

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, September 12, 2022

REGULAR BOARD MEETING

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

[\(US\)+1 605-743-0395](tel:(US)+1605-743-0395)

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 – Introduction of New Teachers
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Discussion – Bond Update
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the August 8, 2022, Regular Board Meeting
Minutes of the August 18, 2022, Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Approve Disposal/Destruction of Documents per the State Record Retention Schedule
16. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
17. Approve Additions to the Substitute List for the 2022-2023 School Year
18. Approve Personnel Report

ADJOURNMENT

*A hard copy of the complete Agenda is available at the LPS Central Office
or on the Lewistown Public Schools Website:*

<http://www.lewistown.k12.mt.us/content/266>

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

09/12/2022

Agenda Item No.

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

ITEM TITLE: RECOGNITION – INTRODUCTION OF NEW TEACHERS

Requested By: Board of Trustees **Prepared By:** Superintendent

SUMMARY:

School Board of Trustees are introduced to the new teachers at Lewistown Public Schools for the 2022-2023 School Year.

Kelli Akremi – 4th Grade (Polly Weichel, Mentor)
Emily Lane – 2nd Grade (Beth Kirsch & Sarah Cloud, Mentors)
Julia Grubb – Title I, FHS (Sydney Wagner, Mentor)
Alison Gremaux – 5th Grade (Cindy Gremaux, Mentor)
Emily Standley – English, LJH (Nicole Wichman, Mentor)
Benjamin Saunders – CARES Classroom, HP (Lisa Shelagowski, Mentor)

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

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Agenda Item No.

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Elsie Crouse

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 Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

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☐ 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

09/12/2022

Agenda Item No.

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☐ 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 2022-2023 School Year.

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

STANDING COMMITTEES OF THE BOARD

2022-2023 School Year

Committee	Number on Comm.	CJ Bailey	Whitney Brady	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth
Building & Grounds	3	X					X	X
Insurance Risk Committee	2		X		X			

OTHER COMMITTEES WITH BOARD REPRESENTATION

2022-2023 School Year

Committee	Number on Comm.	CJ Bailey	Whitney Brady	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth
Activities	3			X		X		X
Curriculum Committees:								
No Curriculum Committee meetings will take place in 2022-23								
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

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ITEM TITLE: DISCUSSION – BOND PROGRESS

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees will discuss the progress of the Elementary Bond.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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Agenda Item No.

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

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC

Requested By: Board of Trustees **Prepared By:** _____

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

- Letter from Community Member regarding two trees at L&C
- OPI letter on Approval of Driver's Education Application
- MSU Pre-Practicum Rural Teacher Program and Cooperating Teachers
- Spring 2022 SBAC Scores as compared to State and previous years

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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Agenda Item No.

10

☐ 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 for August 2022 will be reported as follows:

Elementary	\$784.57
<u>High School</u>	<u>\$1,001.05</u>
Total	\$1,785.62

STIP Elementary Bond Interest for July 2022 was not available at the time of posting, so will be presented at the Board Meeting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

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Agenda Item No.

11

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

ITEM TITLE: Report---Superintendent

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

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Current Enrollment: K-6 = 685 (+11), 7-8 =175 (+27), 9-12 = 364 (+25) TOTAL = 1251 (+63) 2nd Grade = 116 and 5th Grade = 112
- ❖ Board Tours – Set Date?
- ❖ School Pictures Schedule – Monday, September 26 (HP & LJH); Tuesday, September 27 (Garfield & L&C) and Wednesday, September 28 (FHS and Board)
- ❖ MCEL—October 19-21, 2022—Hybrid in Missoula (Doreen & Zane)
- ❖ MTSS Grant - District Implementation Team
- ❖ School Safety Emphasis – Audit, Protocols and Plan
- ❖ Associated Employers Study – Classified Salary Matrix – September 21
- ❖ Counseling and Music Curriculum
- ❖ Modified 4 Day Week Study Committee
- ❖ Homecoming Week—September 19-23, 2022
- ❖ GO—Divisionals @ Billings, 9/23; State Class 'A' Tournament—September 30 – October 1 – Hamilton
- ❖ Home Athletic Games/Meets:
 - Mon. 9/12 – JV FB v. Fairfield
 - Tue. 9/13 – JH FB v. St. Francis
 - Sat. 9/17 – JH FB Jamboree and VB v. Laurel
 - Mon. 9/19 – JVFB v. Laurel and JV Golf
 - Wed. 9/21 – CORONATION at 2:30 pm
 - Fri. 9/23 – Pep Assembly & Parade, FB v Sidney
 - Sat. 9/24 – VB v. Havre and Homecoming Dance
 - Tue. 9/27 – JH XC and XC – Fergus Invite
- ❖ Ministerial Breakfast was held on Wednesday, Sept. 7, 2022

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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Agenda Item No.

12

☐ 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 on non-agenda items.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

13

☒ **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 August 8, 2022, Regular Board Meeting
- Minutes of the August 18, 2022, 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						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and Via Google Meet

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, August 8, 2022

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Whitney Brady, Zane Fulbright, Doreen Heintz, Jeff Southworth,
Kris Birdwell, Phil Koterba

TRUSTEES ABSENT:

None

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah
Rhoades, Chris Guglielmo, Jason Fry and others via Google Meet

OTHERS PRESENT:

Shane Swandal – Hulteng, John Carlson and other interested parties both in
person and via Google Meet.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

3. MOTION TO SET THE AGENDA – Approved Unanimously (Bailey/Koterba)

4. DISCUSSION – BOND PROGRESS

Superintendent Peck updated the Board on the progress of the Elementary
Bond. Issues with the supply chain have created some delays on the timing of
the projects. Lewis & Clark Elementary Phase I Classroom Addition and the
JHS roof have started construction. A letter is being sent to parents and
families advising them that construction has started. Phase II bidding will take
place in the near future.

Shane Swandal spoke about the GMP for the Phase I bidding that will be voted
on later in the meeting.

5. REPORT—COMMITTEES OF THE BOARD

The Policy Committee met on July 22, 2022 to review the Board Goals and
Strategic Objectives. Edits have been made and the 2nd Reading will be voted
upon later in the meeting.

The Building and Grounds Committee met on July 29, 2022 to approve Phase I
Lewis & Clark Classroom Addition bid proposals and approve the Steel
Inspection Contract.

The Activities Committee will be meeting at the end of August.

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Superintendent Peck shared the following:

- Teacher Education CTE Pathway – Spring of 2023
- MHSA Confirmation Letter on Fergus and Winnett/Grass Range Football Coop for the next 3 years (SY22, SY23, SY24)

7. **REPORT—INVESTMENT**

Interest earned and distributed for July was \$2,202.55 the Elementary and \$2,274.69 in the High School for a total of \$4,477.24. The Elementary Bond Interest in the STIP account was \$22,610.80 for June 2022.

8. **REPORT—SUPERINTENDENT**

Thom Peck, Superintendent, updated the Board on staffing throughout the District. Mr. Peck shared that the School District will be partnering with the Lewistown Fire and Police for emergency communications, especially due to the “dead spot” in the FHS basement. Preliminary enrollment data is showing an increase in enrollment for the upcoming school year. Mr. Peck explained that the Return to School Plan will remain as it was at the end of the 2021-22 school year. The Covid Response Team will begin meeting again. Principals will be attending the Guest Teacher Orientation. The back to school schedule and various dates and events taking place throughout the District were shared. Mr. Peck will need to know Trustee MCEL plans by Tuesday, September 6th.

PUBLIC PARTICIPATION

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

John Carlson discussed information written in the newspaper regarding federal school food funding and requirements imposed upon those schools that receive that funding (LGBTQ, etc). He recommended that the School District be forward thinking and prepared for any imposition that may come down.

ACTION ITEMS MINUTES

10. **MINUTES OF THE JULY 11, 2022, REGULAR BOARD MEETING** – approved unanimously (Southworth/Fulbright).

APPROVAL OF CLAIMS

11. **CLAIMS** – the claims referenced in the 2022-2023 Bill Schedule and submitted through August 5, 2022, were approved unanimously (Bailey/Birdwell). The Finance Committee for July-September 2022 will be Board Chair Doreen Heintz, CJ Bailey, Whitney Brady, and Kris Birdwell.

INDIVIDUAL ITEMS

12. **APPROVE LEWISTOWN PUBLIC SCHOOLS 2021-2022 ANNUAL REPORT** – approved unanimously (Southworth/Brady).
13. **APPROVE FERGUS HIGH SCHOOL 2022-2023 STUDENT HANDBOOK** – approved unanimously (Birdwell/Koterba)

MOVE TO AMEND THE 2022-23 HANDBOOK TO REMOVE THE LAST SENTENCE ON HALL PASSES ON PAGE 9 – approved unanimously (Brady/Fulbright)

MOVE TO RESTORE THE LANGUAGE ON HEAD COVERINGS FROM THE 2021-22 HANDBOOK IN THE LANGUAGE IN THE 2022-223 HANDBOOK – Fulbright – Motion dies for lack of second

14. **APPROVE CONTRACT WITH SLETTEN CONSTRUCTION COMPANY TO INCLUDE THE FOLLOWING CHANGES PER DISTRICT LEGAL COUNSEL: 3.1.3**

- “APPROVED OR REQUIRED” ADD BY THE OWNER, 3.3.2.1 ADD- WITHOUT ADDITIONAL COST TO THE OWNER THE CONSTRUCTION MANAGER SHALL CONDUCT REGULAR ON-SITE MEETINGS, 6.3.1 – approved (Birdwell/Koterba) Abstain - Southworth and Bailey
15. APPROVE BIDS FOR GUARANTEED MAXIMUM PRICE FOR PHASE ONE CLASSROOM CONSTRUCTION AT LEWIS AND CLARK ELEMENTARY SCHOOL – approved (Birdwell/Fulbright) Abstain – Southworth and Bailey
 16. APPROVE MEMORANDUM OF UNDERSTANDING TO ALLOW PARKING FOR STUDENT PICKUP AND DROP OFF AT THE CHURCH OF LATTER DAY SAINTS AND THE CHURCH OF THE NAZARENE – approved unanimously (Birdwell/Brady)
 17. APPROVE SECOND READING 2022-2027 SCHOOL BOARD OF TRUSTEES STRATEGIC GOALS AND OBJECTIVES – approved unanimously (Bailey/Southworth) MOTION TO TABLE – approved unanimously (Bailey/Brady)
 18. APPROVE EXTENSION OF ROY BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT – approved unanimously (Bailey/Fulbright)
 19. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Fulbright/Southworth)
 20. APPROVE BUY SELL AGREEMENT WITH CHRISTINE JENNI – approved unanimously (Bailey/Birdwell)
 21. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Fulbright/Bailey)
 22. APPROVE PERSONNEL REPORT – approved unanimously (Fulbright/Brady)

ADJOURNMENT

The meeting was adjourned at 7:56 p.m. (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, September 12, 2022, at the Lincoln Board Room.

DOREEN HEINTZ
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, August 18, 2022

SPECIAL BOARD MEETING

CALL TO ORDER (5:15 P.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair Doreen Heintz, Phil Koterba, Whitney Brady, Zane Fulbright, CJ Bailey
TRUSTEES ABSENT:
Kris Birdwell, Jeff Southworth
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades
OTHERS PRESENT:
Cory Smith, Ryan Peterson and others online via Google Meet
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. PRESENTATION – SCHOOL SAFETY
Cory Smith, School Resource Officer, discussed school safety as it relates to Lewistown Public Schools and how the District can improve their response if an incident were to occur. Ryan Peterson, Fergus County Emergency Services Coordinator, shared what Fergus County is doing to improve Emergency Services response.

PUBLIC PARTICIPATION

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

ACTION

INDIVIDUAL ITEMS

5. APPROVE SECOND READING 2022-2027 SCHOOL BOARD OF TRUSTEES STRATEGIC GOALS AND OBJECTIVES WITH THE CHANGE UNDER PAGE 2, GOAL AREA 4: TECHNOLOGY, STRATEGIC OBJECTIVES #5 TO DELETE “DETERMINE HOW THE DISTRICT SHOULD” – Approved Unanimously (Fulbright/Bailey)

Trustee Birdwell arrived at 5:53pm

6. APPROVE ELEMENTARY TRUSTEES’ FINANCIAL SUMMARY FOR THE 2021-2022 FISCAL YEAR – Approved Unanimously (Fulbright/Bailey)
7. APPROVE HIGH SCHOOL TRUSTEES’ FINANCIAL SUMMARY FOR THE 2021-2022 FISCAL YEAR – Approved Unanimously (Birdwell/Koterba)

AMEND THE MOTION TO CORRECT THE PROGRAM 390 STATE AND TECHNICAL
EDUCATION EXPENDITURES ON PAGE 18 – Approved Unanimously
(Birdwell/Fulbright)

8. APPROVE ELEMENTARY BUDGET FOR THE 2022-2023 FISCAL YEAR – Approved Unanimously (Koterba/Bailey)
9. APPROVE HIGH SCHOOL BUDGET FOR THE 2022-2023 FISCAL YEAR – Approved Unanimously (Bailey/Brady)
10. APPROVE BUS STOPS REQUIRING STUDENTS TO CROSS IN FRONT OF BUS – Approved Unanimously (Fulbright/Bailey)
11. APPROVE PERSONNEL REPORT – Approved Unanimously (Bailey/Fulbright)

RE-ENROLLMENT HEARING – EXECUTIVE SESSION

12. Board Chair Doreen Heintz called for an Executive Session at 7:20 p.m. to conduct a student re-enrollment hearing stating that the individual's right to privacy clearly exceeds the public's right to know.

ACTION ITEM (reconvened in open session at 7:53pm)

34. Move to re-enroll student to district following the conditions recommended by Superintendent Peck – Approved Unanimously (Birdwell/Brady)

ADJOURNMENT

The meeting was adjourned at 7:54 p.m. (Bailey – unanimous).

DOREEN HEINTZ
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through September 2, 2022, as approved by the Finance Committee.

Members of the Finance Committee for July-September 2022 include: Board Chair Doreen Heintz, CJ Bailey, Whitney Brady, and Kris Birdwell.

****Need to select new Finance Committee members for October-December 2022.**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

15

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

ITEM TITLE: APPROVE DISPOSAL/DESTRUCTION OF DOCUMENTS PER THE STATE RECORD RETENTION SCHEDULE

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

SUMMARY:

The Board of Trustees need to approve the disposal/destruction of documents that have met the State record retention requirements.

SUGGESTED ACTION: Approve Disposal/Destruction of Documents per the State Record Retention Schedule

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

RECORDS DESTRUCTION DOCUMENT (RM88)		NO. SD#1 FORM#8 PAGE 1 OF 2 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	SDR VIII -2, 24	CLAIMS	8	2010-2012	.05	
7	SDR VIII - 2, 23	CLAIMS APPROVAL LISTS	8	2010-2012	.05	
7	SDR VIII - 1, 8	A-101 (COUNTY TREASURER RECEIPTS	8	2011-2014	.05	
7	SDRIII-5 , 68	YEAR END ENCUMBERANCES	8	2009-2013	.05	
7	SDRIII-1 , 9	BANK STATEMENTS	8	2011-2014	.05	
7	SDRIII-2, 41B	FOOD SERVICE RECORDS	8	2009-2012	.05	
7	SDRII-1, 9	POLL AND TALLY BOOKS	4	2014, 2016, 2017	.05	
7	SDRIII-2, 24	CLAIMS TRANSMITTALS	8	2008-2012	.05	
6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. Custodian/Records Manager Name: Date:			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:			

Signature:	
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[illegible][illegible]

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

16

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

ITEM TITLE: APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF LEWISTOWN PUBLIC SCHOOLS

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

SUMMARY:

The Board of Trustees needs to approve the below request for out-of-district student attendance.

Student	Grade	District of Residence	District of Choice
BC	9	Denton	Fergus High School
BD	4	Grass Range	Lewistown Elementary
BE	11	Grass Range	Fergus High School
BF	2	Moore	Lewistown Elementary

SUGGESTED ACTION: Approve Out-of-District Student Attendance Agreement Request for Placement Outside/Inside of Lewistown Public Schools

☐ Additional Information Attached

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

17

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2022-2023 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

The Board of Trustees needs to approve the substitute list for the 2022-2023 School Year as per attached list.

Student Teacher
Jordayne Miller

SUGGESTED ACTION: Approve the Substitute List for the 2022-2023 School Year

☒ Additional Information Attached

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Southworth						
Brady						
Heintz						
Fulbright						

Lewistown Public Schools				
2022-2023 SUBSTITUTE LIST				
<u>SUBSTITUTE TEACHER/AIDE</u>		<u>SUBSTITUTE AIDE ONLY</u>	<u>SUBSTITUTE MAINTENANCE</u>	
BENJAMIN, Marvin	PUTNAM, Beth		KILBY, Mike	
BROOKS, Jessica	RICKL, Jackie		MOWDY, Cameron	
BUCHANAN, Mary	SIMPSON, Katie		LAFEVER, Jim	
BURNHAM, Jennifer	SOUTHARD, Carmen			
CRISSWELL, Patrick (volunteer)	THACHERAY, Brett	<u>SUBSTITUTE PAYROLL</u>		
DAY, Maclaine	TIMPANO, Jane	ATCHISON, Bobbie		
FULBRIGHT, Janelle	VANOVER, Jennifer			
GERTGE, Jenny	YARGER, Mandy	<u>SUBSTITUTE ACCOMPANIST</u>		
GIEDD, Patricia	ZAUCHE, James			
GOLIK, Kay				
GOODAN, Summer			<u>SUBSTITUTE TRANSPORTATION</u>	
GRAHAM, Anna			BOYLES, Joe	
GRENSTEN, Rachael		<u>SUBSTITUTE SECRETARY</u>	BALDWIN, Scott	
HAMLING, Mary Jo		GOLIK, Kay	MIKESON, Sandra	
HAMLING, Mike		HEITZMAN, Mariah	KEENEY, Nathan	
HEITZMAN, Mariah			PAINTER, Tim	
HOYER, Marie			DUGGINS, April	
HUGHES, Verna			LEHNER, Mike	
JOHNSON, Bridgett			OVERLAND, Michael	
KEPLER, Mary			MANNING, Zachary	
KOLAR, Tawnya				
MANNING, Letha		<u>SUBSTITUTE FOOD</u>	<u>SUBSTITUTE DELIVERY DRIVER</u>	
MANNING, Zach		LAFEVER, Jim		
MARSDEN, Bruce		SATTERFIELD, Mary		
MIKESON, Sandy		BLACKADAR, Lesley		
MORIARTY, Marcy		COOK, Mary		
NEUMAN, Rachael		ELLESTAD, Dennie		
OTTO, Annie		CROWDER, Carol		
OVERCAST, Serena		LAFEVER, Rosie		
PAINTER, Tim				
PHILLIPS, Jaymie				
POPPENGA, Carol				

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/12/2022

Agenda Item No.

18

☐ 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						
Koterba						
Brady						
Southworth						
Heintz						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday September 12, 2022

<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>
DUGGINS, Kyrstin	Paraprofessional	Lewis & Clark Elementary School	Approve appointment on schedule --PARA EDUCATOR. Step 0 for up to 7.5 hours per day for up to 175 days	9/13/2022	Danny Wirtzberger	Replacing Michelle Kempkes-Paris
GRUENER, Matthew	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 31, 2022 - June 2, 2023	Thom Peck	Matthew will be teaching in the classroom and assisting in the behind-the-wheel driving instruction
JENKINS, Barbara	Food Server	Fergus High School	Accept Letter of Resignation	9/14/2022	Amie Friesen	See Attached Letter
KONERT, Daniel	Maintenance	Lewistown Public Schools	Accept Letter of Resignation	2/3/2023	Jason Fry	See Attached Letter
LEWIS, Matt	Principal	Garfield Elementary School	Approve out-of-state travel to attend the National Association of Elementary School Principals (NAESP) conferences.	10/3/2022 - 7/13/2023	Matt Lewis	See Attached Letter
POSER-BROWN, Lora	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 31, 2022 - June 2, 2023	Thom Peck	Lora will be teaching in the classroom and assisting in the behind-the-wheel driving instruction
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS - Spring Sports	Fergus High School	Approve appointment on schedule as recommended	9/13/2022	Paul Bartos	See Attached List
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Bus Drivers	Lewistown Public Schools	Approve appointment as recommended on attachment	8/29/2022	Rob Odermann	See attached list
RUSSELL, Rebekah	Math Boost Volunteer	Lewis and Clark Elementary School	After School Program	9/13/2022	Danny Wirtzberger	
SCHRAUTH, LuAnn	Purchasing Accounts Payable	Central Office	Accept Letter of Resignation	10/4/2022	Rebekah Rhoades	See Attached Letter
STROUF, Donna	Food Server	Lewistown Jr. High School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 for up to 2.5 hours per day for up to 186 days	8/29/2022	Amie Friesen	Replacing Mandi Kindsford
TUCKER, Jacqueline	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --PARA EDUCATOR. Step 0 for up to 7.5 hours per day for up to 175 days	9/13/2022	Matthew Ventresca	New Position

**FERGUS HIGH SCHOOL
STUDENT ACTIVITIES
CONTRACT RECOMMENDATIONS**

CMY MENTOR ADVISOR	<i>Yvette Hersel</i>	Advisor	0.0350	\$ 1,234.42
SOFTBALL	<i>Mike Mangold</i>	Head Coach	0.125	\$ 4,408.63
	<i>Kirsten Miller</i>	Assistant	0.085	\$ 2,997.87
TENNIS	<i>Sherry Briedenbach</i>	Head Coach	0.145	\$ 4,408.63
	<i>Shannon Fisk</i>	Head Coach	0.105	\$ 4,408.63
TRACK & FIELD	<i>Steve Olson</i>	Head Coach	0.145	\$ 5,114.01
	<i>Vic Feller</i>	First Assistant	0.105	\$ 3,703.25
	<i>Gary Cecrle</i>	Assistant - 1	0.085	\$ 2,997.87
	<i>Orin Johnson</i>	Assistant - 2	0.085	\$ 2,997.87

LEWISTOWN PUBLIC SCHOOLS**EXTRA DUTY CONTRACTS****2022-2023 SCHOOL YEAR**

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baldwin	Scott	Activity Bus Driver	
Bentley	Cheryl	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Boyles	Joe	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Fiscus	Brady	Activity Bus Driver/In-Town Driving	
Hogg	Terry	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Lehner	Michael	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Manning	Zach	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Mikeson	Sandy	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Neuman	Heather	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Noel	Cindy	Activity Bus Driver/In-Town Driving	
Odermann	Robert	Activity Bus Driver/In-Town Driving	
Overland	Michael	Activity Bus Driver	\$14.00 per hour
Perrine	Michael	Activity Bus Driver/In-Town Driving/Fueling	\$14.00 per hour
Rector	Kirby	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Sramek	Stacey	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Stansberry	Christopher	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Watson	Jade	Activity Bus Driver/In-Town Driving	
White	Albert	Activity Bus Driver/In-Town Driving	\$14.00 per hour
Wood	Fred	Activity Bus Driver/In-Town Driving	\$14.00 per hour



Garfield Elementary School

415 East Boulevard Street
Lewistown, Montana 59457

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



Matthew Lewis, Principal

Lanna Schoenfelder, Secretary

August 18, 2022

Dear Lewistown School Board:

As the Zone 7 Director for the National Association of Elementary School Principals (NAESP) I am requesting your permission to travel on the following dates to fulfill my obligations for the upcoming 2022-2023 school year.

October 3rd - 8th, 2022 - National Distinguished Principal Awards in Washington DC
November 6th - 8th, 2022 - Wyoming Elementary Principals Conference, Casper, Wyoming
March 23rd - March 9th, 2023 - National Leaders Conference in Washington DC
April 27th - April 29th, 2023 - European Council of International Schools, Leadership Conference,
Dusseldorf, Germany
July 7th - 13th 2023 - National Association of Elementary Schools Principals Conference in
National Harbor, MD

There are other State Conferences from Zone 7, such as Minnesota, South Dakota, Colorado, and Nebraska that I will try to attend as well this year. As soon as I have dates confirmed, I will submit additional requests for permission to attend. There is no financial obligation to the district for any of these requests. If you have any questions or updates regarding these activities please let me know and I will be happy to provide you with a summary. Thank you for your support in this endeavor.

Sincerely,

Matthew Lewis, Principal
Garfield Elementary School

Dear Lewistown Public Schools,

I regret to inform you that my last day of work will be September 14th. I have accepted another position, but have enjoyed my time in the District.

Sincerely,

A handwritten signature, likely of Barb Jenkins, consisting of a stylized, cursive-like mark.

Barb Jenkins

September 1, 2022

From: Daniel J. Konert
1530 Vixen Ln
Lewistown, MT 59457

To: Lewistown Public Schools Dist #1
Board of Trustees and Administration

Please accept this letter as my formal notification that I will be retiring from Lewistown Public Schools **February 3, 2023**. That will be my last day of work.

With 17+ years in the Maintenance Department it has been a great job and challenging at times keeping aging mechanical equipment and 8 buildings operational year-round. It's amazing how much dedication my maintenance co-workers put in keeping the buildings clean, safe and operational for staff and students.

Unlike most district employees my job has allowed me to work with all staff and teachers in all grade levels at all 8 buildings. It has been a privilege to be part of the amazing staff and employees of the Lewistown Public schools.

Sincerely,

Daniel J. Konert

August 29, 2022

Dear Rebekah,

I am finding this letter hard to write as I have truly enjoyed my time working for Lewistown Public Schools. Don & I have decided that it is time to move to our next stage in life – early retirement!

My last day working for the district will be Tuesday, October 4, 2022.

Thanks again for a great opportunity. I have been blessed to work with such a great group of people that I will sincerely miss.

Thanks,



LuAnn Schrauth

AUGUST 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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 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				

FEBRUARY 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				

MARCH 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	

APRIL 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						

MAY 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			

JUNE 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	

JULY 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					

PIR DAYS (Pupil Instruction-Related)

August 22	New Staff Orientation
August 29-30	All Staff Orientation/PIR
October 20-21	Staff Development Days Teachers Convention (Billings)
Oct 31-Nov 11	Parent-Teacher Conferences Schedules vary by school PIR November 3rd No school November 3rd-4th
March 27-31	Parent-Teacher Conferences Schedules vary by school Full school days for students
May 15	PIR Day

HOLIDAYS & VACATIONS

No School for Teachers or Students

September 5	Labor Day
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
Dec 23 - Jan 2	Winter Break
February 24	Vacation Day
April 10	Easter Vacation
May 29	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 (No School for Students)
	Vacation Day (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 31	to	Sept 2	3	First Week	Jan 23	to	Jan 27	5
	Second Week	Sept 6	to	Sept 9	4	Second Week	Jan 30	to	Feb 3	5
	Third Week	Sept 12	to	Sept 16	5	Third Week	Feb 6	to	Feb 10	5
	Fourth Week	Sept 19	to	Sept 23	5	Fourth Week	Feb 13	to	Feb 17	5
	Fifth Week	Sept 26	to	Sept 30	5	Fifth Week	Feb 20	to	Feb 23	4
	Sixth Week	Oct 3	to	Oct 7	5	Sixth Week	Feb 27	to	March 3	5
	Seventh Week	Oct 10	to	Oct 14	5	Seventh Week	March 6	to	March 10	5
	Eighth Week	Oct 17	to	Oct 19	3	Eighth Week	March 13	to	March 17	5
	Ninth Week	Oct 24	to	Oct 28	5	Ninth Week	March 20	to	March 24	5
					40					44
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Oct 31	to	Nov 2	3	First Week	March 27	to	March 31	5
	Second Week	Nov 7	to	Nov 11	5	Second Week	April 3	to	April 7	5
	Third Week	Nov 14	to	Nov 18	5	Third Week	April 11	to	April 14	4
	Fourth Week	Nov 21	to	Nov 22	2	Fourth Week	April 17	to	April 21	5
	Fifth Week	Nov 28	to	Dec 2	5	Fifth Week	April 24	to	April 28	5
	Sixth Week	Dec 5	to	Dec 9	5	Sixth Week	May 1	to	May 5	5
	Seventh Week	Dec 12	to	Dec 16	5	Seventh Week	May 8	to	May 12	5
	Eighth Week	Dec 19	to	Dec 22	4	Eighth Week	May 16	to	May 19	4
	Ninth Week	Jan 3	to	Jan 6	4	Ninth Week	May 22	to	May 26	5
	Tenth Week	Jan 9	to	Jan 13	5	Tenth Week	May 30	to	June 2	4
	Eleventh Week	Jan 16	to	Jan 20	5					47
					48					
										Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 22	New Staff Orientation	
	August 29-30	All Staff Orientation/PIR	2.0
	October 20-21	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 31-Nov 11	Parent-Teacher Conferences <i>Schedules vary by school No school November 3rd & 4th</i>	1.5
	March 27-31	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
	May 15	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
			8.0

HOLIDAYS & VACATIONS	Dates Inclusive	September 5	Labor Day
		November 4	Vacation Day
		November 23-25	Thanksgiving Vacation
		Dec 23-Jan 2	Winter Break
		February 24	Vacation Day
		April 10	Easter Vacation
		May 29	Memorial Day
		July 4	Vacation Day (12-mo employees)