

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, OCTOBER 9, 2023

REGULAR BOARD MEETING

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

(US)+1 605-743-0395

PIN: 421 669 826#

CALL TO ORDER (6:00 P.M.)

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition – (Senate) Student Body Officers Representing Lewis and Clark, Lewistown Jr. High School and Fergus High School and Senior Class Officers.
5. Report – Student Representative
6. Report - LEA
7. Report—Committees of the Board
8. Discussion – Bond Progress

SUPERINTENDENT'S REPORT

9. Report—Investment
10. Report—Superintendent

PUBLIC PARTICIPATION

11. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

12. Minutes of the September 11, 2023, Regular Board Meeting
- Minutes of the September 26, 2023, Special Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2023-2024
15. Approve Destruction of Records
16. Approve Individual Transportation Agreements
17. Approve the Addition of a Screaming Eagle Pit Crew Account (079) for Fergus High Student Activities
18. Approve Second Reading – Board Policy 3110 – Entrance, Placement and Transfer Entrance, Date and Age.
19. Approve Second Reading – Board Policy 3150 – Part-Time Enrollment
20. Approve Second Reading – Board Policy 3310 – Student Discipline
21. Approve Personnel Report

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

Meeting Date

10/09/2023

Agenda Item No.

4

ITEM TITLE: RECOGNITION OF THE STUDENT SENATE GROUP REPRESENTING LEWIS AND CLARK ELEMENTARY SCHOOL, LEWISTOWN JR. HIGH SCHOOL AND FERGUS HIGH SCHOOL

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees will recognize the Student Council (Senate) Group representing Lewis and Clark Elementary School, Lewistown Jr. High School and Fergus High School plus the Senior Class Officers at Fergus High.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

5

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Julia Kunau

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

6

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA REPRESENTATIVE

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

7

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

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 2023-2024 School Year.

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

STANDING COMMITTEES OF THE BOARD
2023-2024 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Whitney Brady	John Carlson	Zane Fulbright	Kevin Hodge	Lisa Koch
Building & Grounds	3	X	X	X				
Insurance Risk Committee	2				X		X	

OTHER COMMITTEES WITH BOARD REPRESENTATION
2023-2024 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Whitney Brady	John Carlson	Zane Fulbright	Kevin Hodge	Lisa Koch
Activities	3	X	X			X		
Curriculum Committees:								
Science	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

Meeting Date

10/09/2023

Agenda Item No.

8

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: DISCUSSION – BOND PROGRESS

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

9

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for September 2023 was not available at the time of posting.

STIP Elementary Bond Interest for August 2023 was \$79,502.01. Interest for September 2023 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

10

☐ Minutes/Claims ☐ Board of Trustees ☒ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: SUPERINTENDENT REPORT

Requested By: Superintendent **Prepared By:** Thom Peck

SUMMARY:

County 95 Mills discussion
Financial Audit Completed 9/18-9/22
Official Enrollment #'s for October Count Day:
 K-6 = (658), 7-8 = (195), 9-12 = (354) TOTAL = (1207)
School Board Tours Schedule for October 10
Fall Report/TEAMS and Accreditation Process plus OCR Report
Homecoming, PTO Carnival, Missoula Children's Theatre, Montana Repertory Theater Review and Showcase of the Bands at MSU Review
MCEL – October 18-20 in Billings
October is Principal Appreciation Month
Fire Prevention Week – Oct. 9-13; School Bus Safety Week – Oct. 16-20; Red Ribbon Week – Oct. 23-27
End of 1st Quarter – Friday, October 27th ...P/T Conferences (9 hours) October 30 & 11/1
MSU Rural Practicum Students Week – Housing for Student Teaching Experience?
“Unreserved” at Bear Gulch – October 11
PTO Meeting – October 16 @ Civic Center, 6:30 p.m.
Youth Challenge Assembly – October 17, 1 p.m. FCPA
FHS Fall Choir Concert – October 24, 7 p.m.
End of First Quarter – October 27
Veteran's Day Assembly – Friday, November 10 @ LJH, 2 p.m.

Home/Post Season Athletic:

DIVISIONAL XC – October 13 @ Livingston
FHS FB v. Havre - October 20
STATE XC – October 21 @ Kalispell
1st Round of FB Playoffs – October 28
Divisional VB @ Lockwood – November 2-4
Quarter Final FB Playoffs – November 4
STATE VB Tourney @ MSU Bozeman – November 9-11

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

School Board Tour

October 10, 2023

8:30 – 8:40		Highland Park – Meet with Principal Matt Ventresca
8:40 – 9:15		Classroom Visitations
9:15 – 9:25		Travel to Bus Barn
9:25 – 9:35		Transportation – Meet with Rob Odermann, Transp. Director
9:35 – 10:10		Tour Facility
10:10 – 10:20		Travel to Garfield
10:20 – 10:30		Garfield - Meet with Principal Jessica Miller
10:30 – 11:05		Classroom Visitations
11:05 – 11:15		Travel to Lewistown Junior High
11:15 – 11:25		Lewistown Junior High – Meet with Principal Jeff Friesen
11:25 – 12:00		Classroom Visitations & STAR Classroom
12:00 – 12:20		Lunch at Lewistown Junior High
12:20 – 12:30		Travel to Lewis & Clark
12:30 – 12:40		Lewis & Clark - Meet with Principal Danny Wirtzberger
12:40 – 1:15		Classroom Visitations
1:15 - 1:25		Travel to Fergus High - Meet with Principal Mat Lewis
1:25 – 2:00		Classroom Visitations
2:00 – 2:10		Travel to CMEC – Meet with Vickie Plagenz & CMEC Board
2:10 – 3:00		Tour CMEC
3:10 – 3:20		Travel to Lincoln Building
3:20 – 3:45		Tour Lincoln Building and Debrief

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

11

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

12

☒ **Minutes/Claims** ☐ **Board of Trustees** ☐ **Superintendent's Report** ☐ **Action - Consent**
☒ **Action - Indiv.**

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the September 11, 2023, Regular Board Meeting
- Minutes of the September 26, 2023, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Carlson						
Brady						
Koch						
Fulbright						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and Google Meet
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, September 11, 2023

REGULAR BOARD MEETING

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Zane Fulbright, Whitney Brady, Lisa Koch, John Carlson, Kevin Hodge

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon, Megan Vincent, Matt Lewis and others both in person and via Google Meet

OTHERS PRESENT:

KXLO Radio, Lewistown News Argus, Sue Toppen, Julia Kuneau – Student Representative, Jillian Bellah, Cassie Bergstrom, Grace Hollman and other interested parties both in person and via Google Meet.

AGENDA CHANGES

3. MOTION TO SET AGENDA to have Julia Kuneau's Student Report when she arrives - Approved unanimously (Birdwell/Fulbright)

PRESENTATIONS AND RECOGNITION OF GUESTS

4. Recognition – Introduction of New Teachers
New teachers for the 2023-24 school year were introduced to the Board.
5. Fergus FCCLA Chapter Members – Presentation
Megan Vincent, Fergus High School FCCLA Advisor, and a few of her members presented to the Board information from their experience attending the National Leadership Conference in Denver in July.
6. Community Celebration Wall Proposal
Sue Toppen presented information to the board regarding the formation of a Celebration Wall on Main Street in Lewistown on the fence behind McDonald's. The wall will be used to celebrate sports accomplishments of 2022-2023. She has worked with the coaches, downtown association, city, Boosters and manager of McDonald's to get the project off the ground. She hopes to include other sports in the future that may not be associated directly with the school district.
7. OPI Career Coach, Jillian Bellah - Presentation
Jillian Bellah, OPI Career Coach, along with Cassie Bergstrom and Grace Hollman representing the State Department of Labor and Business, presented to the Board information regarding making apprenticeship programs, work-based learning experiences available and other related career pathway opportunities to Fergus High School students. Cassie spoke of the desire for

businesses in the community are very supportive, as it may allow them influence students to choose a career path. They see their role as bridging the gap between the schools and the businesses.

8. Discussion -Bond Progress
Shane Swandal, Hulteng Inc., updated the Board on the progress of the Bond Construction at each of the buildings, including the roofing and fire alarm projects at each school. Tony Houtz, Cushing Terrell, updated the Board on what will be included in the bid specs for Garfield Elementary and Highland Park.
9. Report—Student Representative
Julia Kuneau, Student Representative to the Board, updated the Board of Trustees on activities at Fergus High School.
10. Report – LEA
Luke Brandon, President of the Lewistown Education Association (LEA), reported on activities within their organization and reported that staff morale is high. Trustee Koch requested an explanation of the LEA and their role.
11. Report—Committees of the Board
The Building and Grounds Committee met on August 24th to discuss strategic planning and the current bond.

The Activities Committee met on August 31st where Paul Bartos updated the committee on Activities and reported on the status of the Athletic Training Room (funded by community donations).

CJ Bailey reported that the Kindness Committee is looking to meet in the near future. Whitney Brady, Kris Birdwell, Matt Lewis, Lee Crouse, Sherry Breidenbach are all members of that committee. One more member will be added prior to the first meeting.

SUPERINTENDENT'S REPORT

12. Report—Investment
Interest earned and distributed for August 2023 was \$7,280.62 in the Elementary and \$7,695.09 in the High School for a total of \$14,975.71. STIP Bond Interest for August 2023 was not available to report.
13. Report—Superintendent
Superintendent Thom Peck reported on first day enrollment for the District. The Ministerial Breakfast was held on September 6th and many volunteer applications were handed out to allow class coverage to give staff a break. Wednesday, September 13th there will be a Board Training hosted by Snowy Mountain Development Corporation. Board Tours will take place on Tuesday, October 10th. School Pictures will be taking place the last week of September. Board Members wanting to attend MCEL need to let Mr. Peck know if they plan to attend. MTSS grant implementation is continuing. Mr. Peck reminded the Board of the Advanced Opportunities and Transformational Learning grants. The District is emphasizing school safety at the buildings this year, focusing on radios, entrances, doors, and cameras. Science Curriculum Committee discussions will begin taking place in the near future. Mr. Peck explained the role of the Faculty Council. MSGIA will be completing an inspection of Fergus High School for the purpose of property and liability insurance. MSU Rural Practicum students will be in the District the last week of September observing LPS teaching staff, with the hope that they may come back to Lewistown after graduation. Mr. Peck updated the Board on dates and events taking place throughout the District.

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

MINUTES

15. Minutes of the August 14, 2023, Regular Board Meeting
– Approved unanimously (Brady/Hodge)

APPROVAL OF CLAIMS

16. Claims -- the claims referenced in the 2023-2024 Bill Schedule and submitted through September 8, 2023, were approved unanimously (Brady/Koch). The Finance Committee for October-December 2023 will be Board Chair CJ Bailey, Whitney Brady, Kris Birdwell and Zane Fulbright.

INDIVIDUAL ITEMS

17. Approve the Addition of a Choir Fund (007) and to Close the Boys Cross Country/Girls Softball Fund (384) in the Fergus High Student Activities Account – Approved unanimously (Birdwell/Carlson)
18. Approve First Reading Board Policy 3110 – Entrance, Placement and Transfer Entrance, Date and Age – Approved unanimously (Birdwell/Fulbright)
Trustee Carlson asked questions regarding the requirements of “proof of identity” in order to be enrolled. Trustee Koch requested information on home school student hours equivalency to credits in public schools. Trustee Fulbright requested clarification regarding MTSBA’s model policy and reference to 19 year old students.
19. Approve First Reading Board Policy 3150 – Part-Time Enrollment – Approved unanimously (Fulbright/Hodge)
Trustee Carlson requested clarification regarding to the reference of enrollment of district students.
20. Approve First Reading Board Policy 3310 – Student Discipline – Approved unanimously (Fulbright/Carlson)
Trustee Brady requested that clarification be made in the policy regarding defining who will be completing the investigation. It was recommended to add that the investigation will be completed by “the Administration and resources available to the District”. Trustee Fulbright requested that MTSBA be contacted to determine which sections of the policy are required before any language is changed.

Trustee Hodge was excused at 8:05pm.

21. Approve Second Reading New Board Policy 3100 – Early Enrollment for Exceptional Circumstances – Approved (Brady/Fulbright) Against – John Carlson and Zane Fulbright
Trustee Brady requested clarification regarding the termination and expiration date. Mr. Lewis provided an explanation of the two options within the policy. He also expressed his opinion that he prefers that each student is brought to the Board for approval. He also explained the new HB352 regarding early literacy intervention. Discussion regarding the policy ensued regarding the purpose of the policy and what students would qualify and what criteria would need to be met.

Move to amend the original motion to add a paragraph describing that the Board will approve students on a case-by-case basis and to keep Option A for Student Specific Exceptional Circumstances #1 or #2 based upon student need, but removing letters A-F under #2 and all of Option B. – Approved (Brady/Birdwell) against – Trustee Carlson and Trustee Fulbright
Trustee Fulbright expressed his concern that the policy is not well formed and has concerns regarding the Board’s responsibility to determine whether or not to enroll.
22. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside the Lewistown Public Schools – Approved unanimously (Brady/Fulbright)
23. Approve Additions to the Substitute List for the 2023-2024 School Year – Approved unanimously (Carlson/Brady)
24. Approve Personnel Report – Approved unanimously (Fulbright/Brady)

ADJOURNMENT

The meeting was adjourned at 9:00 p.m (Birdwell). The next regular meeting will be held at 6:00 p.m. on Monday, October 9, 2023, at the Lincoln Board Room.

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, September 26, 2023

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 P.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair CJ Bailey, Whitney Brady, John Carlson, Kevin Hodge
TRUSTEES ABSENT:
Kris Birdwell, Zane Fulbright, Lisa Koch
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades, Jeff Friesen, Pamela Roberts, Jessica Miller
OTHERS PRESENT:
Rana Wichman, ????
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD
There was no public comment.

ACTION

INDIVIDUAL ITEMS

4. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2023-2024 SCHOOL YEAR – Approved Unanimously (Hodge/Carlson)
5. APPROVE PERSONNEL REPORT – Approved Unanimously (Brady/Hodge)

POSSIBLE EXECUTIVE SESSION

Board Chair CJ Bailey called for an Executive Session at 5:02 p.m. to conduct a student enrollment hearing for Exceptional Circumstances stating that the individual's right to privacy clearly exceeds the public's right to know.

The student was not in attendance, the identity of the student was not disclosed publicly and the meeting remained in Open Session.

6. CONSIDER ENROLLMENT OF STUDENT UNDER BOARD POLICY 3100 – FOR EXCEPTIONAL PURPOSES – Approved Unanimously (Brady/Hodge)
Trustee Carlson requested more information and clarification that this policy will only be implemented until 6/30/2024 and is being approved to collect ANB funding only, educational services will be provided to the student regardless.

EXECUTIVE SESSION

Board Chair CJ Bailey called for an Executive Session at 5:09 p.m. to conduct a student enrollment hearing stating that the individual's right to privacy clearly exceeds the public's right to know.

ACTION (reconvened in open session at 6:20pm)

7. REJECT OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF THE LEWISTOWN PUBLIC SCHOOLS – Approved
Unanimously (Carlson/Hodge)

ADJOURNMENT

The meeting was adjourned at 6:22 p.m. (Bailey – unanimous).

CJ BAILEY
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

13

☒ **Minutes/Claims** ☐ **Board of Trustees** ☐ **Superintendent's Report** ☐ **Action - Consent**
☐ **Action - Indiv.**

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Chris Gobble

SUMMARY:

Approve claims paid through October 6, 2023, as approved by the Finance Committee.

Members of the Finance/Claims Committee for October-December 2023 include: Board Chair, CJ Bailey, Whitney Brady, Kris Birdwell and Zane Fulbright

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Hodge						
Carlson						
Brady						
Koch						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

14

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN 2023-2024

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve the agreement between Lewistown Public Schools and the City of Lewistown for 2023-2024. This Agreement was reviewed by the City and the District upon the request of the Board of Trustees in Fall 2023.

SUGGESTED ACTION: Approve Agreement between Lewistown Public Schools and the City of Lewistown for 2023-2024

☒ **Additional Information Attached**

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

**AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND SCHOOL
DISTRICT NUMBER ONE FOR USE OF RECREATION
FACILITIES/EQUIPMENT AND OPERATION OF VARIOUS
RECREATIONAL PROGRAMS**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the use of facilities and equipment for the operation of various recreational programs for the **2023-2024 school year**.

PROGRAM DESCRIPTION

Recreational programs covered under this agreement may include, but shall not be limited to: basketball, volleyball, softball, soccer, badminton, snowshoeing, pickleball, swimming, cross-country skiing, and table tennis.

FACILITIES USE

Activities may take place at the Lewistown Civic Center or at any of the various city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and for other school extracurricular activities, but the schedule must be approved in advance. In addition, city activities may take place upon any property owned by the SCHOOL, provided the property or facility is available for use and any such use is approved by the school.

SUPERVISION/ OPERATION

Supervision and operation of the recreational programs shall include the following individuals and/ or groups. Contact information for these groups or individuals should be exchanged on an annual basis.

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for various School sponsored recreational programs. This includes the organization, scheduling, and overall supervision of these programs.

2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for operation of City owned facilities, the organization, scheduling, overall supervision of City sponsored recreational programs, supervision of City staff and shall coordinate use of city owned equipment.

3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be an employee of the SCHOOL and shall be responsible for scheduling and supervision of SCHOOL maintenance equipment. Under this agreement this equipment may be used by either party.

The SCHOOL will be responsible for paying a flat fee of \$6,000.00 for the 2023-2024 school year for the use of City owned facilities and equipment. Each year following, the total amount will be increased by the Consumer Price Index (CPI) rate (US average rate from the previous year).

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2023 and ending on June 30, 2024.

RELEASE/INDEMNIFICATION

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss, or demand.

Dated this 9th day of October 2023.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

HOLLY PHELPS, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

REBEKAH RHOADES, Board Clerk

CJ BAILEY, Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

15

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE DESTRUCTION OF RECORDS

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

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

SUGGESTED ACTION: Approve Destruction of Records

☒ Additional Information Attached

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

RECORDS DESTRUCTION DOCUMENT (RM88)		NO. SD #1 Form #8 PAGE 1 OF 1 PAGES				
1. AGENCY NAME AND DIVISION/PROGRAM: Lewistown Public Schools 215 7 th Ave South Lewistown, MT 59457		2. AGENCY CONTACT: NAME: Rebekah Rhoades PHONE #: 406-535-8777 EMAIL:rrhoades@lewistown.k12.mt.us				
3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one). <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Delete <input type="checkbox"/> Incinerate <input checked="" type="checkbox"/> Shred as Classified <input type="checkbox"/> Toss without Restriction </div> <div style="margin-top: 5px;"><input type="checkbox"/> Other: Explain</div>						
4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. <u>Documentation attached from Historical Society.</u> SIGNATURE: NAME AND TITLE: DATE:						
5. LIST OF RECORD SERIES NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.						
a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
7	SDRX-2, X	ABSENCE SLIPS	3 YEARS	2018-2020	.05	
7	SDR IX - 1, 2	APPLICATIONS - NOT HIRED	3 YEARS	2014-2020	1.0	
7	SDRIX - 5, 49	UNEMPLOYMENT CLAIMS/ COMPENSATION	6 YEARS	2012-2017	.05	
7	SDRIX-5, 50	WORKER'S COMPENSATION CLAIMS	1 YEAR	2012-2017	.05	
7	SDRVIII-2, 24	CLAIMS	8	2012-2013	2.0	
6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. Custodian/Records Manager Name: Date: Signature:			7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g. Name and Title: Signature:			

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

16

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve Individual Transportation Contracts for two students. The Agreements will be presented to the Board at the Board Meeting.

SUGGESTED ACTION: Approve Individual Transportation Contract for the High School District.

☐ Additional Information Attached

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

17

ITEM TITLE: APPROVE THE ADDITION OF A SCREAMING EAGLE PIT CREW ACCOUNT (079) FOR FERGUS HIGH STUDENT ACTIVITIES

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve the addition of a new Fergus High School Student Activities Screaming Eagle Pit Crew account.

SUGGESTED ACTION: Approve the Addition of A Screaming Eagle Pit Crew Account (079) For Fergus High Student Activities

☐ **Additional Information Attached**

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

18

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 3110 – ENTRANCE, PLACEMENT AND TRANSFER
ENTRANCE, DATE AND AGE

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy 3110 – Entrance, Placement and Transfer Entrance, Date and Age.

SUGGESTED ACTION: Approve the Second Reading of Board Policy # 3110 – Entrance, Placement and Transfer Entrance, Date and Age.

☒ **Additional Information Attached**

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

Entrance, Placement, and Transfer Entrance, Date and Age

No pupil may be enrolled in kindergarten, whose fifth (5th) birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. A birth certificate and an immunization record are required for admission to the District. **Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.**

No pupil may be enrolled in first grade, whose sixth (6th) birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. A birth certificate and an immunization record are required for admission to the District. The District will not assign or admit any child who has reached his/her nineteenth (19th) birthday on or prior to September 10th of the year in which the child is to enroll.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District's schools.

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

The Trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meet the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

School Entrance

1. The District requires that a child's parents, legal guardian, or legal custodian present to the school, within forty (40) days of enrollment, proof of identity of the child (e.g., birth certification, certified transcript, or baptismal record).
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against **varicella**, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for persons seven [7] years or older). If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.

3. The aforementioned requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interest of the child. The Superintendent or designee shall serve as the point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in the student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): When a student initially enrolls in elementary school, the principal or counselor may not have adequate data to make a permanent placement. The principal or counselor may make informal assessments to determine proficiency levels of the student in order to make appropriate temporary or permanent placement. Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks. The school will request cumulative records or other documentation from the school the student last attended or from the appropriate county superintendent.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day, and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and the Board.

Requests for transfer of credit and/or grade placement from any non-accredited, nonpublic school shall be subject to examination and approval before being accepted by the District. This will be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

1. Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in District schools;
2. Document that the student followed a curriculum essentially similar to that of the course for which the student is requesting credit;
3. In the event of credit request in a lab, industrial arts, or music course, document that the equipment and facilities were sufficient to meet the required learning activities of the course;
4. Require that the student have satisfactorily passed, in all courses in which a final exam is normally given, a final exam prepared and administered by a staff member of the District.

The District will only give credit for home schools which have met all requirements specified in Montana statute. Credit from home schools will be accepted only when a like course is offered in District schools.

The school transcript will record courses taken in home schools or non-accredited schools, by indicating title of the course, school where the course was taken, and grade.

Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer reviews.

Cross Reference: 3150

3121

Legal Reference: 20-5-101, MCA
20-5-403, MCA
20-5-404, MCA
20-5-405, MCA
20-5-406, MCA
10.55.601 et seq., ARM
10.16.3122, ARM

Part Time Attendance

Attendance and Enrollment

Admittance of child to school
Immunization required - release and acceptance of immunization records
Conditional attendance
Medical or religious exemption
Immunization record

Policy History:

Adopted on: June 28, 2004
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

19

ITEM TITLE: APPROVE SECOND READING – BOARD POLICY 3150 – PART-TIME ENROLLMENT

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy # 3150 – Part-time Enrollment.

SUGGESTED ACTION: Approve Second Reading – Board Policy 3150 – Part-time Enrollment

☒ **Additional Information Attached**

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

Lewistown School District

STUDENTS

3150

Part-Time Enrollment Attendance

~~Although it is the desire of the Board to accommodate the educational needs of all students residing within the District boundaries who are not otherwise enrolled in an educational program, it shall be the policy of the District to not allow such students to enroll on a part time basis for academic classes. However, the District may allow fifth year students to enroll on a part time basis.~~

In accordance with Policy 3110, the District will review requests for part-time enrollment of resident students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to Policy 1700. Admission of non-resident students on a part-time basis shall be governed in accordance with Policy 3141.

Criteria for accepting students for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester. The District may secure ANB for part-time enrollees in accordance with Policy 3121.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

Cross References: Policy 3510 School Sponsored Activities
 Policy 3121 Enrollment and Attendance
 Policy 3141 Non-resident Enrollment

Legal Reference: § 20-9-311(a), MCA Calculation of average number belonging (ANB) –
 3-year averaging
 Chapter 617 (2023) Enrollment on Part Time Basis

Policy History:

Adopted on: June 28, 2004
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

20

ITEM TITLE: APPROVE THE SECOND READING OF BOARD POLICY 3310 – STUDENT DISCIPLINE

Requested By: Board of Trustees **Prepared By:** Thom Peck

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy 3310 – Student Discipline.

SUGGESTED ACTION: Approve Second Reading of Board Policy # 3310 –Student Discipline

☒ **Additional Information Attached**

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Hodge						
Brady						
Carlson						
Koch						
Fulbright						

Student Discipline

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, **on property owned or leased by Lewistown School District, on a school bus**, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products, including e-cigarettes or **alternative nicotine and vapor products as defined by 16-11-302, MCA** ~~other similar products.~~
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, **including powdered alcohol**. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons other than Firearms” section in Board Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Board Policy 3311.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct or **violating state or federal law**.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct **unless such force is determined, following an investigation by administration and/or resources available to the District, to be for self-defense or defense of others as defined by law.**
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any other disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.

▪ Hazing or bullying, intimidation, harassment, sexual harassment, sexual misconduct; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.

- Defaces or damages any school building, school grounds furniture, equipment or book belonging to the school district.
- The forging of any signature, or the making of any false entry, or attempting to authorize any document used or intended to be used in connection with the operation of the school.
- Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, an any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event; or
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday School
- Clean-Up Duty
- Loss of Student Privileges
- Loss of Bus Privileges
- Notification to Juvenile Authorities and/or Police
- Restitution for Damages to School Property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force.

District personnel are permitted to use, as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule or handbook provision.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Cross Reference: 3300 Suspension and Expulsion
 3225 Sexual Harassment of Students
 3226 Bullying, Harassment
 5015 Bullying, Harassment

Legal Reference: §16-11-302(1)(7), MCA Definitions
 §20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
 §20-5-202, MCA Suspension and expulsion
 §45-8-361, MCA Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
 §45-5-637, MCA Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase – penalties U.S.C.
 § 701 Rehabilitation Act of 1973 Privacy in communications Montana Marijuana Regulation and Taxation
 §45-8-213, MCA Title 16, Chapter 12 MCA Title 20, Chapter 1, Part 2, MCA Certain district policies prohibited Chapter 256 (2023)
 Discrimination in Education Chapter 266 (2023) Self-defense in schools

Title 20, Chapter 1, Part 2, MCA Certain district policies prohibited

Chapter 256 (2023) Discrimination in Education

Chapter 266 (2023) Self-defense in schools

Policy History:

Adopted on: June 28, 2004

Revised: September 13, 2004

Revised: January 12, 2015

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/09/2023

Agenda Item No.

21

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Hodge						
Carlson						
Brady						
Koch						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday October 9, 2023

<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>
HOULD, Zachery	Paraprofessional or High Needs Paraprofessional	Lewistown Jr. High School	Approve appointment on schedule - PARA EDUCATOR + CERT, OR, HIGH NEEDS PARAPROFESSIONAL -Step 0 for up to 7.5 hours per day for up to 143 days	10/23/2023	Jeff Friesen	To Be Determined - Job Shadowing to Determine Position
LOVE, Savannah	Paraprofessional	Lewistown Jr. High School	Accept Letter of Regisnation	10/13/2023	Jeff Friesen	See Attached Letter
RECOMMENDATIONS FOR FALL AND WINTER ATHLETICS 2023-2024	COACHING AND EXTRA CURRICULAR ASSIGNMENTS	Fergus High School and Lewistown Jr. High School	Approve appointment on schedule as recommended	7/1/2023 - 6/30/2024	Paul Bartos and Jeff Friesen	See Attached Schedule

September 22,2023

Lewistown Public Schools
215 7th Ave S
Lewistown,MT 59457

Dear Jeff Friesen,

Please accept this letter as my formal resignation as a Paraprofessional at Lewistown Jr.
High Effective date of October 13,2023

It has been a pleasure working with everyone and I have been fortunate enough to be able to learn and grow from everyone here. Thank you so much for your guidance and support. It has equipped me with valuable life skills and experiences during my time here.

Please let me know how I can be of help during the transition period. I wish everyone all the best going forward. I appreciate you all

Thank you

Savannah Love

JUNIOR HIGH SCHOOL ACTIVITIES CONTRACTS

BASKETBALL	<i>Jaymie Phillips*</i>	Girls First Assistant	0.062	\$ 2,186.68	10/09/23
	<i>Angela Troutt</i>	Girls Assistant - 1	0.055	\$ 1,939.80	10/09/23
WRESTLING	<i>Luke Brewer</i>	Assistant	0.050	\$ 1,763.45	10/09/23

*was originally approved as the Girls Assistant-1 Coach

FERGUS HIGH SCHOOL ACTIVITIES CONTRACTS

FOOTBALL	<i>Paul Bartos</i>	Field Preparation		\$ 700.00	10/09/23
KEY CLUB	<i>Lisa Screeton</i>	Advisor	0.0470	\$ 1,657.64	10/09/23
JUNIOR CLASS FUNDRAISER	<i>Mike Mangold</i>	Coordinator	0.020	\$ 705.38	10/09/23
SPEECH & DRAMA	<i>Lisa Screeton</i>	Assistant	0.075	\$ 2,645.18	10/09/23

LEWISTOWN PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR

AUGUST 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 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			

FEBRUARY 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		

MARCH 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						

APRIL 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				

MAY 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	

JUNE 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						

JULY 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			

PIR DAYS (Pupil Instruction-Related)

August 14	New Staff Orientation
August 21-22	All Staff Orientation/PIR
October 19-20	Staff Development Days Teachers Convention (Billings)
Oct 30-Nov 10	Parent-Teacher Conferences Schedules vary by school PIR November 2nd No school November 2nd-3rd
March 25-27	Parent-Teacher Conferences Schedules vary by school Full school days for students
May 13	PIR Day

HOLIDAYS & VACATIONS

No School for Teachers or Students

September 4	Labor Day
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
Dec 25 - Jan 2	Winter Break
February 22-23	Vacation Days
March 28-April 1	Easter Vacation
April 26	Vacation Day
May 27	Memorial Day

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

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)	First Semester				88 days	Second Semester				91 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 23	to	Aug 25	3	First Week	Jan 16	to	Jan 19	4
	Second Week	Aug 28	to	Sept 1	5	Second Week	Jan 22	to	Jan 26	5
	Third Week	Sept 5	to	Sept 8	4	Third Week	Jan 29	to	Feb 2	5
	Fourth Week	Sept 11	to	Sept 15	5	Fourth Week	Feb 5	to	Feb 9	5
	Fifth Week	Sept 18	to	Sept 22	5	Fifth Week	Feb 12	to	Feb 16	5
	Sixth Week	Sept 25	to	Sept 29	5	Sixth Week	Feb 19	to	Feb 21	3
	Seventh Week	Oct 2	to	Oct 6	5	Seventh Week	Feb 26	to	March 1	5
	Eighth Week	Oct 9	to	Oct 13	5	Eighth Week	March 4	to	March 8	5
	Ninth Week	Oct 16	to	Oct 18	3	Ninth Week	March 11	to	March 15	5
	Tenth Week	Oct 23	to	Oct 27	5	Tenth Week	March 18	to	March 22	5
					45					47
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Oct 30	to	Nov 1	3	First Week	March 25	to	March 27	3
	Second Week	Nov 6	to	Nov 10	5	Second Week	April 2	to	April 5	4
	Third Week	Nov 13	to	Nov 17	5	Third Week	April 8	to	April 12	5
	Fourth Week	Nov 20	to	Nov 21	2	Fourth Week	April 15	to	April 19	5
	Fifth Week	Nov 27	to	Dec 1	5	Fifth Week	April 22	to	April 25	4
	Sixth Week	Dec 4	to	Dec 8	5	Sixth Week	April 29	to	May 3	5
	Seventh Week	Dec 11	to	Dec 15	5	Seventh Week	May 6	to	May 10	5
	Eighth Week	Dec 18	to	Dec 22	5	Eighth Week	May 14	to	May 17	4
	Ninth Week	Jan 3	to	Jan 5	3	Ninth Week	May 20	to	May 24	5
	Tenth Week	Jan 8	to	Jan 12	5	Tenth Week	May 28	to	May 31	4
					43					44
				Total Days				179		

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 14	New Staff Orientation	
	August 21-22	All Staff Orientation/PIR	2.0
	October 19-20	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 30-Nov 10	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>PIR November 2nd</i> <i>No school November 2nd & 3rd</i>	1.5
	March 25-27	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>	.5
	May 13	PIR Day	1.0
		Floating PIR Day	1.0
			8.0
HOLIDAYS & VACATIONS <i>Dates Inclusive</i>	September 4	Labor Day	
	November 3	Vacation Day	
	November 22-24	Thanksgiving Vacation	
	Dec 25-Jan 2	Winter Break	
	February 22-23	Vacation Days	
	March 28-April 1	Easter Vacation	
	April 26	Vacation Day	
	May 27	Memorial Day	
	July 4	Vacation Day (12-mo employees)	