



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

## Board of Trustees – Policy Committee

May Butler Center  
55 S. Rodney Ave  
Tuesday February 13, 2020 – 12:00p.m.

### AGENDA

#### I. CALL TO ORDER / INTRODUCTIONS

#### II. REVIEW OF AGENDA

#### III. GENERAL PUBLIC COMMENT:

*This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*

#### IV. APPROVAL OF MINUTES

- A. January 7, 2020, Policy Committee Minutes

#### V. PRESENTATION OF POLICIES FOR SECOND REVIEW

- A. 9000 Facility Goals
- B. 9001 Facility Planning

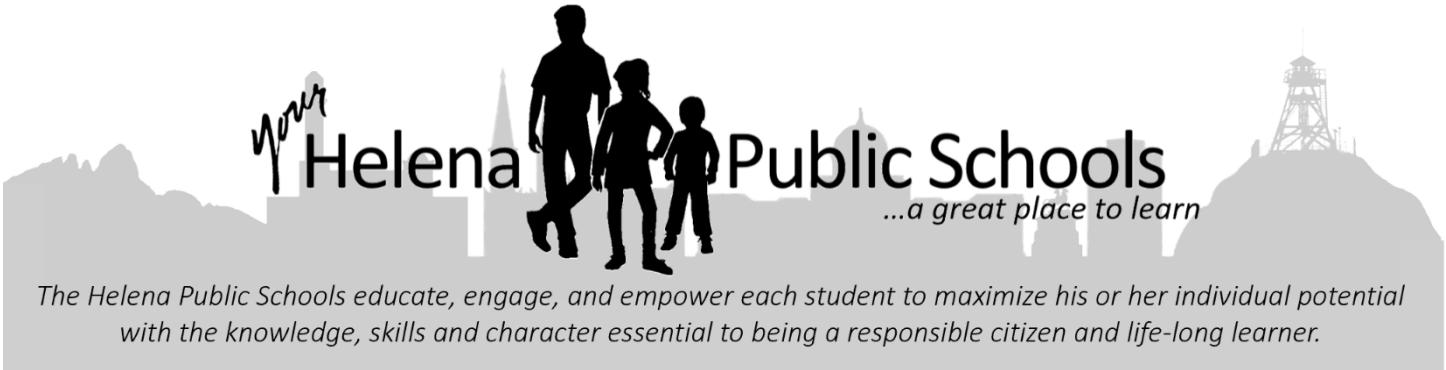
#### VI. PRESENTATION OF POLICIES FOR FIRST REVIEW

- A. 9002 Facilities Master Plan
- B. 9350 District Wide Asbestos Plan
- C. 9210 Site Acquisition
- D. 9232 Educational Specifications

#### VII. SUPERINTENDENT'S REPORT / BOARD COMMENTS

#### VIII. ADJOURNMENT

Next Meeting:  
March 3, 2020  
MBC Conference Room



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## **Board of Trustees – Policy Committee Meeting**

May Butler Center |55 S. Rodney Ave

Tuesday, January 7, 2020 – 12:00p.m.

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## **MINUTES - DRAFT**

### *Committee:*

Libby Goldes, Committee Chair  
Terry Beaver, Committee Member  
John McEwen, Committee Member

### *Others:*

Tyler Ream, Superintendent  
Josh McKay, Assistant Superintendent  
Barb Ridgway, Chief of Staff  
Stacy Collette, Human Resources Director  
Kalli Kind, Facilities Director  
Elizabeth Kaleva, Attorney  
Jane Shawn, HEA President

### **I. CALL TO ORDER / INTRODUCTIONS**

The meeting was called to order at 12:03pm by Committee Chair, Libby Goldes.

### **II. REVIEW OF AGENDA**

There were no requested changes to the agenda.

### **III. GENERAL PUBLIC COMMENT**

There was no public comment.

### **IV. REVIEW OF 12.3.2019 POLICY COMMITTEE MINUTES**

Mr. McEwen requested the addition of “employee” to the second sentence of Section VIID.

### **V. PRESENTATION OF POLICIES FOR SECOND REVIEW**

#### **A. Policy 2035: Federal Funding and Title I**

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by both the Policy Committee and the Board and there are no changes.

Mr. Beaver asked if any schools across Montana did not participate in federal programs. Ms. Kaleva answered that while there were some schools, none decline large funding programs since those funds were so interwoven into district budgets.

Mr. McEwen recommended changing “board” to “district” in Line 5 and questioned if the two were interchangeable. Ms. Kaleva answered that one term or the other could be used for consistency but having interchangeable terms did not affect policy.

Mr. Beaver referenced Lines 19-20 and requested clarification. Ms. Kaleva answered that the policy references Title I funding. She added this language was taken directly from statute and must be included in district policy. She continued the statute was written to safeguard against Title I schools, students, and educators being treated as less than equal. Dr. Ream clarified there was comparable funds for all schools and Title I funding served as a supplement. Mr. Beaver requested changing the language in those lines to “within the district.” Ms. Kaleva recommended keeping the language consistent to federal statute.

The policy will be presented to the full Board for a second reading.

**B. Policy 4040: School, Student, Parent, Family, and Community Engagement in Education**  
Ms. Ridgway provided an overview of the policy and stated it had been reviewed by both the Policy Committee and the Board and there are no changes.

No changes were requested, and the policy will be presented to the full Board for a second reading.

**C. Policy 5105: Conflicts of Interest**

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by both the Policy Committee and the Board and there are no changes.

Mr. Beaver presented a hypothetical situation in a tech class. Ms. Kaleva clarified that participating students and staff could not receive money per policy. If they were receiving money, they would be in violation of the policy.

The policy will be presented to the full Board for a second reading.

**D. Policy 7053: Food Service Procurement**

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by both the Policy Committee and the Board and there are no changes.

Mr. Beaver asked if the policy allowed for large purchases to be broken into smaller ones to remain below the threshold. Ms. Kaleva answered that breaking up payments was prohibited under the policy. She added that department heads meet with purchasing to determine what must be paid as one project what is a series of smaller projects.

Ms. Goldes asked if food contracts were negotiated internally or through Sodexo. Ms. Ridgway answered that Sodexo negotiated those contracts through a national bidding process.

Ms. Kaleva added the district was required to have this policy since it received free and reduced lunch funds.

The policy will be presented to the full Board for a second reading.

## **VI. CONSIDERATION OF A NEW SERIES – 9000: FACILITIES**

### **A. Move and Rerumber the following existing policies to the new 9000 Series**

Ms. Ridgway said she had been asked to develop a Facilities Series. She presented the following existing policies to the Board and recommended they be moved to the new series:

- 4330 Community Use of Facilities
- 7035 Property, Plant and Equipment Reports
- 7055 Operation and Maintenance of District Facilities
- 7060 School Safety
- 8150 School Closure
- 8460 Naming School Facilities, Spaces, and Programs

As background Ms. Ridgway shared that Butte, Kalispell, Bozeman and Billings include a Facilities Series in their Board Policy Manuals. Missoula and Great Falls do not. The Montana Schools Boards Association (MTSBA) does not have a Facilities Series, though policies related to facilities are included in their model policies.

The following policies are required and will be included in the new series:

- Lead
- Asbestos
- ADA requirements

Ms. Goldes inquired into the possibility of aligning district policies numbers to MTSBA policies numbers. Ms. Ridgway answered that while she has attempted for over a year to align district policy numbers with MTSBA policy numbers, it was not possible.

### **B. Consideration of the following policies for inclusion in the new 9000 Series**

Ms. Ridgway referenced Policy 9000, which provided an overarching overview of the series. Mr. McEwen asked if Policy 9000 was new, and Ms. Ridgway answered it was. Ms. Kind asked what qualified as “aggressive” per the language. Ms. Ridgway recommended removing the qualifier, and the committee agreed. Mr. Beaver said that, with the new schools, it was inferred they could be used as community spaces and asked whether that should be included in a policy. Ms. Ridgway recommended moving the existing Facilities Use policy into the new series. Mr. Beaver recommended revising that policy since operations had changed with the addition of the new schools. Ms. Goldes added the committee would not want to include anything within the policies that would make it challenging to meet the needs of students, as that should be the priority. Mr. McEwen asked about the phrase in quotation marks in Lines 12-13 of the Policy 9000. Ms. Kaleva replied that it was included in the oath taken by each trustee.

Ms. Goldes recommended moving Policy 9000 to the board for review.

Ms. Ridgway described Policy 9001 as a general policy regarding facilities planning. Ms. Goldes recommended finding community voices as part of the process and asked if it would be policy or procedure. Ms. Kaleva said it could be included in policy and where it would be included would be up to the board. Mr. Beaver referenced the second bullet point in Policy 9001 and asked how it would affect 7<sup>th</sup> Ave. Gym. Ms. Kaleva answered that the policy stipulates the board consider action, not be obligated to act. Ms. Ridgway recommended adding a bullet point to address community input. She offered to rework the policy and bring it back to the committee at their next meeting. Ms. Goldes confirmed, and added the committee will lead with this policy the next meeting. Dr. Ream clarified that Policy 9000 will be presented to the board for a first reading, and Policy 9001 will be brought back to the committee. Ms. Goldes confirmed.

## **VII. SUPERINTENDENT'S REPORT / BOARD COMMENTS**

The committee would not have had a quorum for a February 4 meeting so rescheduled it for February 13, 2020.

## **VIII. ADJOURNMENT**

Committee Chair, Ms. Goldes, adjourned the meeting at 1:04pm.

Next Meeting: February 13, 2020 | MBC Conference Room

1	<b>Helena School District</b>	<b>9000</b>
2	<b>SCHOOL FACILITIES</b>	
3	Facility Goals	
4	The District recognizes the importance of the physical plant in providing an environment conducive to the learning/teaching process. Such an environment must be attractive, comfortable, safe, secure, and healthful.	
5	The District acknowledges its stewardship responsibilities under the law, which requires it to "hold in trust all real and personal property of the district for the benefit of the schools and children of the district."	
6	Facilities represent a long-term investment, and proper care will extend the useful life of this investment far into the future. The District shall develop and implement an aggressive program to maintain and upgrade the buildings and grounds of the District.	
7	The District further recognizes the importance of planning in order to anticipate the facilities needs of the future. The District shall review changes in demographics, in health and safety factors, and in educational philosophy to keep the District physical plant fully responsive to the District's education programs.	
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26	Legal References:	§ 20-6-601, MCA Trustees' power over property
27		
28	Cross References:	
29		
30	Policy History:	
31	Adopted On:	
32	Revised On:	
33		

1      **Helena Public Schools**

**9001**

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3      **SCHOOL FACILITIES**

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5      Facility Planning

6

7      The Board recognizes that planning is essential with respect to District facility needs.

8      Further, the Board requires that facility planning consider the factors set forth below,

9      without limitation to other factors.

- 10
- 11     • Accommodation of educational needs of all students and consistency with the
- 12        evolving educational philosophy and instructional goals of the District
- 13
- 14     • Ability to meet or exceed all regulations and building codes with respect to public
- 15        security, safety, health, and welfare
- 16
- 17     • Availability of federal moneys or other outside funding to supplement District
- 18        financial resources
- 19
- 20     • Utilization of life-cycle costing (value engineering) in design of new facilities to
- 21        achieve optimal initial costs along with long-term operating efficiencies
- 22
- 23     • Environmental impact
- 24
- 25     • Community input
- 26
- 27     • Historical considerations
- 28
- 29     • Changing demographics, which shall be reviewed annually by the Board.
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32      Legal References:

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34      Cross References:

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36      Policy History:

37      Adopted On:

38      Revised On:

1  
2 Helena Public Schools 9002  
3

4 **SCHOOL FACILITIES**

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6 Facilities Master Plan  
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8 The Board requires a facilities master plan be developed for the efficient and effective  
9 management of current facilities and the determination of future needs. The master plan  
10 will cover a ~~five-(5)~~ three (3)-year period, will be reviewed annually by the Board, and  
11 will include at a minimum the following:

- 12
- 13     • a cost analysis of the financial ability of the District to implement its facilities  
14         program;
  - 15     • a priority listing of projects to be completed each year of the ~~five~~ three year  
16         period;
  - 17     • existing and projected student enrollment figures;
  - 18     • an inventory of undeveloped property and developed facilities, including an  
19         analysis of the number of students and/or staff in each facility and whether a  
20         facility is overcrowded or underutilized;
  - 21     • an analysis of the appropriateness of facilities to meet student and/or staff needs  
22         including accessibility for those with special needs;
  - 23     • recommendations for the sale or other disposition of District property deemed as  
24         not being needed in the future; and
  - 25     • recommendations for acquisition, construction, or modification of new sites for  
26         facilities, including how they may better meet student needs and the educational  
27         program of the District.

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30 Legal References:  
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32 Cross References:  
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34 Policy History:  
35 Adopted On:  
36 Revised On:

Helena Public Schools

9350

## SCHOOL FACILITIES

## District Wide Asbestos Plan

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments and changes be complied with by all District employees, vendors, and contractors.

The Superintendent shall appoint a designated person as required in 40 CFR Part 763.80. This person shall be fully cognizant of the AHERA act and specifically shall ensure compliance with all requirements.

Legal Reference: 15 USC § 2641 Congressional findings and purpose

## Policy History:

Adopted on:

Reviewed on:

Revised on:

1 Helena Public Schools 9210

2

3 **SCHOOL FACILITIES**

4

5 Site Acquisition

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7 The district shall attempt to acquire building sites substantially in advance of the actual  
8 construction of facilities in order to minimize delay in construction projects and to realize  
9 financial savings to the district. The trustees shall periodically review its inventory of  
10 land in light of growth trends in the district and make such transactions as it determines  
11 shall best meet the future needs of the district.

12

13 In acquiring a new site, the trustees must first secure the approval of the qualified electors  
14 before any contract for the purchase of such a site is entered into, except that trustees may  
15 take an option on a site prior to the site approval election. Trustees may acquire property  
16 contiguous to a school site in use without such vote.

17

18 Site approval also is not necessary if it was specifically mentioned in a fund-raising issue,  
19 which was subsequently approved by the electorate.

20

21 Legal Reference: 20-6-621 M.C.A. Selection of School Sites, Approval Election

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23 Cross References:

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25 Policy History:

26 Adopted On:

27 Revised On:

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Helena Public Schools

9232

## SCHOOL FACILITIES

## Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications.

The Board shall provide for educational facilities which are functional and safe for the conduct of the educational and extracurricular activities of students, and which meet federal accessibility standards. School facilities shall be of sufficient size and arrangement to meet all programs' educational goals.

The Superintendent shall see that all construction projects comply with the statutory requirements for accessibility for individuals with disabilities and comparability between the genders. The architect shall be responsible for ensuring compliance with state and federal laws, including access for individuals with disabilities and requirements for gender comparability.

When the Board considers major remodeling or building a facility, it shall seek facility expertise in all affected program areas as well as comments from faculty, students, and community.

Legal Reference: 10.55.908, ARM School facilities

#### **Policy History:**

Adopted on:

Revised on: