

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**TUESDAY, FEBRUARY 27, 2024**

**SPECIAL BOARD MEETING**

Meeting ID

[meet.google.com/yhc-cfgz-gnp](https://meet.google.com/yhc-cfgz-gnp)

Edit

Phone Numbers

(US)+1 252-421-3277

PIN: 363 945 681#

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

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
4. Superintendent Candidate Interview – Gerald Chouinard
5. **EXECUTIVE SESSION** - Review of References – Gerald Chouinard
6. Superintendent Candidate Interview – Wade Sundby
7. **EXECUTIVE SESSION** - Review of References – Wade Sundby
8. Superintendent Candidate Interview – Brad Moore
9. **EXECUTIVE SESSION** - Review of References – Brad Moore
10. **EXECUTIVE SESSION** - Review of Background Checks – All Candidates
11. Superintendent Candidate Board Deliberations

**ACTION ITEM**

12. Approve Hiring Recommendation for the Superintendent Position
13. 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**

02/27/2024

**Agenda Item No.**

3

☐ 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

**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

02/27/2024

Agenda Item No.

4

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

ITEM TITLE: SUPERINTENDENT CANDIDATE INTERVIEW – GERALD CHOUINARD

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will interview Gerald Chouinard for the Superintendent position.

**SUGGESTED ACTION:**

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES

## **EXECUTIVE SESSION**

As per the provisions of 2-3-203  
Montana Codes Annotated.

The Board Chair,  
will now call for an Executive Session  
deeming the demands of individual privacy  
clearly exceed the merits of public disclosure.

The right of individual privacy may be waived by the  
individual about whom the discussion pertains and, in that  
event, the meeting must be open.

Do you wish to waive your right to privacy and keep the  
meeting open to the public?

All parties not involved in the Executive  
Session are asked to leave the Board Room  
at this time.

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/27/2024

**Agenda Item No.**

5

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

**ITEM TITLE:** REVIEW OF REFERENCES – GERALD CHOUINARD

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

The Board will review the references in Executive Session for Gerald Chouinard.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/27/2024

Agenda Item No.

6

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

ITEM TITLE: SUPERINTENDENT CANDIDATE INTERVIEW – WADE SUNDBY

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will interview Wade Sundby for the Superintendent position.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
NOTES

## **EXECUTIVE SESSION**

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/27/2024

Agenda Item No.

7

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

ITEM TITLE: REVIEW OF REFERENCES – WADE SUNDBY

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will review the references in Executive Session for Wade Sundby.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
NOTES

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/27/2024

Agenda Item No.

8

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

ITEM TITLE: SUPERINTENDENT CANDIDATE INTERVIEW – BRAD MOORE

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will interview Brad Moore for the Superintendent position.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
NOTES

# **EXECUTIVE SESSION**

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**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/27/2024

**Agenda Item No.**

9

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

**ITEM TITLE:** REVIEW OF REFERENCES – BRAD MOORE

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

The Board will review the references in Executive Session for Brad Moore.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
**NOTES**

## **EXECUTIVE SESSION**

As per the provisions of 2-3-203  
Montana Codes Annotated.

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/27/2024

Agenda Item No.

10

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

ITEM TITLE: REVIEW OF BACKGROUND CHECKS – ALL CANDIDATES

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will review the background checks for the candidates that interviewed for the Superintendent position.

**SUGGESTED ACTION:**

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/27/2024

Agenda Item No.

11

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

ITEM TITLE: SUPERINTENDENT CANDIDATE BOARD DELIBERATIONS

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

**SUMMARY:**

The Board will deliberate the candidates that interviewed for the Superintendent position.

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
NOTES

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/27/2024

**Agenda Item No.**

12

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

**ITEM TITLE:** APPROVE HIRING RECOMMENDATION FOR THE SUPERINTENDENT POSITION

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

The Board of Trustees will recommend a candidate for hire as Superintendent.

**SUGGESTED ACTION:** Approve Hiring Recommendation for the Superintendent Position

☐ **Additional Information Attached**

**NOTES:**

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



**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/27/2024

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve all items

☒ **Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Tuesday February 27, 2024**

<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>
<b>SCHILLING, Austin</b>	Teacher	Fergus High School	Approve appointment on schedule - MA Step 5, 1.0 FTE for up to 187 days for the 2024-2025 School Year	7/1/2024	Matt Lewis	Replacing Fazal Hassan
<b>SCREETON, Lisa</b>	Teacher	Fergus High School	Accept Letter of Resignation	6/30/2024	Matt Lewis	See Attached Letter

Lisa S. Screeton  
216 3<sup>rd</sup> Street W  
Lewistown, MT 59457

February 21, 2024

Matt Lewis, Principal  
Fergus High School  
1001 Casino Creek Road  
Lewistown, MT 58457


RE: RESIGNATION end of 2023-2024

Mr. Lewis:

Please accept my resignation from the Lewistown School District effective at the end of the 2023-2024 contract period in June, 2024.

I have learned a great deal from teaching English this year, but my heart's passion is in teaching History. Life is too short not to do what you love every single day.

Best regards,

  
Lisa S. Screeton

# 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 &amp; 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)	