28. APPROVE CMEC BUILDING USE AGREEMENT WITH RURAL EMPLOYMENT OPPORTUNITIES - approved unanimously (VanderBeek/Shammel)
29. APPROVE BUS USE AGREEMENT FOR JUDITH MOUNTAIN 10K - approved unanimously (Southworth/Brady)
MOVE TO AMEND TO CHANGE THE LANGUAGE IN THE AGREEMENT FROM PROPERTY/FACILITY/GROUNDS TO VEHICLE – approved unanimously (Koch/Southworth)

ADJOURNMENT

The meeting was adjourned at 7:54 p.m. (Brady). The next regular meeting will be held at 6:00 p.m. on Monday, May 12, 2025, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#13

MEETING DATE: May 12, 2025

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through May 9, 2025, as approved by the Finance Committee.

Members of the Finance Committee for April – June 2025 include: Board Chair Kris Birdwell, Whitney Brady, Lisa Koch and Jeff Southworth.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: May 12, 2025

ITEM TITLE: CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S
OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS IN 2025-2026

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2025-2026 Fiscal Year in accordance with 20-20-417 MCA.

If the Board chooses to run a polling place election Rebekah Rhoades will be the Election Administrator and the election will be held by the District.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)

BE IT RESOLVED, the Board of Trustees for School District No. 1, Fergus County, State of Montana, requests that Fergus County, State of Montana, conduct the following school elections for School District No. 1, Fergus County for fiscal year 2026:

☐ All Elections

☒ Specific Elections

1. Regular Election, if by mail ballot
2. Special or Bond Election, if by mail ballot

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20____.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: May 12, 2025

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

PREPARED BY: Brad Moore

SUMMARY:

The Board of Trustees needs to approve the attached Agreement and Resolution for the 2025-2026 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

INVESTMENT RESOLUTION

WHEREAS, the Fergus County Commissioners have established an investment program incorporating all county and school district cash on deposit with the County Treasurer, which will be administered through the County Treasurer's Office; and

WHEREAS, all research indicates that Lewistown School District No. 1's interest revenue will be increased appreciably by participation in the school district investment account; and

WHEREAS, Montana Code Annotated § 20-9-213(4) places the authority to invest any monies of the school district with the board of trustees and § 20-9-212(10) prescribes a duty for the County Treasurer to invest money of the school district when authorized to do so by the board of trustees of a school district; and

WHEREAS, while participating in the school district investment account, all monies will be invested as directed by the County Treasurer under the guidance of the Fergus County Investment Committee and there will be no individual investments for any one entity;

NOW, THEREFORE, BE IT RESOLVED that Lewistown School District No. 1 will participate in the school district investment account from July 1, 2025, through June 30, 2026, and pay the 2 percent investment program administrative fee from the resultant interest revenue; and

BE IT FURTHER RESOLVED that that Lewistown School District No. 1 designates Rebekah Rhoades, District Clerk, as its representative to the Fergus County Investment Committee; and

BE IT FURTHER RESOLVED that the Fergus County Treasurer is hereby designated the agent of Lewistown School District No. 1 for the purpose of investing all available cash of the school district.

Chairperson, Board of Trustees
Lewistown School District No. 1

Date

ATTEST:

School District Clerk
Lewistown School District No. 1

Date

**FERGUS COUNTY TREASURER AGREEMENT
FOR SCHOOL DISTRICT INVESTMENT ACCOUNT
LEWISTOWN PUBLIC SCHOOLS**

This Agreement is hereby made by and between the Fergus County Treasurer (“Treasurer” herein) and School District #1 of Fergus County (“District” herein) for the purposes of the District participating in the Treasurer’s school district investment account.

Montana Code Annotated § 20-9-235 (2023) authorizes the trustees of a school district to place funds in county investment accounts. Pursuant to § 20-9-235(4), any such account must be governed by a written agreement between the county treasurer and the school district.

The Treasurer has established an investment account known as the Fergus County Investment Pool in which any county school district may participate. School District #1 of Fergus County has passed a resolution to participate in the investment account.

All District monies received by the Treasurer will be invested pursuant to Montana Code Annotated § 20-9-235(3)(b) as directed by the Treasurer under the guidance of the Fergus County Investment Committee. There will be no individual investments for any one school district.

The Treasurer will post checks and warrants to the account daily. The Treasurer will submit monthly ledgers to the District. It is the District’s responsibility to audit the ledgers and immediately report any errors or inconsistencies to the Treasurer. (MCA § 20-9-235(4)(a)(i))

The term of this Agreement is one (1) year beginning on July 1, 2025, and ending on June 30, 2026. (MCA §§ 20-9-235(4)(a)(ii) and 20-9-235(4)(a)(iii))

Dated this 12th day of May, 2025.

Jamie Longtine
Fergus County Treasurer

Kris Birdwell
Board Chair, Lewistown Public Schools

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#16

MEETING DATE: May 12, 2025

ITEM TITLE: OUT OF DISTRICT AGREEMENTS

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following out of district students will need to be approved:

<u>Student</u>	<u>District of Residence</u>	<u>District of Attendance</u>
BI	Moore Elementary	Lewistown Elementary
BJ	Moore Elementary	Lewistown Elementary
BK	Moore High School	Fergus High School

For 2024-25 there are a total of 62 students entering Lewistown Public Schools from other Districts and 58 students leaving Lewistown Public Schools to other Districts.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#17

MEETING DATE: May 12, 2025

ITEM TITLE: MHSA CATASTROPHIC INSURANCE, CONCUSSION INSURANCE AND DUES FOR 2025-2026

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Catastrophic Insurance and Dues for the 2025-2026 school year.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:



MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

May 2025

**TO: MHSA MEMBER SCHOOL CONTACTS
MHSA SCHOOL ACTIVITIES DIRECTORS & BUSINESS MANAGERS / DISTRICT CLERKS**

FROM: BRIAN MICHELOTTI, EXECUTIVE DIRECTOR

**RE: ANNUAL APPLICATION AND FEES REMITTANCE FORM FOR 2025-26 CATASTROPHIC
INSURANCE REMITTANCE FORM FOR 2025-26 CONCUSSION INSURANCE REMITTANCE
FORM FOR 2025-26**

This email contains items which need to be addressed for the 2025-26 school year.

- A copy of the Annual Application and Fees Remittance form for the 2025-26 school year. One original copy is to be completed and returned with your remittance. **Make certain that the MHSA office receives an original copy, signed, and dated by the appropriate personnel. If an original signed copy is not received by the MHSA office, it will delay the processing of your application.** The chairperson of the school board and the high school principal or superintendent must sign the annual dues application after being authorized to do so by official school board action. Please refer to the list of activities on the form when computing the amount of your remittance. **This payment is due by July 15, 2025.**
- A copy of the 2025-26 Catastrophic Insurance form and a summary of benefits. A copy is to be completed and returned with your remittance. To determine your premium, you must use your high school's (grades 9-12) *FALL, 2024* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2024. **This payment is due by July 15, 2025.**
- A copy of the 2025-26 Concussion Insurance form. A copy is to be completed and returned with your remittance. To determine your premium, you must use your high school's (grades 9-12) *FALL, 2024* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2024. **This payment is due by July 15, 2025.**

All rates (MHSA Dues, Catastrophic Insurance and Concussion Insurance) have not increased this school year.

Schools are required by MHSA rules to pay catastrophic and concussion insurance premiums. Annual dues and ***premiums are payable on or before July 15th*** of each year of membership. Any schools failing to pay the annual dues and premiums on or before August 1st of each year of membership shall become ineligible from that date until such dues and premiums are paid and shall be required to pay a penalty of \$50.00 (for each) in addition to the regular fees before reinstatement. [Article I, Section (2) of the MHSA By-Laws; Section 17 of the MHSA Rules and Regulations]

All these forms are also available on our website (mhsa.org).

If there are questions on any of the above referenced items, please feel free to contact the MHSA office.

Attachments

MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota St.

Helena, MT 59601

Annual Dues Application and Fees Remittance Form

FERGUS

High School of

LEWISTOWN

Montana,

hereby makes application for membership in the Montana High School Association (MHSA) for the school year **2025-26** in accordance with Article 1, Section (1) of the MHSA By-Laws, and appoints the Association as its representative in interscholastic activities for the current school year. The Board of Trustees adopts and agrees to comply with the rules and regulations of the MHSA as presently contained in its official MHSA Handbook, and acknowledge receipt of a copy of such handbook in effect. It is understood that each member school is entitled to one vote on any resolution presented to the Association membership. A resolution adopted by the Board and inserted in the minutes of a meeting of the Board on the date below directs the chairperson of the Board of Trustees to remit to the Association the yearly membership fees. If the school is registering for an activity in which the school district did not participate the previous year and did not request sanctioning for this activity in writing, students will not be permitted to compete in MHSA post-season contests, other than activities which are not assigned to districts and/or divisions. (Rules and Regulations, Sections 14 and 16). **Send payment to MHSA, 1 South Dakota St, Helena, MT 59601 by July 15, 2025.**

In the chart mark an "X" to the left of the activities in which your school wishes to participate.

BOYS		GIRLS		COMBINED ACTIVITIES	
☐	Baseball	☒	Basketball	☒	Band
☒	Basketball	☒	Cross Country	☒	Chorus
☒	Cross Country	☐	Flag Football	☒	Drama
☒	Football	☒	Golf	☐	Orchestra
☒	Golf	☐	Soccer	☒	Speech
☐	Soccer	☒	Softball		
☐	Swimming	☐	Swimming		
☒	Tennis	☒	Tennis		
☒	Track	☒	Track		
☒	Wrestling	☒	Volleyball		
		☒	Wrestling		
7	<< # TOTAL BOYS SPORTS OFFERED	8	<< # TOTAL GIRLS SPORTS OFFERED	4	<< # TOTAL COMBINED ACTIVITIES OFFERED

TOTAL NO. OF ACTIVITIES (BOYS, GIRLS, & COMBINED) 19 @ \$250.00 = \$ \$4,750.00

Remit this amount to the MHSA office by July 15th and include an ORIGINAL SIGNED FORM

Signed/Dated: _____
Chair / Board of Trustees

Signed/Dated: _____
Superintendent or Principal

For MHSA Use Only:

Date Received: _____ Amount Received: _____

Check No. _____ Late Fee: _____

Total Amount Received: _____

MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota St.

Helena, MT 59601

(406) 442-6010

LIABILITY CATASTROPHE PLAN REMITTANCE FORM

We have enclosed our remittance in the amount of \$ 625.00 based on the HIGH SCHOOL ENROLLMENT (schedule below) to cover our school's share of the Liability Catastrophe Plan insurance premium for **2025-26**.

School Fergus High School

Date 5/8/2025

Signed _____

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2024

<u>Enrollment</u>	<u>Premium</u>
0-40	\$206.00
41-110	\$302.00
111-200	\$381.00
201-300	\$503.00
301-400	\$625.00
401-800	\$836.00
801+	\$1,339.00

You must use your high school enrollment per your FALL, 2024 report to OPI or for private schools, use your enrollment as of November 1, 2024.

PLEASE RETURN THIS SIGNED FORM AND YOUR PAYMENT BY JULY 15, 2025.

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee _____

**MONTANA HIGH SCHOOL ASSOCIATION
2025-26 Catastrophic Insurance Renewal
Mutual of Omaha**

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary, and necessary covered expenses, with an overall lifetime limit of \$1,000,000.
- **Deductible:** \$50,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum** \$365,000 per calendar year.
- **Combined Home Healthcare/Custodial Care Maximum:** \$100,000 per calendar year.
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for paralysis, including quadriplegia, paraplegia, or hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation.
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel, and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,500 per month for remainder of life.
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$1,000 per month for remainder of life.



MONTANA HIGH SCHOOL ASSOCIATION

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921.

TO: MHSA MEMBER SCHOOL ADMINISTRATORS

FROM: BRIAN MICHELOTTI, EXECUTIVE DIRECTOR

RE: CONCUSSION INSURANCE

The MHSA, through negotiations with our insurance broker, Dissinger Reed, can continue offering concussion insurance for all MHSA athletic participants and cheerleaders at only \$1.35 per student. The coverage includes:

- Maximum - \$25,000 per year
- Benefit Period – 1 year
- Deductible - \$0 per claim
- Eligible Person – all athletes participating in MHSA sports (including cheerleading).
- Covered Activities – participating in practice or play of sports sponsored by the MHSA (including cheerleading).
- Definition of Injury: 1) Directly and independently caused by specific accidental contact with another body or object; 2) A source of loss that is sustained while the injured person is covered under the policy and while he or she is taking part in a covered activity; 3) Resulting in a concussion.

The participant's insurance would first be billed and would pay however there would be no out-of-pocket cost for the participant up to \$25,000 per covered injury. For example, if the participant's insurance had a \$3,000 deductible and none of that deductible was met, this insurance would pay the \$3,000 so there would be no out-of-pocket cost to the family. Also, all co-pays would be covered and if there were tests not covered by the primary insurance this insurance would cover all those costs. The cost per year for schools is as follows:

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41
41-110	\$66
111-200	\$121
201-300	\$141
301-400	\$171
401-800	\$191
801+	\$226

Again, all MHSA athletes and cheerleaders would be covered, there is no deductible, and the maximum coverage per injury per year is \$25,000. This is a very proactive approach to dealing with the issues of concussion that are nationwide including the threats of litigation in every state. It also demonstrates that each school is being proactive in the event of litigation.

If you so desire, payment may be made along with your Membership Application and Catastrophic Insurance applications.

Attachment (remittance form)

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota St.
Helena, MT 59601
(406) 442-6010

CONCUSSION INSURANCE REMITTANCE FORM

We have enclosed our remittance in the amount of \$ 171.00 based on the **HIGH SCHOOL ENROLLMENT** (schedule below) to cover our school's share of Concussion Insurance premium for 2025-26.

School Fergus High School
Date _____
Signed _____

.....
High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2024

<u>Enrollment</u>	<u>Premium</u>
0-40	\$41.00
41-110	\$66.00
111-200	\$121.00
201-300	\$141.00
301-400	\$171.00
401-800	\$191.00
801+	\$226.00

You must use your high school enrollment per your FALL, 2024 report to OPI or for private schools, use your enrollment as of November 1, 2024.

PLEASE RETURN THIS **SIGNED** FORM AND YOUR PAYMENT BY **JULY 15, 2025**.

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#18

MEETING DATE: May 12, 2025

ITEM TITLE: TRANSPORTATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Approval is requested for the following:

- Extension of Lewistown Bus Route into the Grass Range School District
- Extension of Grass Range Bus Route into the Lewistown School District

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Fergus County

Bus Transportation Agreement

Out -of- District Approval
Out -of- County Approval

The Board of Trustees of Grass Range School District No.27, Fergus County and the Board of Trustees of Lewistown Public Schools No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2025-2026 school year.

This agreement is blanket coverage for students who are transported by District #27 buses to attend Grass Range School.

Description of Route: Cheadle Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Grass Range School District # 27

Board Chair
Lewistown School District #1

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

* Proposed new bus routes must follow current laws, approval between school districts and approval by the Fergus County Transportation Committee

Fergus County Bus Transportation Agreement

Out -of- District Approval
Out -of- County Approval

The Board of Trustees of Lewistown School District #1 Fergus County and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown School for the 2025-2026 school year.

This agreement is blanket coverage for students who are transported by District #27 buses to attend Grass Range School.

Description of Bus Route:

Bus Route 2 – Morning and afternoon bus routes travel over the divide into the Grass Range School District to Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Lewistown School District #1

Board Chair
Grass Range School District # 27

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

* Proposed new bus routes must follow current laws, approval between school districts and approval by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#19

MEETING DATE: May 12, 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
Emalie Kleinsasser

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#20

MEETING DATE: May 12, 2025

ITEM TITLE: PERSONNEL REPORT

PREPARED BY: Christy Rogers, Administrative Assistant

SUMMARY:

Attached is the Personnel Report for your review.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 12, 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>
BARTOS, Carrie	Teacher	Lewis and Clark Elementary School	Accept Resignation	6/1/2025	Danny Wirtzberger	Letter of Resignation on File
BARTOS, Paul	Athletic Director/Vice Principal	Fergus High School	Accept Resignation	6/30/2025	Matt Lewis	Letter of Resignation on File
COMES, Collin	Volunteer Football Coach	Fergus High School		6/1/2025	Derek Lear	
FLESCH, Dennis	Custodian	Fergus High School	Accept Resignation	4/11/2025	Jason Fry	Verbal Resignation
JOHNSON, Orin	CTE Charter School Academy Director	Fergus High School	Approve appointment on schedule -MA Step 1, 1.0 FTE for up to 207 days for the 2025-2026 School Year	7/1/2025	Matt Lewis	New Position
MCKINNEY, Sara	Teacher	Highland Park Elementary School	Accept Letter of Resignation	6/1/2025	Matthew Ventresca	Letter of Resignation on File
PERRINE, Michael	Bus Driver	Transportation	Accept Letter of Resignation	6/1/2025	Rob Odermann	Letter of Resignation on File
RAMEY, Tom	Head Custodian	Fergus High School	Accept Resignation	5/1/2025	Jason Fry	Letter of Resignation on File
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers and Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation	8/4 - 8/14, 2025	Chelsey Rogers	See Attached Memo
RECOMMENDATIONS FOR FALL/ WINTER ATHLETICS	COACHING AND EXTRA CURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended	7/1/2025	Matt Lewis	See Attached Schedule
RECOMMENDATIONS FOR KINDERGARTEN SCREENING STAFF	Kindergarten Screening Staff	Garfield Elementary School	Approve appointment on schedule as per attached recommendation	6/3 - 6/5/2025	Jessica Miller	See Attached Memo

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 12, 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>
RUCKMAN, Shannon	Volunteer/Chaperone	Fergus High School	Business Professionals of America, National Convention at Orlando, FL	5/5 - 5/10/2025	Matt Lewis	
STANDLEY, Emily	Teacher	Lewistown Jr. High School	Accept Resignation	6/1/2025	Jeff Friesen	Letter of Resignation on File
TOWNSEND, Judy	Food Server/Kitchen Aide	Fergus High School	Accept Resignation	6/1/2025	Amie Friesen	Letter of Resignation on File

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chelsey Rogers, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 12, 2025

FROM: Chelsey Rogers

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

The district's ESY program will be held August 4th through 14th, students will be served at Lewis and Clark.

Additional recommendations for staffing may be made at the August Board meeting, contingent upon confirmed student enrollment.

Staffing Recommendations for ESY

Jill Schwede, special education teacher, \$22.50/hour, up to 40 hours
Lisa Shelagowski, special education teacher, \$22.50/hour, up to 40 hours
Sheri Nelson, 5th grade teacher, \$22.50/hour up to 40 hours

Substitute

Jodi Henderson, special education teacher, \$22.50/hour, up to 10 hours
Jocelyn Krogstad, FACs teacher, \$22.50/hour up to 10 hours
Stacie Sallee, paraprofessional, \$17.50/hour up to 10 hours

Thank you

SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

2025-2026 School Year					
				Starting Salary	\$41,615.00
FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS					
Activity	Name	Positions	Index	Stipend	Date Approved
CMY MENTOR ADVISOR		Advisor	0.0350	\$ 1,456.53	
ANNUAL		Advisor	0.050	\$ 2,080.75	
ATHLETIC DIRECTOR	<i>replaced with Admin AD</i>	Director	0.195	\$ 8,114.93	
BASKETBALL	<i>Scott Sparks</i>	Boys Head Coach	0.150	\$ 6,242.25	
		Boys First Assistant	0.110	\$ 4,577.65	
		Boys Assistant - 1	0.090	\$ 3,745.35	
	<i>Tom Webb</i>	Girls Head Coach	0.150	\$ 6,242.25	
		Girls First Assistant	0.110	\$ 4,577.65	
		Girls Assistant - 1	0.090	\$ 3,745.35	
BUSINESS PROFESSIONALS OF AMERICA		Advisor	0.0350	\$ 1,456.53	
CHEERLEADERS	<i>Rayna Phelps</i>	Head Coach	0.125	\$ 5,201.88	
		Assistant	0.074	\$ 3,079.51	
CONCESSIONS		Club Advisor	\$17.50/hour		
		Orders		\$ 500.00	
CROSS COUNTRY – B/G	<i>Susie Flentie</i>	Head Coach	0.125	\$ 5,201.88	
		Assistant	0.085	\$ 3,537.28	
F CLUB		Advisor	0.015	\$ 624.23	
FFA		Advisor	0.110	\$ 4,577.65	
		Advisor	0.110	\$ 4,577.65	
FCCLA		Advisor	0.035	\$ 1,456.53	

FOOTBALL	<i>Derek Lear</i>	Head Coach	0.145	\$ 6,034.18	
		First Assistant	0.105	\$ 4,369.58	
		Assistant - 1	0.085	\$ 3,537.28	
		Assistant - 2	0.085	\$ 3,537.28	
		Assistant - 3	0.085	\$ 3,537.28	
		Field Preparation		\$ 700.00	
GOLF	<i>Sherry Breidenbach</i>	Co-Head Coach	0.073	\$ 3,017.09	
	<i>Brett Thackeray</i>	Co-Head Coach	0.073	\$ 3,017.09	
HONOR SOCIETY		NHS Advisor	0.035	\$ 1,456.53	
KEY CLUB		Advisor	0.0470	\$ 1,955.91	
JUNIOR CLASS FUNDRAISER		Coordinator	0.020	\$ 832.30	
SPORTING EVENT MGMT	<i>as needed</i>	Holiday Classic - Basketball		\$ 75.00	
	<i>as needed</i>	Class A Duals Wres		\$ 75.00	
	<i>as needed</i>	Fall Classic XC (Div)		\$ 75.00	
	<i>as needed</i>	Northeast Tn Div.		\$ 75.00	
MUSIC	<i>not filled for several years</i>	FCPA Manager	0.065	\$ 2,704.98	
		Instrumental Activities	0.110	\$ 4,577.65	
		Jazz Band Director	0.040	\$ 1,664.60	
		Choralaires	0.040	\$ 1,664.60	
		Vocal Activities	0.070	\$ 2,913.05	
RENAISSANCE		Advisor	0.047	\$ 1,955.91	
SCHOOL PLAY		Co-Advisor	0.020	\$ 832.30	
		Co-Advisor	0.020	\$ 832.30	
SCIENCE BOWL/OLYMPIAD		Advisor	0.0550	\$ 2,288.83	
SKI CLUB		Advisor	0.015	\$ 624.23	
SOFTBALL		Head Coach	0.125	\$ 5,201.88	
		Assistant	0.085	\$ 3,537.28	
SPEECH & DRAMA		Head Coach	0.110	\$ 4,577.65	
		Assistant	0.075	\$ 3,121.13	

STUDENT GOVERNMENT		Advisor	0.047	\$ 1,955.91	
		Assistant	0.023	\$ 957.15	
SkillsUSA	<i>replaced by 2nd FFA</i>	Advisor	0.035	\$ 1,456.53	
TENNIS		Co-Head Coach	0.125	\$ 5,201.88	
		Co-Head Coach	0.125	\$ 5,201.88	
TRACK & FIELD		Head Coach	0.145	\$ 6,034.18	
		First Assistant	0.105	\$ 4,369.58	
		Assistant - 1	0.085	\$ 3,537.28	
		Assistant - 2	0.085	\$ 3,537.28	
VOLLEYBALL	<i>Gina Crawford</i>	Head Coach	0.145	\$ 6,034.18	
		First Assistant	0.105	\$ 4,369.58	
		Assistant	0.085	\$ 3,537.28	
WEIGHT ROOM	<i>OPEN</i>	Co-Coordinator	\$15 / Hour up to	\$ 900.00	Dependent upon Booster Donation
	<i>OPEN</i>	Co-Coordinator	\$15 / Hour up to	\$ 900.00	
WEIGHT TRAINING COACH		Advisor	0.040	\$ 1,664.60	
WRESTLING	<i>Brendon DeCock</i>	Head Coach	0.145	\$ 6,034.18	
		First Assistant	0.105	\$ 4,369.58	
		Assistant	0.085	\$ 3,537.28	



Garfield Elementary School

415 East Boulevard Street
Lewistown, Montana 59457

Phone: (406)535-2366 Fax: (406)5352367



Jessica Miller, Principal

Lanna Schoenfelder, Secretary

April 25, 2025

Dear Mr. Moore and Lewistown School District Trustees,

I am writing this request on behalf of the Garfield Elementary Kindergarten and KinderSteps Team. I would request that the district pay the following individuals for three days of work at the agreed upon \$22.50 per/hour as negotiated in the Collective Bargaining Agreement. During those three days (June 3rd, 4th, and 5th), the team will be conducting Kindergarten and KinderSteps screening and creating class lists for the 2025-2026 school year.

The teachers who will be conducting the screenings and participating in the creation of the class lists are: Cassidy Green, Kelly Comer, Dani Aamold, Megan Hicks, Maria Derheim, Marne Dohrmann, Leah Strouf, Audrey Boling, Pam Roberts, Cynthia Bradshaw, Alysann Karhi, Sandy McRae, Bailee Carpenter, Nicole Trafton, and Isabella Lewis.

Thank you for your consideration,

Jessica Miller

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#21

MEETING DATE: May 12, 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
May 12, 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~~

ACTION ITEMS – NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#22

MEETING DATE: May 12, 2025

ITEM TITLE: SOCIAL STUDIES AND CTE CURRICULUM

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Social Studies and CTE curriculum as recommended by the Curriculum committee.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

Lewistown Curriculum 2024-25

Social Studies and Career Technical Education

The curriculum areas up for review this year in the Lewistown School District were Social Studies and Career & Technical Education (CTE). The curriculum team met 5 times during the course of the 2024-25 school year. Team members reviewed current curriculum in their respective area of expertise while deciding on best options for the future. Members of the curriculum team this year were:

Lisa Koch - Board member
Erik Vanderbeek - Board member
Brad Moore - Superintendent
Jeff Friesen - Principal
Luke Brandon - HS Government
Austin Schilling - HS World History
Jared Long - HS Ag
Logan Turner - HS Ag
Diane Lewis - HS Business
Beth Kirsch - Highland Park

Megan Vincent - HS FACS
Brooke Zeiler - JH Social Studies (7th)
Jake Rhoades - JH Social Studies (8th)
Jocelyn Krogstad - JH FACS
Julie Reesor - Lewis & Clark
Kelli Akremi - Lewis & Clark
Kelly Comer - Garfield
Rachael Swimley - Garfield
Sheri Nelson - Lewis&Clark
Ashley Hankins - Highland Park

The curriculum team factored in a few considerations as they made decisions. Those factors include: alignment with Montana Content Standards and/or National Standards, relevancy, financial viability, teaching methods, student engagement, etc. More and more curriculum is becoming web-based and/or subscription-based. Therefore, the breakdown below assumes a 6 year financial cycle for any renewal type purchases. The assumption is that the curriculum will meet again in 6 years to again review the curriculum for these subject areas. In some cases, the curriculum will remain the same as in years past while others will choose a new direction going forward. Below you will see the curriculum by grade as well as the associated cost.

Social Studies

Fergus High School

12th Grade - AMSCO Advanced Placement (AP) United States Government & Politics (no cost)
Savvas: MacGruder American Government - (\$17941)
NYT Upfront magazine - \$325/annual
11th Grade - Savvas: US History Interactive (\$17941)
10th Grade - Open Educational Resources (OER) - Free
Ways of the World (AP) by Robert Strayer (\$3500 + \$992 teacher edition/question bank + \$992 Online Platform)

Lewistown Junior High School

8th Grade - Glencoe: The American Journey (no cost - continuing w/ current textbooks)
7th Grade - Savvas: MyWorld Middle School - World Geography (\$3995)

Lewistown Elementary School

6th Grade - Savvas: MyWorld Middle School (\$7771 + \$292 teacher edition)
Savvas: Student Active Journals (\$3420)

Savvas: Teacher Digital Access (\$202)
 5th Grade - Savvas: MyWorld K-5 (\$7350 + \$500 teacher edition)
 4th Grade - Montana History of Our Home (no purchases needed)
 3rd Grade - Scholastic News (\$550/year), Evan-Moore Daily Geography Practice - (\$90)
 2nd Grade - Little Thinkers Social Studies (\$375), Scholastic News (\$550/year), Kids Discover (TBD)
 1st Grade - Little Thinkers Social Studies (\$375), Scholastic News (\$1700/year for both K&1)
 Kindergarten - Little Thinkers Social Studies (\$375)

Career Technical Education

High School

AgEd - AgEdNet - (\$465/annual)
 Livestock Judging (\$300/annual)
 Cutting Edge Curriculum (MyCAERT) - Free
 Kansas Center for Career & Technical Education (KCCTE) - Free
 Empowered - Free

FACS - Empowered - Free
 Next Generation Personal Finance (NGPF) - Free
 Foundations of Restaurant Management & Culinary Arts (FRMCA) - (no cost)
 Goodheart-Willcox: Hospitality Services - (no cost)
 Take Charge Today - Free

BUS - ProjectSTEM - Free
 McGraw Hill - Personal Law (no cost)
 Century 21 Accounting Workbooks - \$105
 Cengage - Mind Tap Access - \$350/year
 Cengage - Mind Tap Simulations - \$485/year
 AGS publishing - Business Math/Consumer Mathematics (no cost)

Lewistown Junior High School

FACS - Empowered - Free
 Next Generation Personal Finance (NGPF) - Free
 Realityworks Middle School Employability Skills - (\$599)

Fiscal Impact:

The fixed one year cost for curriculum materials is a total of \$66,725. Subscription-based services total \$4,815 for 1 year and \$28,890 over the course of 6 years. (not including inflationary adjustments) The total outlay next year for our fixed costs and first year of subscriptions for Social Studies and CTE materials is \$71,540.

Fixed cost

17941

17941

5484

3995

8063

3622

7850

1125

105

599

66725

Subscription cost (amount X 6 years)

325

550

90

550

1700

465

300

350

485

4815 X 6

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#23

MEETING DATE: May 12, 2025

ITEM TITLE: CANVASS OF ELECTION – TRUSTEE AND ELEMENTARY GENERAL
FUND LEVY

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the results of the May 6, 2025, School District Number One Election.

The attached information shows the UNOFFICIAL results of the school election. OFFICIAL election results will be brought to the meeting after the provisional ballots are resolved on Monday, May 12, 2025.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

Public Results

UNOFFICIAL RESULTS

1 of 2

Machine ID: A Machine #: 4519033255

Fergus County, Montana
School Election
05/06/2025

05/06/2025 20:04:22

First Ballot Date Time: 05/06/2025 14:57:47

Last Ballot Date Time: 05/06/2025 20:04:05

Total Sheets Processed: 2533

Total Ballots Cast: 2533

Blank Sheets Cast: 1

Contest

Votes

LEWISTOWN SCHOOL TRUSTEE

(Vote For 2)

WHITNEY BRADY 1674

MARIAH SHAMMEL 1779

Write-in 24

Write-in 6

Total 3483

LEWISTOWN SCHOOL TRUSTEE - UNEXPIRED

(Vote For 1)

LOGAN SMITH 625

CARSON SWEENEY 1645

Write-in 14

Total 2284

LEWISTOWN ELEM GENERAL FUND MILL LEVY

(Vote For 1)

FOR 1171

AGAINST 1352

Total 2523

**LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY**

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

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

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

	2023	2024	2025							
AMOUNT	\$89,710.14	\$115,427.63	\$95,855.00							
MILLS	6.20	6.28	5.26							
FOR	1246	1192	1171							
AGAINST	1444	1431	1352							
PASS/FAIL	FAIL	FAIL	FAIL							
MAIL/POLL	MAIL	MAIL	MAIL							
TYPE	GF LEVY	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	2025								
AMOUNT	NONE	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			

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#24

MEETING DATE: May 12, 2025

ITEM TITLE: CENTRAL MONTANA CTE DIRECTOR MATRIX 2025-2026

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Central Montana CTE Director Pay Matrix 2025-2026.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**CENTRAL MONTANA CTE DIRECTOR
LEWISTOWN PUBLIC SCHOOLS
2025-2026**

	BA	MA	MA +10
Base -Yr 1	65,000	75,000	77,250
2	65,975	76,125	78,409
3	66,965	77,267	79,585
4	67,969	78,426	80,779
5	68,989	79,602	81,990
6	70,023	80,796	83,220
7	71,074	82,008	84,468
8	72,140	83,238	85,736
9	73,222	84,487	87,022
10	74,320	85,754	88,327
11	75,435	87,041	89,652
12	76,567	88,346	90,997
13	77,715	89,671	92,362
14	78,881	91,016	93,747
15	80,064	92,382	95,153

207 Day Contract

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#25

MEETING DATE: May 12, 2025

ITEM TITLE: ASSISTANT PRINCIPAL AND ACTIVITIES DIRECTOR MATRIX 2025-2026

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Assistant Principal and Activities Pay Matrix 2025-2026.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

HS Assistant Principal and Activities Director Salary Matrix 2025-2026

Admin Base Pay		79,960	HS Asst Principal and AD
	MA	MA + 10	MA +20
Base -Yr	1	79,960	82,359
	2	81,160	83,595
	3	82,377	84,849
	4	83,613	86,121
	5	84,867	87,413
	6	86,140	88,724
	7	87,432	90,055
	8	88,744	91,406
	9	90,075	92,777
	10	91,426	94,169
	11	92,797	95,581
	12	94,189	97,015
	13	95,602	98,470
	14	97,036	99,947
	15	98,492	101,446

NUMBER OF CONTRACT DAYS

Activities Director = 207

High School Asst Principal = 207

BASE PAY CALCULATION:

FHS Assistant Principal/Activities Director Base Pay = Highest Daily Rate of Teacher x 187

Highest Daily Rate of Teacher 2025-26

\$76,885.00	MA+30, Step 15
\$3,075.40	4% Longevity
<u>\$79,960.40</u>	Total Salary
\$427.60	Daily Rate (187 days)

Board Approval for past and future credits past MA by September 1st of each year (official transcripts required), only credits earned after 7/1/2019 and after employed by Lewistown Public Schools will be considered

All Administrators will be hired at Base - Yr 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#26

MEETING DATE: May 12, 2025

ITEM TITLE: CLASSIFIED SALARY MATRIX 2025-2026

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the Classified Staff Matrix for the 2025-2026 school year.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
FY2025-26 CLASSIFIED PAY MATRIX
5/12/25 - PROPOSED

% INCREASE: 4%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	16.97	17.31	17.66	18.01	18.37	19.01	19.40	19.78	20.18	20.58	20.99	21.73
FIRST COOK/BAKER	15.86	16.18	16.50	16.83	17.17	17.77	18.12	18.48	18.85	19.23	19.62	20.30
FOOD SERVER/KITCHEN AIDE	13.07	13.34	13.60	13.88	14.15	14.65	14.94	15.24	15.54	15.86	16.17	16.74
HOT LUNCH VAN*	15.47	15.78	16.10	16.42	16.75	17.33	17.68	18.03	18.40	18.76	19.14	19.81
IMC TECH	19.89	20.29	20.69	21.11	21.53	22.28	22.73	23.18	23.65	24.12	24.60	25.46
BUS SWEEPER	11.14	11.36	11.59	11.82	12.05	12.48	12.73	12.98	13.24	13.50	13.77	14.26
CUSTODIAN*	15.48	15.79	16.11	16.43	16.76	17.35	17.69	18.05	18.41	18.78	19.15	19.82
MAINTENANANCE I	21.53	21.96	22.40	22.85	23.31	24.13	24.61	25.10	25.60	26.11	26.64	27.57
MAINTENANANCE II	24.13	24.62	25.11	25.61	26.12	27.04	27.58	28.13	28.69	29.27	29.85	30.90
MECHANIC	21.05	21.47	21.90	22.33	22.78	23.58	24.05	24.53	25.02	25.52	26.03	26.94
MECHANIC+CERT*	23.61	24.08	24.56	25.06	25.56	26.45	26.98	27.52	28.07	28.63	29.20	30.23
PLAYGROUND AIDE/BUS AIDE*	13.52	13.79	14.06	14.34	14.63	15.14	15.44	15.75	16.07	16.39	16.72	17.30
PARA EDUCATOR+CERT	15.85	16.17	16.49	16.82	17.16	17.76	18.11	18.47	18.84	19.22	19.60	20.29
PARA EDUCATOR - HIGH NEEDS	16.82	17.15	17.50	17.85	18.20	18.84	19.22	19.60	19.99	20.39	20.80	21.53
PARA EDUCATOR - LEAD	17.78	18.14	18.50	18.87	19.25	19.92	20.32	20.73	21.14	21.57	22.00	22.77
PAYROLL*	22.79	23.24	23.71	24.18	24.67	25.53	26.04	26.56	27.09	27.63	28.19	29.17
ACCOUNTS PAYABLE/RECEIVING	18.78	19.15	19.54	19.93	20.32	21.04	21.46	21.89	22.32	22.77	23.23	24.04
ACCOUNTS PAYABLE/PURCHASING	19.89	20.29	20.69	21.11	21.53	22.28	22.73	23.18	23.65	24.12	24.60	25.46
SECOND COOK/BAKER	15.01	15.31	15.61	15.92	16.24	16.81	17.15	17.49	17.84	18.20	18.56	19.21
SECRETARY*	16.49	16.82	17.15	17.50	17.85	18.47	18.84	19.22	19.60	19.99	20.39	21.11
STUDENT DATABASE TECH	22.15	22.59	23.04	23.51	23.98	24.81	25.31	25.82	26.33	26.86	27.40	28.36
TECHNOLOGY I	21.08	21.51	21.94	22.37	22.82	23.62	24.09	24.57	25.07	25.57	26.08	26.99
TECHNOLOGY II	22.15	22.59	23.04	23.51	23.98	24.81	25.31	25.82	26.33	26.86	27.40	28.36
REGIONAL TECH COORD (SALARIED)	26.52	27.05	27.59	28.14	28.71	29.71	30.31	30.91	31.53	32.16	32.80	33.95
BUS DRIVER	19.48	19.87	20.27	20.68	21.09	21.83	22.26	22.71	23.16	23.63	24.10	24.94
SCHOOL NURSE (RN)	23.34	23.80	24.28	24.77	25.26	26.15	26.67	27.20	27.75	28.30	28.87	29.88

*The base rate on these positions were increased by 6-7% as a result of comparison to salary study data.

2025-2026

Those individuals at a Step 11+ who were grandfathered into the new matrix in 2023-2024 will be given a 4% increase on their 2025-26 wage

LONGEVITY

Classified employees shall receive one percent (1%) of their annual salary in the thirteenth (13th) year through the fourteenth (14th), two percent (2%) during the fifteenth (15th) through the nineteenth (19th) year, three percent (3%) during the twentieth (20th) through the twenty-fourth (24th) year, four percent (4%) during the twenty-fifth (25th) through the twenty-ninth (29th) year and five percent (5%) during the thirtieth and succeeding years of service in the District. Longevity will only apply to those staff members with 11+ consecutive years of service with the school district.

NOTE: Longevity was revised to go into effect after 13 consecutive years in the District

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#27

MEETING DATE: May 12, 2025

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

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

2025-2026 CLASSIFIED STAFF CONTRACTS

Location	Last Name	First Name	Description	Step	Hours Per Day	Position Days
10 LINCOLN	ALEXANDER	POLLY	PAYROLL	11+	8.00	260
10 LINCOLN	DAY	JOSHUA	REGIONAL TECH COORD	7	8.00	260
10 LINCOLN	EVANS	STACI	ACCOUNTS RECEIVABLE	2	6.00	260
10 LINCOLN	FIGUEROA	RAYMOND	MAINTENANCE I	0	8.00	260
10 LINCOLN	FISCUS	ZABREA	TECHNOLOGY II	11+	8.00	260
10 LINCOLN	FISK	DALE	CUSTODIAN	11+	8.00	260
10 LINCOLN	GOBBLE	CHRISTINE	ACCOUNTS PAYABLE	11+ (grandfathered)	8.00	260
10 LINCOLN	HENSLEY	DANIEL	MAINTENANCE II	10	8.00	260
10 LINCOLN	KILBY	MICHAEL	CUSTODIAN	5	4.00	260
10 LINCOLN	RICHARDS	BENJAMIN	TECHNOLOGY I	4	8.00	260
10 LINCOLN	ROGERS	CHRISTINE	ADMIN SECRETARY	11+ (grandfathered)	8.00	260
10 LINCOLN	RUTTEN	KRISTIN	IMC TECH	8	8.00	215
10 LINCOLN	WICHMAN	TAHAN	TECHNOLOGY II	10	8.00	260
10 LINCOLN	WOOD	FRED	CUSTODIAN	11+ (grandfathered)	6.00	186
12 TRANSPORTATION	BOYLES	JOE	BUS DRIVER	6	8.00	186
12 TRANSPORTATION	D'HOOGHE	JOAN	PLAYGROUND AIDE/BUS AIDE	11+	7.50	186
12 TRANSPORTATION	FISCUS	BRADY	MECHANIC+CERT	9	8.00	260
12 TRANSPORTATION	MILLER	JEANETTE	PLAYGROUND AIDE/BUS AIDE	11+	2.00	186
12 TRANSPORTATION	MILLER	JEANETTE	BUS SWEEPER	11+	6.00	186
12 TRANSPORTATION	SRAMEK	STACEY	BUS DRIVER	5	8.00	260
12 TRANSPORTATION	STEWART	RHONDA	BUS DRIVER	3	4.00	186
12 TRANSPORTATION	VELAZQUEZ	ANGELINA	BUS DRIVER	11+	4.00	186
12 TRANSPORTATION	WATSON	JADE	MECHANIC	11+	8.00	260
12 TRANSPORTATION	WHITE	ALBERT	BUS DRIVER	10	4.50	186
12 TRANSPORTATION	WILSON	MARY	BUS DRIVER	3	4.00	186
13 SCHOOL FOOD	ANGEL	CHRISTINE	FOOD SERVER/KITCHEN AIDE	6	2.50	186
13 SCHOOL FOOD	ANGEL	CHRISTINE	FOOD SERVER/KITCHEN AIDE	6	3.00	186
13 SCHOOL FOOD	CONRAD	CASSIDY	FIRST COOK/BAKER	1	8.00	186
13 SCHOOL FOOD	FIGUEROA	TANNA	FIRST COOK/BAKER	6	8.00	186
13 SCHOOL FOOD	HUTCHINS	MANDIE	FOOD SERVER/KITCHEN AIDE	7	3.50	186
13 SCHOOL FOOD	LOGAN	SANDRA	SECOND COOK/BAKER	2	6.00	186
13 SCHOOL FOOD	MITCHELL	KRISTOPHER	FOOD SERVER/KITCHEN AIDE	1	3.00	186
13 SCHOOL FOOD	THAYNE	MELINDA	SECOND COOK/BAKER	11+	7.00	186
13 SCHOOL FOOD	WILLIAMS	DEBRA	FOOD SERVER/KITCHEN AIDE	11+	2.50	186
13 SCHOOL FOOD	WILLIAMS	DEBRA	SECOND COOK/BAKER	11+	4.00	186
20 GARFIELD SCHOOL	BRADSHAW	CYNTHIA	PARA EDUCATOR+CERT	2	7.50	186
20 GARFIELD SCHOOL	CARPENTER	BAILEE	PARA EDUCATOR+CERT	0	7.50	186
20 GARFIELD SCHOOL	CHARBONNEAU	LISA	PARA EDUCATOR - HIGH NEEDS	11+	6.00	186
20 GARFIELD SCHOOL	CHARBONNEAU	LISA	PARA EDUCATOR+CERT	11+	1.50	186
20 GARFIELD SCHOOL	CLARK	BRADLEY	CUSTODIAN	6	8.00	260
20 GARFIELD SCHOOL	KARHI	ALYSANN	PARA EDUCATOR+CERT	7	7.50	186
20 GARFIELD SCHOOL	KARHI	NICOLE	PARA EDUCATOR+CERT	5	7.50	186
20 GARFIELD SCHOOL	LEWIS	ISABELLA	PARA EDUCATOR - HIGH NEEDS	4	6.00	186
20 GARFIELD SCHOOL	LEWIS	ISABELLA	PARA EDUCATOR+CERT	4	1.50	186
20 GARFIELD SCHOOL	MCRAE	SANDY	PARA EDUCATOR+CERT	7	7.50	186
20 GARFIELD SCHOOL	O'DELL	FLEETA	PLAYGROUND AIDE/BUS AIDE	11+	1.00	186
20 GARFIELD SCHOOL	O'DELL	FLEETA	SECRETARY	11+ (grandfathered)	3.75	186
20 GARFIELD SCHOOL	O'DELL	FLEETA	PLAYGROUND AIDE/BUS AIDE	11+	2.50	186
20 GARFIELD SCHOOL	ROBERTSON	FAITH	FOOD SERVER/KITCHEN AIDE	5	3.75	186
20 GARFIELD SCHOOL	SCHOENFELDER	LANNA	SECRETARY	11+	8.00	215
20 GARFIELD SCHOOL	STANSBERRY	CHERYL	FOOD SERVER/KITCHEN AIDE	2	3.50	186
30 HIGHLAND PARK SCHOOL	BRISTOL	JENNIFER	SECRETARY	11+	8.00	215
30 HIGHLAND PARK SCHOOL	CAHILL	SHANNON	FOOD SERVER/KITCHEN AIDE	1	4.00	188
30 HIGHLAND PARK SCHOOL	GOODHART	RACHEL	FOOD SERVER/KITCHEN AIDE	1	3.75	186
30 HIGHLAND PARK SCHOOL	HENDERSON	CHRISTINA	PARA EDUCATOR+CERT	9	7.50	186
30 HIGHLAND PARK SCHOOL	MARTIN	HALEY	FOOD SERVER/KITCHEN AIDE	2	2.00	186
30 HIGHLAND PARK SCHOOL	MCLENDON	DARCY	PARA EDUCATOR+CERT	10	7.50	186
30 HIGHLAND PARK SCHOOL	PRINDLE	LYNNE	PARA EDUCATOR+CERT	10	7.50	186
30 HIGHLAND PARK SCHOOL	RHYNER	MISTI	PARA EDUCATOR+CERT	7	8.00	186
30 HIGHLAND PARK SCHOOL	STEELE	CRYSTAL	PARA EDUCATOR - HIGH NEEDS	1	7.50	188
30 HIGHLAND PARK SCHOOL	YARGER	AMANDA	PARA EDUCATOR - HIGH NEEDS	2	7.50	186
40 LEWIS & CLARK SCHOOL	CONRAD	GRETCHEN	PARA EDUCATOR+CERT	10	7.50	186
40 LEWIS & CLARK SCHOOL	GILL	DAVID	PARA EDUCATOR+CERT	4	7.50	186
40 LEWIS & CLARK SCHOOL	HART	KELLY	PARA EDUCATOR+CERT	3	7.50	186
40 LEWIS & CLARK SCHOOL	KONERT	SHAWNA	PARA EDUCATOR+CERT	10	7.50	186
40 LEWIS & CLARK SCHOOL	LELEK	JONETTE	FOOD SERVER/KITCHEN AIDE	9	4.25	186
40 LEWIS & CLARK SCHOOL	LOWER	HOLLY	SECRETARY	1	8.00	215
40 LEWIS & CLARK SCHOOL	MOSS	SANDRA	FOOD SERVER/KITCHEN AIDE	6	4.00	188

Location	Last Name	First Name	Description	Step	Hours Per Day	Position Days
40 LEWIS & CLARK SCHOOL	ROBINSON	LISA	SCHOOL NURSE (RN)	6	7.00	215
40 LEWIS & CLARK SCHOOL	SALLEE	STACIE	PARA EDUCATOR+CERT	3	7.50	186
40 LEWIS & CLARK SCHOOL	SATTERFIELD	MARY	PARA EDUCATOR+CERT	8	7.50	186
40 LEWIS & CLARK SCHOOL	SCHUCHARD	SHAWN	CUSTODIAN	11+ (grandfathered)	8.00	260
40 LEWIS & CLARK SCHOOL	WRIGHT	JAMES	CUSTODIAN	10	8.00	260
50 JUNIOR HIGH SCHOOL	AAMOLD	ALLYSSA	PARA EDUCATOR - HIGH NEEDS	2	7.50	186
50 JUNIOR HIGH SCHOOL	AGOSTINELLI	ROBERT	PARA EDUCATOR+CERT	4	7.50	186
50 JUNIOR HIGH SCHOOL	BIRDWELL	MISTI	PARA EDUCATOR+CERT	8	7.50	186
50 JUNIOR HIGH SCHOOL	CODY-CHACON	HARRISON	PARA EDUCATOR - HIGH NEEDS	2	7.50	186
50 JUNIOR HIGH SCHOOL	DAVIS	BETH	FOOD SERVER/KITCHEN AIDE	9	3.75	186
50 JUNIOR HIGH SCHOOL	DAVIS	BETH	FOOD SERVER/KITCHEN AIDE	9	2.50	186
50 JUNIOR HIGH SCHOOL	DUGGINS	KYRSTIN	PARA EDUCATOR - HIGH NEEDS	3	3.00	186
50 JUNIOR HIGH SCHOOL	DUGGINS	KYRSTIN	PARA EDUCATOR+CERT	3	4.50	186
50 JUNIOR HIGH SCHOOL	ESTRADA ZACARIAS	PALOMA	FOOD SERVER/KITCHEN AIDE	3	4.50	186
50 JUNIOR HIGH SCHOOL	FORSYTHE	KATHRYN	SECRETARY	1	8.00	215
50 JUNIOR HIGH SCHOOL	HOULD	ZACHERY	PARA EDUCATOR+CERT	2	7.50	186
50 JUNIOR HIGH SCHOOL	KELLY	STEVEN	CUSTODIAN	11+ (grandfathered)	8.00	260
50 JUNIOR HIGH SCHOOL	METCALF	TARA	PARA EDUCATOR - HIGH NEEDS	8	4.00	188
50 JUNIOR HIGH SCHOOL	STROUF	DONNA	FOOD SERVER/KITCHEN AIDE	3	3.00	186
50 JUNIOR HIGH SCHOOL	THAYNE	ALICE	PARA EDUCATOR - HIGH NEEDS	1	7.50	188
60 FERGUS HIGH SCHOOL	BOWEN	CONNIE	PARA EDUCATOR+CERT	10	7.50	186
60 FERGUS HIGH SCHOOL	BROOKS	JESSICA	SECRETARY	1	8.00	215
60 FERGUS HIGH SCHOOL	HERSEL	ROBERTA	SECRETARY	9	8.00	215
60 FERGUS HIGH SCHOOL	LAHR	TASHA	PARA EDUCATOR - HIGH NEEDS	10	7.50	186
60 FERGUS HIGH SCHOOL	PAVLOVICK	CORA	PARA EDUCATOR - HIGH NEEDS	1	4.00	186
60 FERGUS HIGH SCHOOL	PAVLOVICK	CORA	PARA EDUCATOR+CERT	1	3.50	186
60 FERGUS HIGH SCHOOL	ROGERS	JACK	CUSTODIAN	6	8.00	260
60 FERGUS HIGH SCHOOL	SHERRODD-BRANT	JULIE	FOOD SERVER/KITCHEN AIDE	4	4.25	186
60 FERGUS HIGH SCHOOL	WIEGERT	KIM	STUDENT DATABASE TECH	10	7.00	215
60 FERGUS HIGH SCHOOL	WOJTOWICK	JOHN	PLAYGROUND AIDE/BUS AIDE	10	3.00	186
60 FERGUS HIGH SCHOOL	WYLIE	KENDRA	PARA EDUCATOR - HIGH NEEDS	2	7.50	186

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#28

MEETING DATE: May 12, 2025

ITEM TITLE: CLASSIFIED ADMINISTRATORS CONTRACTS FOR THE 2025-2026
SCHOOL YEAR

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

2025-2026 ADMINISTRATOR CONTRACTS

CLASSIFIED ADMINISTRATORS				
BALDWIN, WILLIAM SCOTT	TECHNOLOGY DIRECTOR	1.00	260	2024-2025 Level + Percentage Increase (5.35%)
FRIESEN, AMIE	SCHOOL FOOD DIRECTOR	1.00	220	2024-2025 Level + Percentage Increase (5.35%)
FRY, JASON	MAINTENANCE DIRECTOR	1.00	260	2024-2025 Level + Percentage Increase (5.35%)
ODERMANN, ROBERT	TRANSPORTATION DIRECTOR	1.00	260	2024-2025 Level + Percentage Increase (5.35%)
RHOADES, REBEKAH	BUSINESS MGR/CLERK	1.00	260	2024-2025 Level + Percentage Increase (5.35%)

These staff are not on a salary matrix, therefore are unable to move lanes from year to year.

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

#29

MEETING DATE: May 12, 2025

ITEM TITLE: CENTRAL MONTANA EDUCATION CENTER BUILDING USE
AGREEMENT – JOB SERVICE

PREPARED BY: Brad Moore, Superintendent

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.

Job Service has been utilizing the building for the last few years. This will allow them to utilize the building for 1 additional year.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

AGREEMENT

THIS AGREEMENT #6693-A is made and entered into by and between the Lewistown School District, (“the District”) University of Providence, (“the University”) and the Montana Job Service – Lewistown Office (“Job Service”).

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 Job Service 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 Job Service.

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 Job Service 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 property to be utilized by Job Service consists of the front desk, office #118, office #121, office #124, open area between offices (Room #120), portion of hallway behind front desk 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 Job Service agrees to maintain required insurance coverage, pay for required maintenance and operating costs related to the portion of the premises utilized by Job Service 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. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016, the Parties agree that (i) any hiring of persons to perform this Agreement will be made on the basis of merit and qualifications and (ii) there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this Agreement.

District Policies will be provided to Job Service 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. Job Service agrees further to keep the premises in a clean, safe, and sanitary condition.

5. **RESPONSIBILITIES:** Job Service agrees to provide for the care of the interior space being occupied by the offices and areas of use by staff. Job Service's use or storage of gasoline, hazardous materials, or other flammable or explosive materials on the premises is prohibited. Job Service 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 Job Service is prohibited. Any structural change which is not approved by the District in writing will be subject to removal at Job Service's expense.

Job Service 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.

Job Service 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 Job Service, 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. Job Service shall be only liable for up to \$200 per month for building major maintenance.

6. **INSURANCE AND INDEMNITY:** Job Service and any assignees are obligated to provide insurance coverage for the contents of the building consisting of property, effects, documents, or possessions of Job Service or assignees, and the University and District shall not in any event be responsible for the loss of such property, effects, documents, or Job Service's possessions located on the premises except if such loss arises from the negligence or other wrongful act or omission of the University or District or their employees or agents. Job Service and assignees shall provide insurance for coverage for the contents of the building owned by Job Service and assignees. Job Service and assignees shall provide for insurance coverage or be self-insured for comprehensive general liability in an amount of \$750,000 for each claim and \$1.5 million for each occurrence 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 negligent or other wrongful act or omission of its

employees or agents while using the facility as described herein. Proof of insurance or self-insurance will be submitted to the District upon execution of this Agreement.

Subject to the applicable limitation of liability found in Mont. Code Ann. § 2-9-108, each party (indemnifying party) agrees to defend, indemnify and hold the other 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 the indemnifying party, its employees and agents a , (ii) a breach by the indemnifying party of its material obligations under this Agreement, (iii) material violation of District policy, state law or federal law by Job Service or assignees.

Job Service 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. Job Service 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 the District's insurance policies be considered to cover acts or omissions by Job Service or assignees. All insurance policies required by this Paragraph must remain valid for the entire term of the Agreement. Job Service and assignees must promptly notify University and District of any lapse in coverage. Job Service and assignees will not provide services on the premises in the event any insurance coverage lapses. period. Failure to honor the terms of this Paragraph is grounds for termination of the Agreement.

7. **ASSIGNMENT**: Job Service is not authorized to sublet any portion of the property without first obtaining the District's prior written consent.

8. **CHANGES:** University and Job Service may, at any time by written notice, 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 one year'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 material 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. Job Service may also terminate this Agreement by giving the other parties 30 days' written notice if funds are not made available to continue Job Service's performance under this Agreement.

11. **RETURN OF PROPERTY:** Upon the expiration or earlier termination of this Agreement, Job Service 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, Job Service shall return the premises to the same condition in which it was received, ordinary wear and tear excepted, and free of Job Service's personal property, trash, and debris.

After five (5) days following Job Service's surrender of the premises or termination of Agreement in any manner except by court order, and if the District reasonably believes that Job Service 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 Job Service 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 Job Service must be first approved in writing by the School District Superintendent.

14. **PARTY REPRESENTATIVES**: Any notice or demand required or permitted to be given under this lease must be in writing. Written notice shall be deemed given when hand delivered, when mailed by first class mail, postage prepaid, to the addresses specified in this section, or by e-mail with confirmation of delivery.

The District's address for purpose of receiving demand or notice is Lewistown Public Schools, 215 7th Avenue South, Lewistown, MT 59457.

The District's representative for purposes under this lease is Rebekah Rhoades, telephone (406) 535-8777, e-mail address: rrhoades@lewistown.k12.mt.us.

The University's address for purpose of receiving demand or notice is Office of the President, University of Providence, 1301 20th Street S, Great Falls, MT 59405.

The University's representative for purposes under this lease is Very. Rev. Oliver J. Doyle, telephone (406) 791-5300, e-mail address: Oliver.Doyle@uprovidence.edu.

The Department's address for the purpose of receiving notice is Montana Department of Labor and Industry, Workforce Services Division, P.O. Box 1728, Helena, Montana, 59620.

The Department's representative for purposes under this lease is Samantha Nimmick, telephone (406) 265-5847, e-mail address: samantha.nimmick@mt.gov.

If any party changes its address or contact person, it must notify the other parties in writing at the addresses provided in this section.

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 state district 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. . 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.

18. **ACCESS TO RECORDS:** Pursuant to Mont. Code Ann. § 18-1-118, the State Legislative Auditor shall have reasonable access to the records of the District and the University to determine whether the Parties have complied with the terms of the Agreement.

(Remainder of page left intentionally blank)

IN WITNESS WHEREOF:

LEWISTOWN SCHOOL DISTRICT

By: _____
Chair, Board of Trustees Date

UNIVERSITY OF PROVIDENCE

By: _____
Authorized Representative Date

JOB SERVICE

By: _____
Sarah Swanson, Commissioner Date
Department of Labor and Industry

APPROVED BY:

By: _____
Garett M. Bacon, Leasing Officer Date
Department of Administration, General Services Division

By: _____
Julia Swingley, Agency Legal Counsel Date
Department of Administration

By: _____
Office of Budget and Program Planning Date

By: _____
Misty Ann Giles, Director Date
Department of Administration

EXHIBIT 'A'

ESTIMATED EXPENSES FOR THE EDUCATION CENTER IN LEWISTOWN: **13,326 SQ FT CLASSROOM BUILDING**

JOB SERVICE PORTION = 2229 SQ FT (17% OF PRORATED EXPENSES)

JOB SERVICE RESPONSIBILITY (WILL NEED TO COORDINATE WITH UNIVERSITY OF PROVIDENCE):

CUSTODIAL SUPPLIES
CUSTODIAL SERVICES (CLEANING SERVICES AND LAWN CARE)
POST OFFICE BOX
INTERNET/PHONE
WASTE SERVICES

DISTRICT RESPONSIBILITY TO BILL MONTHLY (WILL BILL PROVIDENCE/JOB SERVICE/OTHER ENTITIES MONTHLY ON A PRORATED BASIS):

INSURANCE = \$3,100/YR = \$258/MO
STREET MAINTENANCE TAXES = \$2,200/YR = \$184/MO
CITY WATER AND SEWER CLASSROOM BUILDING = \$1,500/YR = \$125/MO
IRRIGATION FOR LAWN SPRINKLERS = \$650/YR = \$55/MO
GAS/ELECTRIC = \$20,000/YR = \$1,667/MO (UNABLE TO GET ACTUAL FIGURES FROM NORTHWEST ENERGY, AMOUNT BASED ON COSTS FOR A SIMILAR BUILDING IN THE DISTRICT)
SNOW PLOW LOT = \$2,500/YR = \$209/MO (DEPENDS ON WINTER)
LAWN FERTILIZER/WEED KILLER (NUTRALAWN) = \$215/YR = \$18/MO
SPRINKLER SYSTEM MAINTENANCE = \$145/YR = \$12/MO
FIRE EXTINGUISHER INSPECTION = \$150/YR = \$13/MO
KENCO SECURITY & ALARM INSPECTION = \$400/YR = \$34/MO
ELEVATOR SERVICE/REPAIRS = \$2,000 = \$167/MO (UNABLE TO GET ACTUAL FIGURES, AMOUNT BASED ON COSTS FOR A SIMILAR ELEVATOR IN THE DISTRICT)

MONTHLY FEE NOT PRORATED

MAJOR MAINTENANCE FEE = \$2,400/YR = \$200/MO (MONTANA JOB SERVICE)

ALL AMOUNTS ARE **APPROXIMATE** AND BASED ON PREVIOUS YEAR'S BILLS. WHERE NOTED, THE SCHOOL DISTRICT DID NOT HAVE ACCESS TO PREVIOUS YEAR'S BILLS AND *ESTIMATED* COSTS ARE USED OR THE AMOUNTS ARE LEFT UNKNOWN. THIS IS NOT MEANT TO BE AN ALL INCLUSIVE LIST OF ROUTINE EXPENSES. THE UNIVERSITY, JOB SERVICE AND ANY OTHER ENTITIES IN THE BUILDING WILL BE BILLED MONTHLY FOR ACTUAL COSTS INCURRED IN ADDITION TO THE MAJOR MAINTENANCE FEE.

ORGANIZATIONAL MEETING

Lewistown Public Schools

Board of Trustees

May 12, 2025

OATH OF OFFICE

Rebekah Rhoades, Business Office Manager of Lewistown Public Schools, will Administer the Oath of Office to Whitney Brady and Mariah Shammel for 3-year terms.

Carson Sweeney for 1-year term

ORGANIZATION MEETING (Following the Regular Board Meeting)

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#

MEETING DATE: May 12, 2025

ITEM TITLE: OATH OF OFFICE

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

Rebekah Rhoades, Business Office Manager of Lewistown Public Schools, will administer the Oath of Office to Whitney Brady and Mariah Shammel for 3-year terms. Oath of Office will be issued to Carson Sweeney for the 1-year term

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 6th day of May, 2025, the candidate Whitney Brady was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 12th day of May, 2025, and ending at the trustee organizational meeting in May 2028, or until a successor has been elected or appointed and has been qualified.

ISSUED this 12th day of May, 2025:

Board Chair: Kris Birdwell

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 6th day of May, 2025, the candidate Mariah Shammel was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 12th day of May, 2025, and ending at the trustee organizational meeting in May 2028, or until a successor has been elected or appointed and has been qualified.

ISSUED this 12th day of May, 2025:

Board Chair: Kris Birdwell

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____
--

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 6th day of May, 2025, the candidate Carson Sweeney was duly elected to fill the office of Trustee for the term of One (1) year, beginning on the 12th day of May, 2025, and ending at the trustee organizational meeting in May 2026, or until a successor has been elected or appointed and has been qualified.

ISSUED this 12th day of May, 2025:

Board Chair: Kris Birdwell

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____
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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

1-5

MEETING DATE: May 12, 2025

ITEM TITLE: ORGANIZATIONAL MEETING

PREPARED BY:

SUMMARY:

The following will take place for the organizational meeting:

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of the Chair
4. Call for Nominations and Election of the Vice-Chair
5. Appointment of the District Clerk

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

REPORT OF ORGANIZATION OF BOARD OF TRUSTEES
ELEMENTARY SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA

This is to certify that at the annual organizational meeting of the Board of Trustees held May 12, 2025, a
Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

BOARD
OF
TRUSTEES

Dated: May 12, 2025

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

**LEWISTOWN PUBLIC SCHOOLS
SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

THIS IS TO CERTIFY THAT, the Trustees of Lewistown Public Schools, School District Number One, have duly appointed _____ as Clerk of the District on the 12th day of May 2025 .

School Laws of Montana:

Section 20-3-321

Organization and Officers: (1) the Trustees of each district shall employ and appoint a competent person, who is not a member of the Trustees, as the Clerk of the District.

Clerk of the District: As provided in 20-3-321, the Trustees shall employ and appoint a Clerk of the District. The Clerk of the District shall attend all meetings of the Trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the Clerk is not present at a meeting, the Trustees shall have one of their members or a district employee act as Clerk for the meeting and such person shall supply the Clerk with a certified copy of the proceedings. The Clerk of the District also shall be the custodian of all documents, records, and reports of the Trustees. Unless the Trustees provide otherwise, the Clerk shall;

- (1) Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
- (2) Prepare the annual Trustees' report required under the provisions of 20-9-213(6).

BOARD OF TRUSTEES

LEWISTOWN PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

PIR DAYS (Pupil Instruction-Related)

HOLIDAYS & VACATIONS

No School for Teachers or Students

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

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

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

BOARD APPROVED 3-18-2024

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

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

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