

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

LINCOLN BOARD ROOM

215 7th Ave South
Lewistown, MT 59457

MONDAY, December 8, 2025

CALL TO ORDER (6:00pm)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Discussion – Facility Study Review
5. Report – Student Representative to the Board
6. Report – Lewistown Education Association (LEA)
7. Report – Committees of the Board
8. Report – Election Information
9. Report – Budget
10. Report – Investments
11. Report – Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS – CONSENT AGENDA

13. Minutes
14. Claims
15. Personnel Report

ACTION ITEMS – OLD BUSINESS

16. Second Reading of Policies

ACTION ITEMS – NEW BUSINESS

17. First Reading of Policies
18. Trustee Resolution Calling for a Lewistown Elementary School Election
19. Trustee Resolution Calling for a Fergus High School Election
20. University of Providence Agreement – Request to Amend
21. Federal Letter CMEC Property
22. Approve gifting of surplus property – Bridge on FHS property

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public School Board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#4

MEETING DATE: December 8, 2025

ITEM TITLE: DISCUSSION – FACILITY STUDY REVIEW

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Tony Houtz, Cushing Terrell Architects, will join the meeting remotely to review the attached Facility Study that they recently completed on behalf of the District.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#5

MEETING DATE: December 8, 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: December 8, 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: December 8, 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.

The following committee meetings were held since the last Regular Board Meeting:

- November 12, 2025 – Safety Committee
- November 12, 2025 – Collective Bargaining Committee
- November 19, 2025 – Curriculum Committee

Attached is the list for Standing Committees of the Board for the 2025-2026 School Year.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

STANDING COMMITTEES OF THE BOARD
2025-2026 School Year

Committee	Number on Comm.	Kris Birdwell	Whitney Brady	Lisa Koch	Mariah Shammel	Jeff Southworth	Carson Sweeney	Eric Vanderbeek
Building & Grounds	3	X	X			X		
Safety Committee	2				X			X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2025-2026 School Year

Committee	Number on Comm.	Kris Birdwell	Whitney Brady	Lisa Koch	Mariah Shammel	Jeff Southworth	Carson Sweeney	Eric Vanderbeek
Activities	3	X	X			X		
Curriculum Committees:								
World Languages	2		X	X				
Health Insurance Program	2			X				X
School Calendar	1							X
Vocational Advisory Council	2					X	X	
Gaining	3				X	X	X	
Policy Review	3			X	X			X

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#8

MEETING DATE: December 8, 2025

ITEM TITLE: REPORT – ELECTION INFORMATION

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2026.

Attached are the Terms of Office Listing and the 2026 School Election Calendar.

Board members' terms of office that are due to expire in 2026 include: Kris Birdwell, Lisa Koch and Carson Sweeney. Trustees may file for election anytime between December 11, 2025 and February 9, 2026. It is important to note that the filing date has been moved back from previous years significantly.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2026	Expire 2027	Expire 2028
SCHOOL DISTRICT #1	Kris Birdwell Carson Sweeney Lisa Koch	Eric VanderBeek Jeff Southworth	Whitney Brady Mariah Shammel

School District #1 -- Three (3) 3-Year Terms:

_____ 3-year term (to expire in 2029)
_____ 3-year term (to expire in 2029)
_____ 3-year term (to expire in 2029)

Declaration of Intent Filed for Nomination of School Board Trustee:

**LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY**

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

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

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

	2023	2024	2025						
AMOUNT	\$89,710.14	\$115,427.63	\$95,855.00						
MILLS	6.20	6.28	5.26						
# of VOTERS									
FOR	1246	1192	1171						
AGAINST	1444	1431	1352						
PASS/FAIL	FAIL	FAIL	FAIL						
VOTER TURNOUT									
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									
# of VOTERS									
FOR									
AGAINST									
PASS/FAIL									
VOTER TURNOUT									
MAIL/POLL									
TYPE									

VOTER STATUS BY DISTRICT AS OF DECEMBER 2025					
ELEMENTARY:			HIGH SCHOOL:		
# ABSENTEE VOTERS	3782	64%	# ABSENTEE VOTERS	177	65%
# POLL VOTERS	2148	36%	# POLL VOTERS	96	35%
TOTAL # OF ACTIVE VOTERS	5930		TOTAL # OF ACTIVE VOTERS	273	

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

School Election Calendar 2026

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 145 days before*	Thursday, December 11	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. Bond Elections are subject to additional requirements (see 20-9-422, MCA). Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election. <i>*The deadline of 145 days ONLY applies to the regular school election. Special elections must be called at least 70 days before the election.</i>	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 142 days before (within 3 days of passage of the election resolution)*	Monday, December 15	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution. <i>*For special elections, the election resolution must be sent to the county election administrator within 3 days of passage (not later than 67 days before the election)</i>	20-20-201(2)(a)
No earlier than 145 days, or later than 85 days before	Thursday, December 11 through Monday, February 9	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i>	13-10-201 20-3-305
85 th day before the election	Monday, February 9 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
At least 70 days before	Tuesday, February 24	Deadline for amendments to election resolutions. The trustees may amend an election resolution passed at least 145 days prior to the election. Financial considerations not indicated in the initial resolution may be included in an amendment. <i>Special elections (elections held on a date other than the regular school election day) must be called at least 70 days before the election.</i>	20-20-201



School Election Calendar 2026

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not later than 5pm the 65 th day before the election	Monday, March 2 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election). <i>*Votes only count for write-in candidates who file a Declaration of Intent.</i>	20-3-305(2)(b)
At least 60 days before	Friday, March 6	Election administrator posts mail ballot election plan/timetable/sample instructions. For elections conducted by the school district: publish the mail ballot plan in a newspaper of general circulation, if one in the district and/or in 3 public places AND publish on the school district website, if active. For elections conducted by the county election office: publish on the county election office website or other means of publication OR follow the publication instructions for elections conducted by school districts. <i>Failure to publish plans by this date and in this manner default to a polling place election. School districts conducting their own elections must send a copy of the plan to the county election administrator.</i>	13-19-205
4 weeks preceding the close of regular registration	Monday, March 9	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not less than 40 days before	Thursday, March 26	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</i>	20-20-401
Not more than 35 days before	Tuesday, March 31	Deadline for mail ballot amendments. The plan may be amended by the election administrator at any time prior to the 35th day before election day by publishing in the same manner as the original mail ballot plan.	13-19-205
Not less than 30 days before	Friday, April 3	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313



School Election Calendar 2026

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
30 days before any election	Monday, April 6	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 6	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
No later than the 30th day before	Friday, April 3	Deadline to notify election judges of appointment.	13-4-101
Not more than 30 days before	Monday, April 6	Performance Testing and Certification of Voting System. The election administrator must publicly test and certify that the system is performing properly.	13-17-212
Day after Close of Regular Registration	Tuesday, April 7	Start of Late Registration. Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 26 Through Saturday April 25	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified or placed in separate notices.	20-20-204
At least 20 days before	Wednesday, April 15	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. • The ballot, stamped official ballot (with stub removed); • Instructions for voting and returning the ballot; • A secrecy envelope, free of marks that would identify the voter; and • A self-addressed, return envelope with affirmation printed on the back of the envelope (affirmation must include a line for signature AND the elector's date of birth.	13-13-214 20-20-401
Not before the 20 th day or later than the 15 th day	Wednesday, April 15 through Monday, April 20	Mail ballots mailed. If conducting a mail ballot election, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan). If an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207



School Election Calendar 2026

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 12 days or less than 2 days before	Thursday, April 23 through Sunday, May 3	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>This notice may be combined with the Publication of Information Concerning Voting Systems, the Polling Location Accessibility Notice and/or with the Notice of Election if the notice is published between the 12th and 10th day prior to the election.</i>	13-15-105
Not more than 12 days or less than 2 days before	Thursday, April 23 through Sunday, May 3	Publication of Information Concerning Voting Systems. Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the Absentee/Mail Ballot Counting Notice, the Polling Location Accessibility Notice, and/or with the Notice of Election if the notice is published between the 12th and 10th day prior to the election.</i>	13-17-203
Not more than 10 days or less than 2 days before	Saturday, April 25 through Sunday, May 3	Polling Location Accessibility Notice. Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the Absentee/Mail Ballot Counting Notice, the Polling Location Accessibility Notice, and/or with the Notice of Election if the notice is published between the 12th and 10th day prior to the election.</i>	13-3-105 13-3-207
Day before (By Noon)	Monday, May 4	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 4	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Election Day 	Tuesday, May 5	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411



School Election Calendar 2026

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



School Election Calendar 2026

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#9

MEETING DATE: December 8, 2025

ITEM TITLE: REPORT – BUDGET

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on Fiscal Year 2026-2027 budget projections and legislative changes during the 2025 session that are impacting school budget calculations.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#10

MEETING DATE: December 8, 2025

ITEM TITLE: REPORT – INVESTMENT

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

Interest earned for October 2025:

Elementary \$6,122.31

High School \$5,419.55

Interest earned for November 2025 was not available at the time of posting.

SLGS Elementary bond interest accrued from August 2025 through December 2025 was \$138,749.12.
November's portion of the interest accrued was \$3,520.30.

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#11

MEETING DATE: December 8, 2025

ITEM TITLE: REPORT – SUPERINTENDENT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Superintendent Evaluation Instrument & Timeline

Cognia Accreditation Process

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#12

MEETING DATE: December 8, 2025

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

PREPARED BY: _____

SUMMARY:

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

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

ACTION ITEMS – CONSENT AGENDA

- 13. Minutes
- 14. Claims
- 15. Personnel Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#13

MEETING DATE: December 8, 2025

ITEM TITLE: MINUTES

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the November 10, 2025 Regular Board Meeting.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, November 10, 2025

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

Kris Birdwell, Whitney Brady, Lisa Koch, Mariah Shammel, Carson Sweeney,
Eric VanderBeek

TRUSTEES ABSENT:

Jeff Southworth

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

Mr. Moore introduced State Superintendent of Schools Susie Hedalen. Superintendent Hedalen spoke to the Board regarding the good things she has recognized at Lewistown Public Schools and the Office of Public Instruction at the State level.

3. MOTION TO SET THE AGENDA – Approved Unanimously (Brady/VanderBeek)

4. REPORT – STUDENT REPRESENTATIVE TO THE BOARD

Shoei Davis, Student Representative, updated the Board on happenings within Fergus High School.

5. REPORT – LEWISTOWN EDUCATION ASSOCIATION (LEA)

Luke Brandon, LEA President, was not available to report to the Board.

6. REPORT—COMMITTEES OF THE BOARD

The Safety and Gaining Committees will both meet Wednesday 11/12. The next Curriculum Meeting will take place next week.

Trustee Sweeney reported that the City will be approving representation from the School Board at their next meeting. In the future, the representative will not have to be a Trustee.

The Activities Committee met last week and discussed decals and TVs for the lobby. The Soccer Committee provided more information and will continue to follow up. Two sports cooperatives were discussed that will be decided upon later in the meeting.

7. REPORT—INVESTMENT

Interest earned and distributed for November was not available to report. September Bond SLGS interest was reported at \$3,654.44 for a total of \$135,228.82 since August 2024.

8. REPORT—SUPERINTENDENT

Mr. Moore reported student count numbers from the October Count Day, including information regard home school students in the Lewistown District. University of Providence notified the District that they plan to have their last cohort in 2026, then will no longer need to use the CMEC Building. Cushing Terrell was onsite today to create the updated Facility Study. Brad and Rebekah attended MCEL. Mr. Moore will be meeting with Jeff Weldon regarding review of the Collective Bargaining Agreement, based on recommendations from the Committee meeting. Trustee Birdwell requested this to be the training session before the December Board Meeting. Fergus High School hosted the 7C District Volleyball tournament recently. Rebekah provided a short update on Property Taxes and the new changes to the tax structure.

PUBLIC PARTICIPATION

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

Trustee Birdwell reminded the Board that the Junior High Veteran's Day program will be taking place on Tuesday, November 11, 2025 at 2:00pm.

ACTION ITEMS

CONSENT AGENDA ITEMS – approved unanimously (Shammel/Brady)

10. MINUTES OF THE OCTOBER 13, 2025, REGULAR BOARD MEETING
11. CLAIMS – approval of the claims referenced in the 2025-2026 Bill Schedule and submitted through November 7, 2025. The Finance Committee for October-December 2025 is Board Chair Kris Birdwell, Whitney Brady, Lisa Koch and Mariah Shammel.
12. OUT OF DISTRICT AGREEMENT
13. TRANSPORTATION TR-1 FORMS
14. DESTRUCTION OF RECORDS
15. APPROVE PERSONNEL/SUBSTITUTE REPORT

INDIVIDUAL ITEMS – OLD BUSINESS

NONE

INDIVIDUAL ITEMS – OLD BUSINESS

16. FIRST READING OF POLICIES EXCLUDING THOSE LISTED IN GRAY - approved unanimously (VanderBeek/Brady)
17. APPROVE GIRLS SOFTBALL SPORTS COOPERATIVE WITH WINIFRED WITHOUT A LIMIT TO THE NUMBER OF STUDENTS AND NUMBER OF YEARS - approved unanimously (Brady/Sweeney)
Derek Lear, Activities Director, explained the sports cooperative and summarized the discussion that took place at the Activities Committee Meeting. Fergus High has been given the opportunity to provide access to the students of Central Montana to participate in sports they may not otherwise be able. Mr. Lear shared that this does open the door to other requests. Fergus High will be billing each school \$1500 per sport to participate and agreement will be signed by both schools. Various pros and cons were discussed.

Aubrey Isom, Winifred athlete, addressed the Board regarding her request to participate in Softball at Fergus High School.
18. APPROVE GIRLS AND BOYS WRESTLING SPORTS COOPERATIVE WITH DENTON WITHOUT A LIMIT TO THE NUMBER OF STUDENTS AND NUMBER OF YEARS - approved unanimously (Brady/VanderBeek)
19. APPROVAL RECREATION FACILITIES AGREEMENT WITH THE CITY OF LEWISTOWN - approved unanimously (VanderBeek/Shammel)

ADJOURNMENT

The meeting was adjourned at 7:05 p.m. (Brady). The next regular meeting will be held at 6:00 p.m. on Monday, December 8, 2025, at the Lincoln Board Room.

KRIS BIRDWELL
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#14

MEETING DATE: December 8, 2025

ITEM TITLE: CLAIMS

PREPARED BY: Chris Gobble, Purchasing

SUMMARY:

See attached claims paid through December 5, 2025, as approved by the Finance Committee.

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

****NEW FINANCE COMMITTEE FOR JANUARY 2025-MARCH 2025 WILL NEED TO BE
APPOINTED****

☐ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#15

MEETING DATE: December 8, 2025

ITEM TITLE: PERSONNEL REPORT

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

Attached is the Personnel Report for your review.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, December 8, 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>
ARMSTRONG, Brittany	Substitute Food Server/Kitchen Aide	Central Office		12/9/2025	Amie Friesen	
CLARK, Bradley	Custodian	Garfield Elementary School	Approve Resignation	12/11/2025	Jessica Miller	Letter on file
GRENSTEN, Rachael	Teacher	Fergus High School	Approve out-of-state travel to attend and sing at the All Northwest Honor Choir Conference at Tacoma, WA. .	03/04/26 - 043/08/2026	Matt Lewis and Derek Lear	See Attached Letter
HOOK, Meghan	Kitchen Aide	Central Kitchen	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE, Step 0 for up to 3 hours per day for up to 103 days	12/9/2025	Amie Friesen	Pending a successful backgournd check Replacing Mandie Hutchins
HUTCHINS, Mandie	Food Server/Kitchen Aide	Central Kitchen	Approve Resignation	11/12/2025	Amie Friesen	Letter on file
INGLE, Erika	High Needs Paraprofessional	Fergus High School	Approve appointment on schedule as recommended - PARA EDUCATOR-HIGH NEEDS , Step 0 for up to 7.5 hours per day for up to 110 days.	12/9/2025	Matt Lewis	New Position
JACKSON, Caleb	Student Teacher/Substitute Teacher	Fergus High School		1/5/2026	Matt Lewis	Pending a successful background check
MILLER, Dean	Substitute Food Server/Kitchen Aide	Central Office		12/9/2025	Amie Friesen	
MYERS, Jessie	Custodian	Lewis and Clark Elementary School and Lewistown Jr. High School	Approve appointment on schedule as recommended - CUSTODIAN, Step 0 for up to 8 hous per day for up to 179 days	12/9/2025	Danny Wirtzberger and Jeff Friesen	Replacing James Wright
TUTTLE, Sigourney	Student Teacher/Substitute Teacher	Fergus High School		1/5/2026	Matt Lewis	Pending a successful background check



FERGUS HIGH SCHOOL

1001 CASINO CREEK DRIVE, LEWISTOWN, MT 59457

Phone: (406) 535-2321

Fax: (406) 535-3835

fhs.lewistown.k12.mt.us

MATTHEW LEWIS
PRINCIPAL

BRENDON DeCOCK
ASSISTANT PRINCIPAL

YVETTE HERSEL
ADMINISTRATIVE SECRETARY

November 20, 2025

Dear School Board Members;

I am requesting your approval for out-of-state travel for the following Fergus High School students to attend the All Northwest Honor Choirs Conference in Tacoma, WA from March 4 – March 8, 2026.

Students are: Haylee Williams, Conner Lane and Claire Gardner. The students previously auditioned and have been chosen to sing with different choirs at the conference.

Chaperones are: Rachael Grensten, Emily Lane and Shannon Gardner.

We have building administration approval for this request, and we appreciate your consideration.

Sincerely,

Rachael Grensten
Choir Director
Lewistown Public Schools

ACTION ITEMS – OLD BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#16

MEETING DATE: December 8, 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 on Thursday, October 9, 2025.

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

[https://drive.google.com/drive/folders/1UnnJXQJsHuUfzvwM8seZyT4ujtMdseoi?usp=drive 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 ~~striketrough~~.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN PUBLIC SCHOOLS
2nd READING POLICIES
December 8, 2025

1005FE	Proficiency Based ANB
1006FE	Transfers for School Safety
1007FE	Multi-District Agreements
1009FE	Recruitment and Retention – Flexible Instructor Licensing
1014FE	Intent to Increase Non-Voted Levy
~~1014FE F1~~	~~Intent to Increase Non-Voted Levy Form~~
1015FE	Personalized Learning Opportunities
2050	Innovative Student Instruction
2100	School Calendar and Day
2150	Suicide Awareness and Prevention
2158	Parent and Family Engagement and Educational Involvement
2165	Early Targeted Intervention
2334	Release Time for Religious Instruction
2335	Human Sexuality Instruction and Identity Instruction
2450	Indian Education for All
2600	Work Based Learning
2700	AI Integration in Education
3110	Entrance, Placement and Transfer
3121	Enrollment and Attendance Records
3141	Nonresident Student Enrollment
3310	Student Discipline
3416	Administering Medicines to Students
3650	Montana Pupil Online Personal Information Protection Act
3665	Student Safety
5122	Fingerprints and Criminal Background Investigations
5123	Employer Verification of Employee
5255	Disciplinary Action
5511	Classified Sick Bank
5511F	Classified Sick Bank Request Form
7320P	Purchasing Procedures
7329	Petty Cash
7332	Advertising in Schools/Revenue Enhancement
7336P	Out of Town Travel
7510	Capitalization of Fixed Assets
8000	Goals
8100	Transportation
8102	Contracting for Transportation Services
8105	School Bus Replacement
8110	Bus Routes and Schedules
8111	Transportation of Students with Disabilities
8121	Use of District-Owned Vehicles
8123	Driver Training and Responsibility
8124	Student Conduct on Buses
8125	Emergencies

8129	Chemical Safety
8130	Outdoor Air Quality Restrictions
8131	Indoor Air Quality
8132	Activity Trips
~~8135~~	~~Special Use of School Buses~~
~~8136~~	~~Rental of School Buses~~
~~8137~~	~~Transportation Charges for Children Attending Private Schools~~
8200	Food Services
8205	Meal Charge
8210	Procurement for Food Service
8211	Procurement using Federal Funds
8225	Tobacco Free Policy
~~8230~~	~~Nutrition~~
8300	Risk Management
8301	District Safety
8310	Memorials
8320	Property Damage
8410	Operation and Maintenance of Facilities
8411	Water Supply and Wastewater Systems
8420	District-Wide Asbestos Program
8421	Lead Renovation Computer Software
8425	Service Animals
8425P	Service Animal Allowance Procedure
8425F	Service Animals in District Facilities
8426	Therapy Animals
8426F	Therapy Animals – Request to use Therapy Animal in School
8430	Records Management
8440	Computer Software (was 8421)
8450	Automatic External Defibrillators
8450F	Letter
8450F	Service Log
8450F	Incident Report
8502	Construction and Repairs
8550	Cyber Incident Response
8560	Display of Flags and Banners on District Policy
~~9000~~	~~Goals~~
~~9210~~	~~Site Acquisition; Architect and Engineering Services; Educational Specifications~~
~~9242~~	~~Contractor Assurance~~
~~9261~~	~~Sale of Real Property~~
~~9300~~	~~Operation and Maintenance of District Facilities~~
~~9311~~	~~Safety Program~~
~~9320~~	~~Security~~
~~9330~~	~~Facilities Operations~~
~~9350~~	~~District Wide Asbestos Program~~

NEW POLICIES

~~POLICIES BEING REMOVED~~

POLICIES TO BE REVIEWED AT A LATER DATE

ACTION ITEM– NEW BUSINESS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#17

MEETING DATE: December 8, 2025

ITEM TITLE: FIRST READING OF POLICIES

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached list of policies that were reviewed previously by a Committee of the Board.

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

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

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

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

LEWISTOWN PUBLIC SCHOOLS
1st READING POLICIES
December 8, 2025

3416	Administering Medicines to Students
3420	Head Lice
5120P1	Federal Background Check

NEW POLICIES

~~POLICIES BEING REMOVED~~

POLICIES TO BE REVIEWED AT A LATER DATE

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#18

MEETING DATE: December 8, 2025

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

PREPARED BY: Rebekah Rhoades, Business Office Manager

SUMMARY:

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

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Thursday, December 11, 2025. This date has been moved up from 70 days to 145 days prior to Election Day.

Because the resolution must be done much earlier, it is the advice of the Business Manager/Clerk to call for all elections that could be considered and cancel those that the Board deems unnecessary at a later date.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

BE IT RESOLVED, the Board of Trustees for Lewistown Elementary School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 5th day of May, 2026, which date is not less than one hundred forty-five (145) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election

Voters must return their mail ballots to Fergus County Courthouse, 712 W Main St, Suite 204, Lewistown, MT 59457, by 8:00pm on May 5, 2026.

The purpose of the election is to elect three (3) trustees for a three-year term.

Approval of additional levies to operate and maintain the Elementary General Fund for FY 2027 , Building Reserve Levy and Building Reserve Safety Levy.

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

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

Voting Location and Address: Fergus County Courthouse, 712 W Main St #204, Lewistown, MT 59457

Election Judge

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

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

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#19

MEETING DATE: December 8, 2025

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

PREPARED BY: Rebekah Rhoades, Business Manager

SUMMARY:

The Board of Trustees needs to approve the Trustee Resolution Calling for a High School Election.

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Thursday, December 11, 2025. This date has been moved up from 70 days to 145 days prior to Election Day.

Because the resolution must be done much earlier, it is the advice of the Business Manager/Clerk to call for all elections that could be considered and cancel those that the Board deems unnecessary at a later date.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

BE IT RESOLVED, the Board of Trustees for Fergus High School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 5th day of May, 2026, which date is not less than one hundred forty-five (145) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election

Voters must return their mail ballots to the Fergus County Courthouse, 712 W Main St, Suite 204, Lewistown, MT 59457 by 8:00pm on May 5, 2026.

The purpose of this election is the approval of additional levies to operate and maintain the High School General Fund for FY 2027, Building Reserve Levy and Building Reserve Safety Levy.

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

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

Voting Location and Address: Fergus County Courthouse, 712 W Main St #204, Lewistown, MT 59457

Election Judge

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

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

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

#20

MEETING DATE: December 8, 2025

ITEM TITLE: UNIVERSITY OF PROVIDENCE AGREEMENT – REQUEST TO
AMEND

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The University of Providence has sent a written request to amend the current Agreement, as per the attached letter. They will be running their last cohort in Lewistown during the 2026 calendar year and will no longer need to utilize the building.

☒ ADDITIONAL INFORMATION ATTACHED

NOTES:

November 12, 2025

RE: CMEC Lease Agreement
To: Rebekah Rhoades
Cc: Brad Moore

Dear Rebekah,

On behalf of the University of Providence, I am writing to formally request an amendment to the existing agreement made between the University of Providence (lessee) and the Lewistown School District (lessor) regarding the use of the Central Montana Education Center (CMEC) located at 773 Airport Road, Lewistown, Montana, 59457.

The original agreement identifies Alexander Herr as the University's representative (page 6, item 14). Please note that Mr. Herr is no longer affiliated with the University, and responsibility for oversight of the CMEC agreement now falls under my purview.

As outlined on page 5, Item 8 of the agreement, *"District and the University may, at any time by written order, request to negotiate changes to the agreement."* In accordance with this provision, the University requests the following revisions effective January 1, 2026:

- Limiting the designated use of space to:
 - Skills / Simulation Lab
 - Classroom 1

Shared costs will be adjusted and prorated accordingly to reflect these changes.

Additionally, page 5, item 10 of the agreement states, *"Each party shall have the right to terminate this Agreement upon one year's written notice submitted to the other Party."* The University requests that the amended agreement remain in effect from January 1 through December 31, 2026, and terminate at that time.

We greatly value the opportunity to serve learners in the Lewistown region and sincerely appreciate the continued support of the Lewistown School District in these efforts. Thank you for your consideration of this request.

Sincerely,



Brittany Budeski
Chief Operating Officer | Title IX Coordinator | Primary Designated School Official
Phone: 406.791.5207 or 800-856-9544 | Fax: 406.791.5209

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#21

MEETING DATE: December 8, 2025

ITEM TITLE: FEDERAL LETTER - CENTRAL MONTANA EDUCATION CENTER
PROPERTY

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the attached letter to the Department of Education to request changes to the use of the Central Montana Education Property (formerly BLM Building).

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

December 8, 2025

Dear Department of Education Official:

School District 1 of Fergus County (dba Lewistown Public Schools) is requesting consideration for the modification of the use of the Central Montana Education Center (former BLM Lewistown Field Office and MSU Northern) located at 773 and 779 Airport Road (formerly 80 Airport Road), Lewistown, Fergus County, Montana 59457.

Lewistown Public Schools will continue to be the primary provider of programs with the same mission to create workforce synergies by bringing together training opportunities, promoting alignment between school programs and employability skills, ensuring information is shared freely between all stakeholders of a robust and thriving workforce, and creating clear, shared expectations of employers and potential employees for a successful candidate pool for our area, now and into the future. In order to better execute this mission, approval of the following changes are requested.

The Lewistown Public Schools (LPS) requests to relocate a portion of its district offices from the Lincoln Building to the Central Montana Education Center Building (CMEC). Renovations may be required in order to provide the number of office spaces required to house the staff. In addition, the Central Montana Learning Resource Center Cooperative, which provides special education services to 29 schools in the surrounding six counties located in Central Montana and provides services to 452 students in this region would be relocated to the property.

LPS will also work with a variety of statewide seminar and training providers to bring in professional development opportunities. Lewistown Public Schools and Educational Opportunities for Central Montana (EOCM) will work with post-secondary and community education advocates to utilize the upstairs training room and construction shop for any workforce training necessary for economic development and post-secondary education in our area. The EOCM Board has members representing workforce development organizations, such as Job Service, Snowy Mountain Development, Accelerate MT and other business members. Additionally, LPS will provide other adult education classes throughout the year that will meet the needs of the local community. It is the intent of the District to serve a minimum of 600 attendees per year.

Lewistown Public Schools was recently granted permission to open a Public Charter School called Central Montana Career and Technical Education Academy (Central MT CTE Academy) for grades 9-12. Through this public charter, the building may be utilized to provide educational programming in 8 different identified career pathways: Animal Sciences, Natural Resources, Ag Construction & Mechanics, Hospitality & Tourism, Design & Construction, Human Services, Business Finance and Education. There are 290 individual students enrolled in the CTE Academy. In addition, the Academy has established

partnerships with several colleges and universities in Montana for dual credit and advanced placement courses. Of the 290 students, there are currently 66 students enrolled in the Advanced Placement Course and 67 students enrolled in a dual credit class.

University of Providence will continue to utilize classrooms in the building for post-secondary training for medical careers through December 31, 2026. They will continue to deliver live hands-on skills education in our existing Medical Skills Lab with five simulated hospital rooms and simulation patients. When the Agreement with University of Providence expires, LPS will utilize these same classrooms for our medical pathways courses.

The local Job Service is able and willing to relocate within the city of Lewistown to a more accessible location to allow us to fully utilize the building for educational purposes.

It is the intent of LPS to continue to utilize the building for educational purposes and believe that these changes will create better continuity and allow for better coordination and improved access to educational services, benefitting the community as a whole. We are requesting your permission to move forward with the above described plans.

Please let us know if you need any other information. We can be reached at 406-535-8777 x1112. Thank you for your time and consideration.

Sincerely,

Brad Moore
Superintendent

Kris Birdwell
Board Chair

Rebekah Rhoades
Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM
#22

MEETING DATE: December 8, 2025

ITEM TITLE: APPROVE GIFTING OF SURPLUS PROPERTY – BRIDGE LOCATED
ON FERGUS HIGH SCHOOL PROPERTY

PREPARED BY: Brad Moore, Superintendent

SUMMARY:

The Board of Trustees needs to approve the gifting of surplus property. The bridge located on Fergus High School property.

☒ **ADDITIONAL INFORMATION ATTACHED**

NOTES:

KATIE SPIKA
LORAIN DAY
Ward 1 Commissioners

RON HRUBES
DIANA HEWITT
Ward 2 Commissioners

TIM ROBERTSON
DANIELLE BUEHLER
Ward 3 Commissioners

KELLYANNE TERRY
At-Large Commissioner

HOLLY PHELPS
City Manager

NIKKI BRUMMOND
Finance Director/City Clerk



305 W. Watson, Lewistown, Montana 59457
(406) 535-1760 Fax (406) 535-3323

KELLY HENDERSON
Park and Recreation Director

TYLER WEST
City Attorney

JUSTIN JENNESS
Police Chief

JAMES JENSEN
Fire Chief

Vacant
Public Works Director

ALISSA WOLENETZ
Library Director

DOUG OSTERMAN
Planning Director

December 1, 2025

Re: Request to Obtain Bridge Across Big Spring Creek for Trail System Use

Dear Superintendent Moore and Members of the School Board,

The City of Lewistown is writing to formally express our interest in obtaining the existing bridge currently located across Big Spring Creek on School District property. The City understands the District may be interested in disposing of this property, and we would like to explore transferring ownership to the City so it can be repurposed to support our community trails system.

If transferred, the City intends to partner with the Friends of the Trails to relocate and install the bridge at a different location along Lewistown's trail network. This relocation would allow us to address a key crossing need, improve trail connectivity, and expand safe access for the public. The bridge would be used strictly for pedestrian and non-motorized trail purposes.

The City and Friends of the Trails would coordinate all planning, removal, transport, and reinstallation efforts. We are prepared to work closely with the District to ensure the process is handled safely and with minimal disruption. If there are any procedural requirements for surplus property, intergovernmental agreements, or liability considerations, please let us know.

We appreciate your consideration of this request and the District's continued partnership with the City on projects that benefit students, families, and the broader Lewistown community. Please let us know a convenient time to discuss next steps, conduct any needed site review, and determine the appropriate transfer method.

Let me know if you have any other questions. We look forward to working with you on this opportunity.

Sincerely,

Holly Phelps
City Manager

cc: Lewistown City Commission
Friends of the Trails
City Public Works / Parks Department

LEWISTOWN PUBLIC SCHOOLS

2025-2026 SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

PIR DAYS (Pupil Instruction-Related)	
August 15	New Staff Orientation
August 18-19	All Staff Orientation/PIR
October 16-17	Staff Development Days
Teachers Convention (Missoula)	
Oct 27-30, Nov 3-6	Parent-Teacher Conferences
Schedules vary by school	
PIR Nov 7	
March 23-27	Parent-Teacher Conferences
Schedules vary by school	
Full school days for students	
May 11	PIR Day

HOLIDAYS & VACATIONS	
No School for Teachers or Students	
September 1	Labor Day
November 26-28	Thanksgiving Vacation
Dec 22 - Jan 2	Winter Break
February 27	Vacation Day
March 13	Vacation Day
April 2-6	Easter Vacation
May 25	Memorial Day

	New Teacher Orientation	
	First/Last Day of School	K-3 First Day
	K-8 Quarter Ends	FHS Quarter Ends
	K-8 Qtr Mid-Term	FHS Qtr Mid-Term
	K-8 Semester Ends	FHS Semester Ends
	Early Out (1:30 pm)	FHS Graduation
	PIR Day	PT Conferences
	No School (Day Off/No School)	
	Paid Holiday (Day Off/No School)	
	Flex Day (No School for Students)	

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)

First Semester					91 days	Second Semester					88 days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug 20	to	Aug 22	3		First Week	Jan 19	to	Jan 23	5	
Second Week	Aug 25	to	Aug 29	5		Second Week	Jan 26	to	Jan 30	5	
Third Week	Sept 2	to	Sept 5	4		Third Week	Feb 2	to	Feb 6	5	
Fourth Week	Sept 8	to	Sept 12	5		Fourth Week	Feb 9	to	Feb 13	5	
Fifth Week	Sept 15	to	Sept 19	5		Fifth Week	Feb 16	to	Feb 20	5	
Sixth Week	Sept 22	to	Sept 26	5		Sixth Week	Feb 23	to	Feb 26	4	
Seventh Week	Sept 29	to	Oct 3	5		Seventh Week	March 2	to	March 6	5	
Eighth Week	Oct 6	to	Oct 10	5		Eighth Week	March 9	to	March 12	4	
Ninth Week	Oct 13	to	Oct 15	3		Ninth Week	March 16	to	March 20	5	
Tenth Week	Oct 20	to	Oct 24	5						43	
				45							
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct 27	to	Oct 31	5		First Week	March 23	to	March 27	5	
Second Week	Nov 3	to	Nov 6	4		Second Week	March 30	to	April 1	3	
Third Week	Nov 10	to	Nov 14	5		Third Week	April 7	to	April 10	4	
Fourth Week	Nov 17	to	Nov 21	5		Fourth Week	April 13	to	April 17	5	
Fifth Week	Nov 24	to	Nov 25	2		Fifth Week	April 20	to	April 24	5	
Sixth Week	Dec 1	to	Dec 5	5		Sixth Week	April 27	to	May 1	5	
Seventh Week	Dec 8	to	Dec 12	5		Seventh Week	May 4	to	May 8	5	
Eighth Week	Dec 15	to	Dec 19	5		Eighth Week	May 12	to	May 15	4	
Ninth Week	Jan 5	to	Jan 9	5		Ninth Week	May 18	to	May 22	5	
Tenth Week	Jan 12	to	Jan 16	5		Tenth Week	May 26	to	May 29	4	
				46						45	
											Total Days 179

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)	First Semester				81 days	Second Semester				98 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 20	to	Aug 22	3	First Week	Jan 5	to	Jan 9	5
	Second Week	Aug 25	to	Aug 29	5	Second Week	Jan 12	to	Jan 16	5
	Third Week	Sept 2	to	Sept 5	4	Third Week	Jan 19	to	Jan 23	5
	Fourth Week	Sept 8	to	Sept 12	5	Fourth Week	Jan 26	to	Jan 30	5
	Fifth Week	Sept 15	to	Sept 19	5	Fifth Week	Feb 2	to	Feb 6	5
	Sixth Week	Sept 22	to	Sept 26	5	Sixth Week	Feb 9	to	Feb 13	5
	Seventh Week	Sept 29	to	Oct 3	5	Seventh Week	Feb 16	to	Feb 20	5
	Eighth Week	Oct 6	to	Oct 10	5	Eighth Week	Feb 23	to	Feb 26	4
					3	Ninth Week	March 2	to	March 6	5
					40	Tenth Week	March 9	to	March 12	4
										48
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Oct 20	to	Oct 24	5	First Week	March 16	to	March 20	5
	Second Week	Oct 27	to	Oct 31	5	Second Week	March 23	to	March 27	5
	Third Week	Nov 3	to	Nov 6	4	Third Week	March 30	to	April 1	3
	Fourth Week	Nov 10	to	Nov 14	5	Fourth Week	April 7	to	April 10	4
	Fifth Week	Nov 17	to	Nov 21	5	Fifth Week	April 13	to	April 17	5
	Sixth Week	Nov 24	to	Nov 25	2	Sixth Week	April 20	to	April 24	5
	Seventh Week	Dec 1	to	Dec 5	5	Seventh Week	April 27	to	May 1	5
	Eighth Week	Dec 8	to	Dec 12	5	Eighth Week	May 4	to	May 8	5
	Ninth Week	Dec 15	to	Dec 19	5	Ninth Week	May 12	to	May 15	4
					41	Tenth Week	May 18	to	May 22	5
						Eleventh Week	May 26	to	May 29	4
										50
						Total Days				179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 15	New Staff Orientation	
	August 18-19	All Staff Orientation/PIR	2.0
	October 16-17	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 27-30, Nov. 3-6	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>PIR Nov. 7</i>	1.5
	March 23-27	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>	.5
	May 11	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
			8.0
HOLIDAYS & VACATIONS	Dates Inclusive		
	September 1	Labor Day	
	November 26-28	Thanksgiving Vacation	
	Dec 22-Jan 2	Winter Break	
	February 27	Vacation Day	
	March 13	Vacation Day	
	April 2-6	Easter Vacation	
	May 25	Memorial Day	
	July 3	Vacation Day (12-mo employees)	