

Board of Trustees Work Session

Tuesday, February 25, 2020

Ray Bjork Learning Center | 1600 8th Avenue

Meeting at 4:00 p.m.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

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. NEW BUSINESS

A. Items for Action

1. Call for Annual Election (see attached)
2. Approval of the Hawthorne Safety and Security Bid (see attached)
3. HSD Policy 9000: Facility Goals
4. HSD Policy 9001: Facility Planning

B. Items for Consent

1. Approval of 1.28.2020 Board of Trustees Work Session Minutes (see attached)
2. Approval of Sabbatical Leaves for 2020-2021 (see attached)

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair
Jeff Hindoien
Trustee

Terry Beaver
Vice Chair
John E McEwen
Trustee

Libby Goldes
Trustee
Sarah Sullivan
Trustee

Siobhan Hathhorn
Trustee
Jennifer Walsh
Trustee

C. Items for Information

1. HSD Policy 9002: Facilities Master Plan
2. HSD Policy 9350: District-Wide Asbestos Plan
3. HSD Policy 9210: Site Acquisition
4. HSD Policy 9232: Educational Specifications
5. Report: District Assessment Practices

V. SUPERINTENDENT'S REPORT

VI. BOARD COMMENTS

VII. ADJOURNMENT

Next Board Work Session: Tuesday, March 24, 2020, at Warren Elementary School

Board of Trustees Work Session

Call for annual regular election



IV. NEW BUSINESS

- A. Items for Action
 - 1. Call for Annual Election
-

Background:

The annual regular school election is held on the first Tuesday after the first Monday in May, which is May 5th this year. Pursuant to 20-20-201, MCA, trustees must call for the election by resolution no later than 70 days before election day. Helena Public Schools entered into an agreement with the Lewis and Clark County Elections Office to conduct school elections for the district. The annual regular school election will be by mail ballot. The drop off location for ballots is at the Lewis and Clark County Elections Office located in the City-County Building. Voters will elect two trustees that represent the Elementary (K-8) District Board. These K-12 seats are for three-year terms. Anyone interested in these positions must be qualified to vote and live within the Helena Elementary District boundary. Voters will also elect one trustee that represents the Wolf Creek and Trinity Districts on the Secondary (high school) Board. This seat is for a three-year term. Candidates must be qualified to vote and reside within the Wolf Creek Elementary District or the Trinity Elementary District. General fund mill levy approval for both the high school and elementary are also being requested at this time. If it is later determined that any portion of the election is not required, that portion will be cancelled.

In addition to the general fund mill levy approvals, the district is also requesting mill levy approval in the high school for the cost of planning for improvements to and maintenance of school and student safety and security. Such costs include the services of architects, engineers, school resource officers, counselors or other staff or consultants assisting the district with school and student safety and security programs to support school and student safety and security, installing or updating locking mechanisms, bullet-resistant windows and barriers, and emergency response systems.

Considerations:

- Neither the ability to run a general fund mill levy nor the amount of the levy will be known until after the issuance of the Preliminary Budget Data Sheets on March 1, 2020. However, due to the statutory requirement to call for the election no later than 70 days before the election, the recommendation is to include the mill levy request in the resolution. If the Board later determines that the mill levy cannot be requested or is not desired, that portion of the election can be cancelled.
- If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions, the trustee election can be cancelled.
- The student and school safety and security levies may be for any term, including perpetual.
- The county elections office has requested that the exact language, including amounts, for any and all levies be transmitted to their office by March 26 so they may begin to prepare the ballot layout in the week leading up to the April 3 ballot certification deadline. Any portion of the election may still be cancelled up until the April 3 deadline.
- The cost of running an election can range (depending on the number of ballots and number voters) from approximately \$45,000-\$60,000.

Superintendent recommendation:

Approve the attached resolution calling for the annual regular election.

TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

BE IT RESOLVED, the Board of Trustees for Helena Elementary School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 5th day of May, 2020, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, 8:00 a.m. to 5:00 p.m.

The purpose of the election is to elect 2 (Two) trustees that represent the Elementary (K-8) District on the Board. These K-12 seats are for three-year terms. Anyone interested in these positions must be qualified to vote and live with the Helena Elementary District boundary.

Approval of additional levies to operate and maintain the general fund for FY 2021 will also be requested.

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

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

Election Judge	Address
1. Cecilia Bracken,	1707 E 6th Ave, Helena, MT 59601
2. Daniel Wendel,	1700 Hudson St, Helena, MT 59601
3. Audrey McCue,	22 S Hoback St, Helena, MT 59601

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

No further proceedings were conducted relating to the election.

Luke Muszkiewicz
Print Name of Board Chair

Signature of Board Chair

T. Janelle Mickelson
Print Name of Clerk

Signature of Clerk

DATED this day of , 20 .

TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

BE IT RESOLVED, the Board of Trustees for Helena High School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 5th day of May, 2020, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, 8:00 a.m. to 5:00 p.m.

The purpose of the election is to elect 1 (One) trustee that represents the Wolf Creek and Trinity Districts on the Secondary (high school) Board. This seat is for a three-year term. Candidates must be qualified to vote and reside within the Wolf Creek Elementary District or the Trinity Elementary District.

Approval of additional levies to operate and maintain the general fund for FY 2021 will also be requested.

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

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

- | Election Judge | Address |
|---------------------|----------------------------------|
| 1. Cecilia Bracken, | 1707 E 6th Ave, Helena, MT 59601 |
| 2. Daniel Wendel, | 1700 Hudson St, Helena, MT 59601 |
| 3. Audrey McCue, | 22 S Hoback St, Helena, MT 59601 |

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

No further proceedings were conducted relating to the election.

Luke Muszkiewicz
Print Name of Board Chair

Signature of Board Chair

T. Janelle Mickelson
Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

**TRUSTEE RESOLUTION CALLING FOR AN ELECTION
SCHOOL AND STUDENT SAFETY AND SECURITY BUILDING RESERVE FUND LEVY**

BE IT RESOLVED, the Board of Trustees for School District No. Helena High School District No. 1, Lewis and Clark County, State of Montana, will hold a Special School Election by mail ballot on Tuesday, the 5th day of May, 2020, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, 8:00 a.m. to 5:00 p.m.

The purpose of the election is to consider the following proposition: Shall the board of trustees be authorized to impose an increase in local taxes to support funding for improvements to school and student safety and security that meet any of the criteria set forth in 20-9-236(1)(a) through (1)(e) in the building Reserve fund.

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

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

Election Judge	Address
1. Cecilia Bracken,	1707 E 6th Ave, Helena, MT 59601
2. Daniel Wendel,	1700 Hudson St, Helena, MT 59601
3. Audrey McCue,	22 S Hoback St, Helena, MT 59601

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

No further proceedings were conducted relating to the election.

_____ Luke Muszkiewicz Print Name of Board Chair	_____ Signature of Board Chair
_____ T. Janelle Mickelson Print Name of Clerk	_____ Signature of Clerk

DATED this _____ day of _____, 20____.

MEMORANDUM

TO: HSD Board of Trustees

FROM: Kalli Kind

DATE: February 27, 2020

RE: Bid Recommendation – Hawthorne Safety Security

This project bid recommendation and attached documentation, is for the safety security work to be completed at Hawthorne Elementary this summer. The base project bid includes controlled public access, keyless entry, exterior cameras and speakers, electronic reader boards and integrated communications. Alternate #1 is for an exterior canopy and screen wall at the entrance to the office. Alternate #2 is for an exterior canopy and screen wall on the remaining length of the ramp. Alternate #3 is for railing in lieu of the canopy and screen wall (Alt #1). Alternate #4 is for railing in lieu of the canopy and screen wall (Alt #4).

Three bids were received; two from local contractors and one from a Bozeman contractor. All bids have been thoroughly vetted. I respectfully recommend the Board of Trustees award the base bid in addition to alternate #1 and alternate #2, to Abraham Construction Services in the amount of \$871,000.

Regards,

Kalli Kind

Kalli Kind
Facilities Director
Helena School District #1

Hawthorne School Safety & Security Upgrades
430 Madison St.
Helena, Montana

1048-07

BID TABULATION
Wednesday, February 12, 2020
2:00 P.M. M.S.T.
in Helena, Montana

CONTRACTOR	Bid Bond	Registration #	ADDENDA	LUMP SUM BASE BID	ALTERNATE # 1	ALTERNATE # 2	ALTERNATE # 3	ALTERNATE # 4
CS Structures	Y	223421	1, 2	\$ 715,000	\$ 36,000	\$ 157,900	\$6,300	\$22,000
Dick Anderson Construction	Y	4391A	1, 2	\$ 757,203	\$ 52,303	\$ 165,472	\$6,955	\$18,818
Abraham Construction	Y	207828	1, 2	\$ 733,500	\$ 38,500	\$ 99,000	\$5,600	\$16,500



CWG Architects
650 Power (59601)
P. O. Box 1198
Helena, Montana 59624

PROPOSAL FOR:

**SAFETY AND SECURITY UPGRADES
HAWTHORNE ELEMENTARY SCHOOL**

For

Helena School District No. 1

Lewis and Clark County

Helena, Montana

ATTENTION: Kalli Kind, Director of Support Services

Helena School District No. 1

Lewis and Clark County

District Facility Office

1201 Boulder Avenue

Helena, Montana 59601

The undersigned, having familiarized himself with the conditions of the work and the contract documents as prepared by Crossman, Whitney, Griffin, P.C., 650 Power Street, Helena, Montana, agrees to furnish all labor, materials, equipment and services necessary to complete all work, including general construction, mechanical and electrical work, as bid herein, for the construction of " SAFETY AND SECURITY UPGRADES FOR HAWTHORNE ELEMENTARY SCHOOL, for Helena School District No. 1, Helena, Montana," in accordance with the contract documents, including all addenda.

Bidder's Declaration and Understanding

The undersigned hereby declares, as Bidder, that the only persons or parties interested in the proposal are those named herein, that this proposal is, in all respects fair and without collusion with any official of the Owner, and that the proposal is made without any connection or collusion with any person submitting another proposal for the work. The Bidder further declares that he/she has personally made all inspections and examinations necessary, that he/she acknowledges that the work will be completed per the required schedule and agrees to liquidated damage amounts for failure to complete the project per the required schedule, and that this proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are made part of this proposal.

The undersigned bidder hereby acknowledges receipt of the following addenda:

Addendum No. 1 Dated 01-31-2020
Addendum No. 2 Dated 02-06-2020

HAWTHORNE ELEMENTARY SCHOOL TOTAL LUMP SUM BASE BID NUMBER ONE:

Furnish all the work necessary for a complete project and as shown in the construction drawings, project manual and any addendums:

TOTAL LUMP SUM BASE BID NUMBER ONE

Sum of SEVEN HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED
Dollars (\$ 733,500.00)
(Price in Words)

ALTERNATE NO. 1 : Canopy & Screen Wall (See Drawings)

Sum of THIRTY EIGHT THOUSAND FIVE HUNDRED
Dollars (\$ 38,500.00)
(Price in Words)

ALTERNATE NO. 2 : Canopy & Screen Wall (See Drawings)

Sum of NINETY NINE THOUSAND
Dollars (\$ 99,000.00)
(Price in Words)

ALTERNATE NO. 3 : Provide 36" High Pipe Railing in-lieu of Screen Wall at Location of alternate #1

Shown on Drawings.

Sum of Five Thousand Six Hundred
Dollars (\$ 5,600.00)
(Price in Words)

ALTERNATE NO. 4 : Provide 36" High Pipe Railing in-lieu of Screen Wall at Location of alternate #2

Shown on Drawings.

Sum of Sixteen Thousand Five Hundred
Dollars (\$ 16,500.00)
(Price in Words)

Overhead and Profit

All of the above listed Bid prices include overhead, profit and all other expenses involved.

Bonds

The undersigned bidder hereby agrees to furnish the required bonds and to enter into a contract for the work awarded under this proposal within ten (10) consecutive calendar days from and including the date of acceptance of this proposal.

Rights of Owner

In submitting this bid it is understood that the right is reserved by the Owner, Helena School District No. 1, to reject any and all bids, to waive any and all informalities and irregularities, and to accept the bid that is considered to be in the best interest of the Owner.

Authorization:

The name of the Bidder and the address to which all communications concerned with this proposal and with the Contract shall be sent are as follows:

Firm Name Abraham Construction Services
Business Address 4 Bampton Blvd, Chocoma, MT 59634
Telephone Number (including area code) 406-442-2140
Montana Contractor's License No. 207828

The firm represented above is a:

Sole Proprietorship _____ Partnership _____
Corporation _____ Joint Venture _____
Other LLC

I, the undersigned, as duly authorized agent of Abraham Construction Services
(Firm Name)

do hereby submit the enclosed bid. This proposal is provided in full consideration of the Contract Documents. It is understood and agreed that this bid may not be withdrawn during a period of thirty (30) calendar days after the scheduled time for the receipt of bids.

DATED AT HELENA, MONTANA, THIS 07th DAY OF FEBRUARY, 2020

Legal Name of Agent: Richard Abraham
(Please Print)

Signature:



Notary Attest:

Subscribed and sworn to before me this 7 day of Feb., 2020 by Richard Abraham.

Notary Public for the State of Montana / County Lewis & Clark Co.

Residing at Helena MT



ROBERTA BARROWS
NOTARY PUBLIC for the
State of Montana
Residing at Helena, Montana
My Commission Expires
November 18, 2021

Roberta Barrows
Signature Notary Public

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Abraham Construction Services, LLC
4 Bompart Blvd
Clancy, MT 59634

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company
1200 Main Street, Suite 800
Kansas City, MO 64105

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Helena School District #1
55 South Rodney St
Helena, MT 59601

BOND AMOUNT: \$ 10%

Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Hawthorne Elementary School Safety and Security Upgrades, Helena, Montana

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of February, 2020

(Witness)

Abraham Construction Services, LLC

(Principal)

(Seal)

By:

(Title)

North American Specialty Insurance Company

(Surety)

(Seal)

By:

(Title) Jonathan M. Emmons Attorney-in-Fact



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: **Jonathan M. Emmons**

Principal: Abraham Construction Services, LLC
Obligee: Helena School District #1
Bond Description: Hawthorne Elementary School Safety and Security Upgrades, Helena, Montana
Bond Number: Bid Bond
Bond Amount: See Bond Form

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:


FIFTY MILLION (\$50,000,000.00) DOLLARS


This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By 
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

By 
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

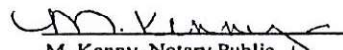
North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

ss:

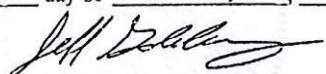
On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

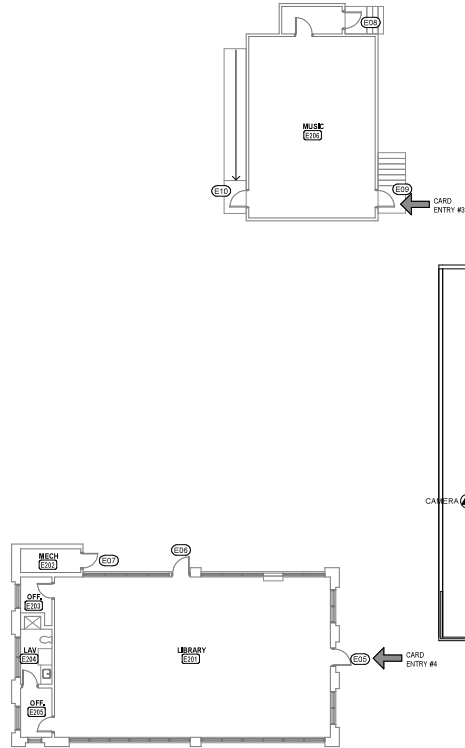



M. Kenny, Notary Public

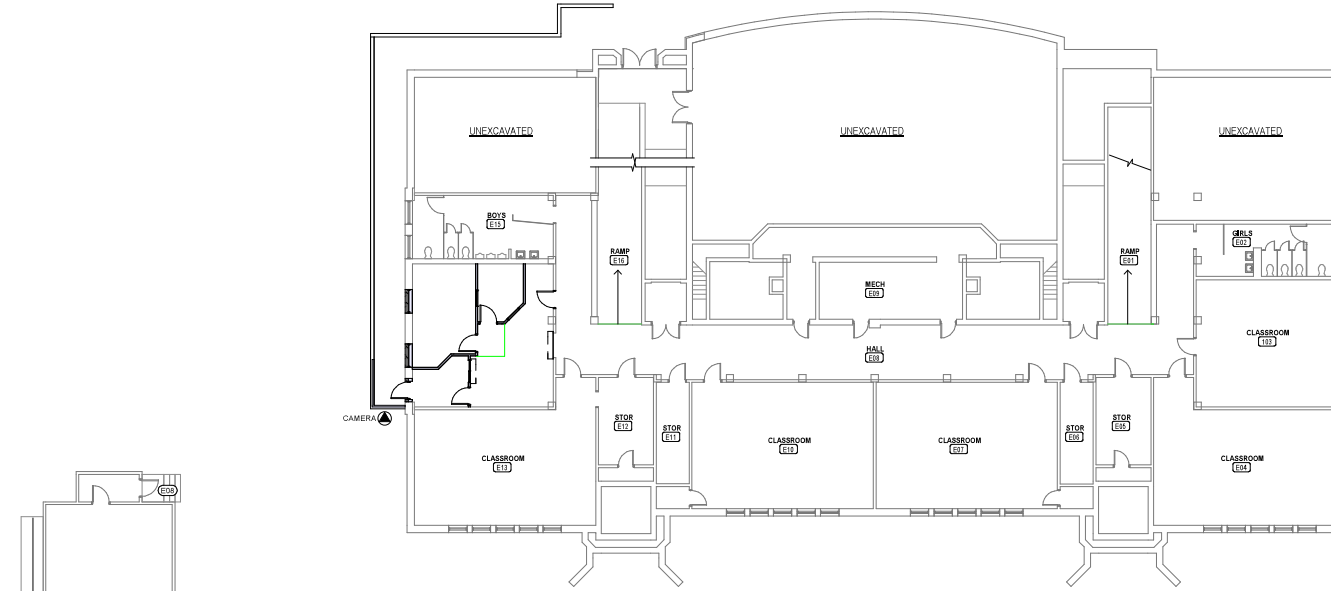
I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 6th day of February, 2020.


Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



① MAIN FLOOR - ACCESS
 SCALE: 3/32" = 1'-0"



② LOWER FLOOR - ACCESS
 SCALE: 3/32" = 1'-0"

PROGRESS
 PRINT NOT FOR
 CONSTRUCTION

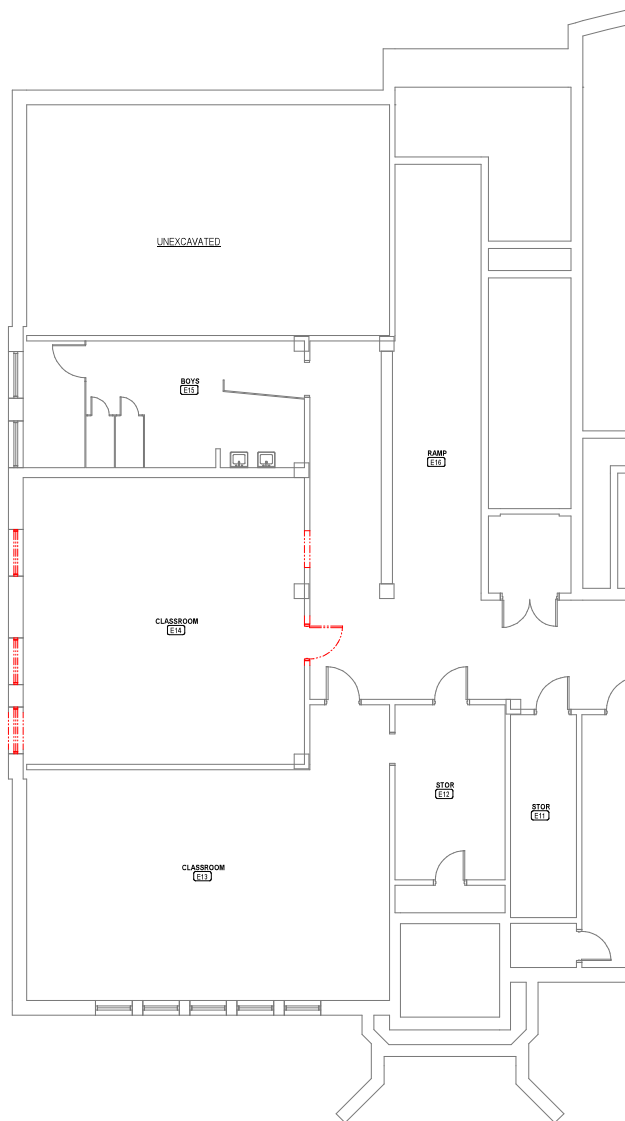
CROSSMAN W. HITNEY GRIFFIN P.C.
 ARCHITECTS A.L.A.
 650 POWER STREET
 P.O. BOX 1198 HELENA, MT 59624
 (406) 443-3340 (PHONE) (406) 443-5655 (FAX)
 cwg@cwgaarchitects.com



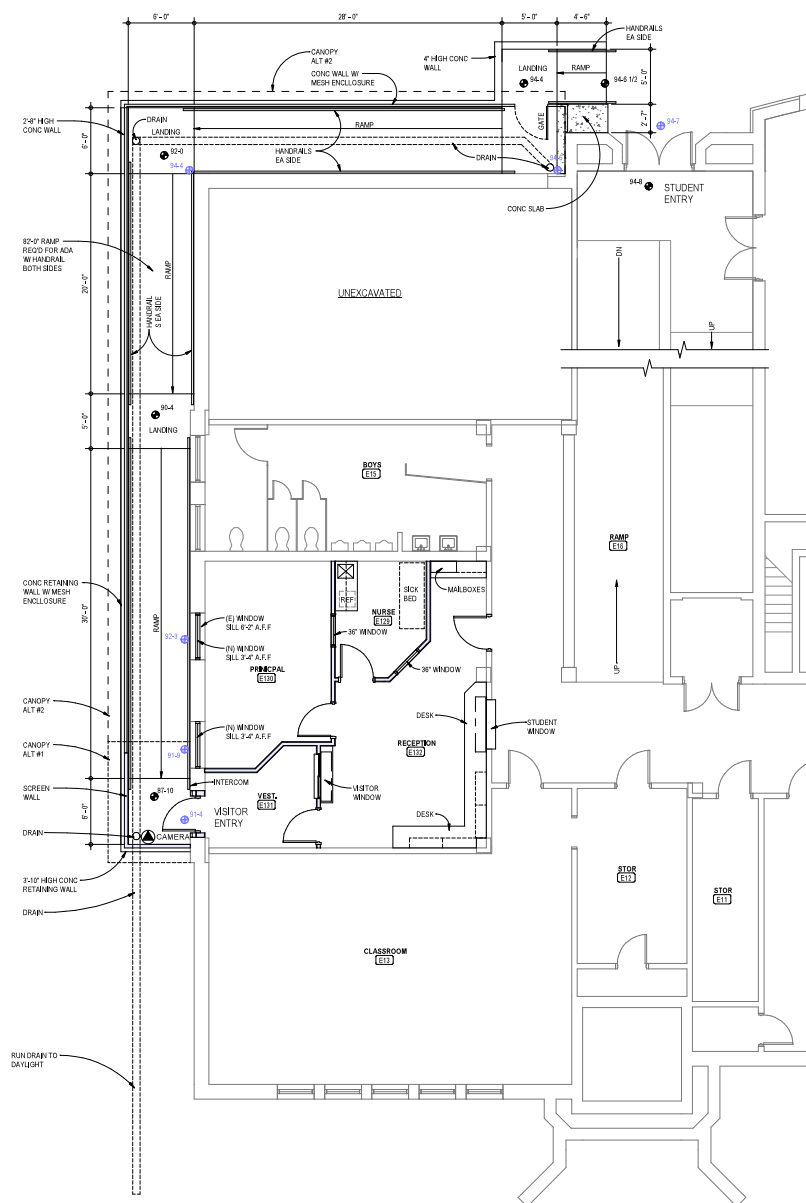
HELENA SCHOOL DISTRICT
 HAMTHORNE ELEMENTARY SCHOOL
 430 MADISON AVE. HELENA, MT
 FLOOR PLANS - ACCESS

1048-07
 DRAWN BY: CWG
 APPROVED: CWG
 DATE: 10/28/19

A1.0



1 LOWER FLOOR - DEMO
SCALE: 3/16" = 1'-0"



2 LOWER FLOOR - REMODEL
SCALE: 3/16" = 1'-0"

PROGRESS
PRINT NOT FOR
CONSTRUCTION

CROSSMAN W HITNEY GRIFFIN P.C.
ARCHITECTS A.L.A.
850 POWER STREET
P.O. BOX 1198, HELENA, MT 59624
(406) 443-2340 (PHONE) (406) 442-8665 (FAX)
cwg@cwgarchitects.com



HELENA SCHOOL DISTRICT
HAWTHORNE ELEMENTARY SCHOOL
430 MADISON AVE. HELENA, MT
FLOOR PLANS REMODEL

1048-07	
DRAWN BY	Author
APPROVED	Checker
DATE	6/26/19

X1.1

**Policy Background – Items for Action
Board of Trustees Meeting
February 25, 2020**

The following policies are being presented for action.

9000 Facility Goals

The Board Policy Committee believes that as we continue to address our ongoing facility issues that a policy section devoted specifically to facilities could provide guidance and direction for future facility projects and issues. Administration would be charged with developing procedures to ensure implementation of adopted policies.

9001 Facility Planning

This policy establishes without limitation the criteria that need to be considered when building a new facility as well as maintaining existing facilities.

Both above policies are being presented for action and establish the Board's role in planning for, investing in and ensuring sustainability of all District facilities.

The above policies have had two readings by the Policy Committee.

2
3 SCHOOL FACILITIES

4
5 Facility Goals

6
7 The District recognizes the importance of the physical plant in providing an environment
8 conducive to the learning/teaching process. Such an environment must be attractive,
9 comfortable, safe, secure, and healthful.

10
11 The District acknowledges its stewardship responsibilities under the law, which requires
12 it to “hold in trust all real and personal property of the district for the benefit of the
13 schools and children of the district.”

14
15 Facilities represent a long-term investment, and proper care will extend the useful life of
16 this investment far into the future. The District shall develop and implement an
17 ~~aggressive~~ program to maintain and upgrade the buildings and grounds of the District.

18
19 The District further recognizes the importance of planning in order to anticipate the
20 facilities needs of the future. The District shall review changes in demographics, in
21 health, ~~and safety~~ and security factors, and in educational philosophy to keep the District
22 physical plant fully responsive to the District’s education programs.

23
24
25
26 Legal References: § 20-6-604 2, MCA Trustees’ power over property

27
28 Cross References:

29
30 Policy History:

31 Adopted On:

32 Revised On:

2
3 SCHOOL FACILITIES

4
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 the design of new facilities
21 and the maintenance and operation of existing buildings to achieve optimal ~~initial~~
22 costs along with long-term operating efficiencies
23
24 • Environmental impact
25
26 • Community input
27
28 • Historical considerations
29
30 • Changing demographics, which shall be reviewed annually by the Board.

31
32
33 Legal References:

34
35 Cross References:

36
37 Policy History:

38 Adopted On:

39 Revised On:



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board Work Session

Ray Bjork Learning Center
1600 8th Avenue Helena, MT 59601

Tuesday January 28, 2020

3:30 p.m. Tour
4:00p.m. Meeting

MINUTES

ATTENDANCE – Present unless otherwise noted

Luke Muszkiewicz, Board Chair
Terry Beaver, Board Vice Chair
Sarah Sullivan, Trustee - Excused
Jeff Hindoiien, Trustee - Excused
Elizabeth “Libby” Goldes, Trustee
Jennifer Walsh, Trustee – Excused
Siobhan Hathhorn, Trustee
John McEwen, Trustee - Excused

Dr. Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Stacy Collette, Human Resources Administrator
Sean Morrison, Special Education Administrator
Sean Maharg, Special Education Administrator
Joslyn Davidson, Administrator
Pat Boles, Technology Administrator
Kalli Kind, Director of Support Services
Jane Shawn, Helena Education Association President
Tim McMahon, Activities Administrator

Guests:

Erin Maxwell, RBLC Principal

Ray Bjork Learning Center Staff

Todd Watkins

Lisa Cordingley, Helena Education Foundation

Brian Cummings, Jim Darcy Elementary Principal

Mike Tolon, Staff Member

Doug Baker, Rossiter Elementary Principal

John Stilson, Central Elementary Principal

Steve Thennis, HHS Principal

Dave Thennis, CR Anderson Principal

Deb Jacobsen, Hawthorne Elementary Principal

Trish Klock, Bryant Elementary Principal

Lisa Lowney, Kessler Elementary Principal

Jill Nyman, Smith Elementary Principal

Craig Crawford, Access to Success

Tia Wilkins, Warren Elementary Principal

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Luke Muszkiewicz called the meeting to order at 4:03 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

No changes at this time.

III. PRESENTATION

A. Ray Bjork Learning Center

Principal Erin Maxwell, accompanied by her staff, presented information related to Ray Bjork Learning Center (RBLC) who is made up of 4 Special Education Teachers, 1 General Education Teacher, 7 Special Education Paraprofessionals, 3.7 Speech/Language Pathologists, .2 Occupational Therapist, .2 Physical Therapist, .5 School Psychologist, 1 CSCT Therapist, 1 CSCT BI, Trailhead PreK and K staff to include 1 Special Education Teacher, and 3 Special Education Paraprofessionals. Support Staff including; 1.5 janitorial staff members, 1.5 chefs, and 1 Secretary. The PEAK gifted and talented program at RBLC is composed of 3.5 Full Time Employees.

The mission of RBLC is directly in line with Helena Public School District to challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

RBLC staff talked about the screening process for PEAK and Gifted and Talented Services district wide. Students with three areas of exceptionality in the standardized testing categories and/or staff delivered categories are identified for services. Any

student not identified through the initial screening process, but who warrants a closer look, can proceed to the referral process for further investigation.

Gifted Education range in a variety of interventions across the different grade levels. Grades 3-5 have one partial day of gifted curriculum delivery at RBLC where they experience interdisciplinary, authentic, and apprentice-style learning experiences. Grades 6-8 have twice-weekly gatherings that happen during zero, lunch and advisor periods. They also have monthly 2-day seminars that are offered offsite with authentic and expert-led experiences. Grades 9-12 have weekly gatherings that are evening meetings at RBLC. They also attend multi-day symposia and have college opportunities.

PEAK has a great parent involvement with focused discussions, expertise sharing with job shadowing, speaker series, GT resource library, and leadership conferences.

RBLC preschool has 16 age 3 students, 46 age 4 students, and 20 age 5 students attending, currently. These children are found through special education with child find, family outreach, head start, transfer, and parent referral. They are also found through general education with head start partnerships and applications.

RBLC serves their students in using a creative curriculum. They use second step social emotional curriculum, zoo phonics, handwriting without tears, and Hegarty literacy curriculum.

RBLC currently serves 135 students ages 3, 4, 5 with speech-language impairments or delays. All head start students are screened. The services provided at RMDC is speech-language only students that parents bring weekly to sessions. RBLC is special education and grant preschool classrooms. Head Start classrooms: RMDC with 3, RBLC with 3, HHA with 1, Bryant with 1 and the valley site with 1.

RBLC has family engagement with fall fest, parent/teacher conferences, winter program, Ray Bjork Spring Carnival, the end of year BBQ, and Helena Early Learning Partnership – preschool parent group. RBLC is also partnered with several partnerships for 2019-2020 school year.

The Board Chair, Luke Muszkiewicz and Sarah Sullivan commended the staff of Ray Bjork Learning Center pointing out that this is the first work session that RBLC has had in years. The board pointed out their appreciation for Ray Bjork Learning Center staff for all that they do, as sometimes these vital jobs go unnoticed.

IV. GENERAL PUBLIC COMMENT

None.

V. NEW BUSINESS

A. Item for Action:

1. Approval of 2020-2021 School Year Calendar

Josh McKay presented the calendar to the Board of Trustees

Motion: Libby Goldes moved to approve the 2020-2021 School Calendar.

Sarah Sullivan seconded the motion.

Public Comment: None

Board Comment: None

Vote: 6-0 The motion carried

B. Consent Items:

1. Board of Trustees Work Session – November 19, 2019 Minutes

2. Resolution to Dispose of Personal Property – Technology Surplus

Motion: Sarah Sullivan moved to approve the Consent Action Items.

Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 6-0 The motion carried.

C. Items for Information:

1. Multi-Year Budget Projection

Dr. Tyler Ream introduced Todd Watkins, with Todd Watkins Consulting Services, LLC, to give the presentation about the district's multi-year budget projection. Mr. Watkins thanked everyone for being here, giving the bottom-line up front that the revenue stream of the district isn't keeping up with the expenditures.

Mr. Watkins pulled data from the district business office for the 19-20 fiscal year as well as projected financial data for the 20-24 fiscal years as it pertains to the Elementary and High School General Fund. The data pulled was wage information from Helena Educational Association (HEA) – licensed teachers, counselors, and librarians, secretaries, administrators, independent staff, paraprofessionals, and custodians.

The financial data that is presented will be in three primary areas including; wage costs by employee units, wage/benefit costs as a function, projected general fund budgets for five years.

Based upon the wage data provided, the increase from 19-20 to 20-21 is anticipated to be approximately \$456,256 of which \$377,650 pertains to the Elementary District and \$78,596 is related to the High School District.

For 2019-20 the percentage for the Elementary General Fund wage/benefit to total budget was 92% while the High School General Fund wage/benefit to total budget is 87%. Statistical information provided by American School and University's annual report on best practices indicate the level of wage/benefit expense to total budget should be approximately 85-90%.

Funding driven off enrollment are made based upon the District's analysis of current enrollment within the District. Funding estimates from the state of Montana indicate 1.29% to 1.6% of projected inflation increases over the time period. Increases above inflation are dependent upon the current economy of the State of Montana. The district is using the "highest budget without a vote" which provides funding without an additional local levy being requested.

The projected wage cost increase from 2019-20 to 20-21 is \$456,256. The projected wage increase trend each year thereafter will approximate \$1.1 million. The Elementary share of the annual increase for each year thereafter is anticipated at \$569,198 while the High School share is at \$310,686.

The District can anticipate that the wage and benefit increase from 19-20 to 2023-24 will exceed the estimated annual budget increase without a vote. Mr. Watkins recommend that the District review and consider the following: After implementing the ERI (early retirement incentive) the District should carefully consider to either not replace the retiring teacher or replace the retiring teacher at the minimum salary schedule level to maximize savings. The District should strongly consider not replacing support staff that resign or retire. The District should provide step only increases for 2020-21 and beyond to comply with bargaining unit and legal requirements until such time that either enrollment increases consistently and/or increases in State funding provides sufficient revenue that keeps pace with expenditures. The District needs to develop an alternative salary schedule for Certified Staff that is more affordable over the next 3-5 years. Analyze student teacher ratios and other staffing ratios to determine if staffing is adequate, overstaffed or understaffed according to Montana accreditation standards. Analyze custodial and maintenance staffing based upon square footage of facilities being maintained. American School and University provides an annual report of best practices in this area. The District should also carefully consider and review all other elements of the annual operating budget that could cause the projected deficit to increase in size. For example, energy cost increases, increases in material costs for instructional, library, guidance, and special services, increased O&M costs such as cleaning materials, cleaning equipment, and contract services. Review the rated capacity of each elementary and middle school and determine if each facility is being used to its rated capacity (example; are all classrooms being utilized). Consider using a Program Review Committee consisting of Board members, Administrators, Teachers, Support Staff, Consultants, and Community members to educate everyone on the finances and program costs in your District. This can be a difficult process but well worth the effort should you need to implement budget reductions and/or request voter approval for additional levies to support the programs of the District.

Consider presenting voter approved levies that are available to the District to fund Safety and Security personnel, and Technology personnel via the Building Reserve and Technology Funds of the District. Administration and Board consult with local legislators about funding alternatives for Montana Public Schools as property tax fatigue is very predominant throughout the State and has become the primary funding source for Schools, Cities and Counties.

Board Chair Luke Muszkiewicz commended Mr. Watkins on his hard work with Ms. Mickelson and Ms. Collette. Mr. Muszkiewicz appreciated the recommendations made by Mr. Watkins and is thankful for the relationship that has been built. Mr. Watkins is a great resource for the Helena School District.

Trustee Sarah Sullivan asked if there were any structural problems found within the budget. Mr. Watkins explained that the funding system is a problem, but not the formula. The deficit disappears in 2023-24 due to enrollment increase, inflationary increase, and you stop losing students to East Helena.

While there aren't any projected levies in the projected budget plan, Ms. Mickelson said that she could get that information after Trustee Jeff Hindoien inquired about levies.

Trustee Terry Beaver asked if plugging our teachers into the salary schedule of another district would help fix the problem. Ms. Stacy Collette explained that she did not have the answer for that, while Mr. Watkins explained that it could possible help and it could show what is causing the budget issues, however, it is hard tell given the uniqueness of Helena Public Schools.

Mr. Watkins also explained that there will be staff loss with loss of student's district wide.

VI. SUPERINTENDENT'S REPORT

Dr. Tyler Ream had nothing more to add, but commended Ms. Janelle Mickelson, Ms. Stacey Collette, and Mr. Todd Watkins for their hard work in putting the budget projection together.

VII. BOARD COMMENTS

None.

VIII. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 7:09 p.m. by Board Chair Luke Muszkiewicz. The

next Regular Board Meeting will be held on February 11, 2020. The next Board Work Session will be held Kessler Elementary School on February 25, 2020 at 4:00 p.m.

Respectfully submitted,

Luke Muszkiewicz, Chair

Jessica Evans, Recording Secretary

Date

Helena Public Schools - Sabbatical Leaves for 2020-2021

BACKGROUND:

The New Professionalism Committee has met and reviewed applications for sabbatical leaves for the 2020-2021 school year. The committee recommends the approval of the sabbaticals described briefly below.

Complete applications are on file at the May Butler Center.

Geoff Proctor, Helena High School English First Semester Sabbatical

Geoff applied for a sabbatical which will allow him to audit course work at Middlebury College in Vermont. Geoff explained this sabbatical will enable him to experience intellectual immersion, engage with the local and global community and take advantage of the resources Middlebury College has to offer.

Christine Trefzger, Broadwater Second Semester Sabbatical

Christine is planning a solo hike of the Pacific Crest Trail from Campo, California, to the Canadian border. This trip 2,650-mile hike typically takes five to six months to complete. Christine explained this will be a journey of self-discovery, a time of renewal, and an opportunity to build self-confidence.

Recommendation:

Approver Geoff Proctor and Christine Trefzger's sabbatical requests.

**Policy Background – Items for Information
Board of Trustees Meeting
February 25, 2020**

The policies below are being presented for information only. They have all had an initial review by the Policy Committee.

A. 9002 Facilities Master Plan

This policy describes a process for managing the current facilities as well as defining how future facility needs will be determined. The plan will include will cover three years and will list projects being considered for completion.

B. 9210 Site Acquisition

This policy requires the trustees to periodically review its land holdings in concert with other factors like area growth and the state of existing facilities to determine and best meet the needs of the District.

C. 9232 Educational Specifications

The primary criteria to be considered when designing new facilities are defined in general terms.

D. 9350 District Wide Asbestos Plan

This policy requires the Superintendent to designate a person to ensure compliance with all requirements related to asbestos per federal and state statute.

SCHOOL FACILITIES

Facilities Master Plan

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

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

Legal References:

Cross References:

Policy History:

Adopted On:

Revised On:

SCHOOL FACILITIES

Site Acquisition

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

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

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

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

Cross References:

Policy History:

Adopted On:

Revised On:

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 all 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:

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:

Board of Trustees Work Session

District Assessment Practices



IV. New Business

C. Items for Information

1. HSD Policy 9002: Facilities Master Plan
 2. HSD Policy 9350: District-Wide Asbestos Plan
 3. HSD Policy 9210: Site Acquisition
 4. HSD Policy 9232: Educational Specifications
 5. Report: District Assessment Practices
-

Background:

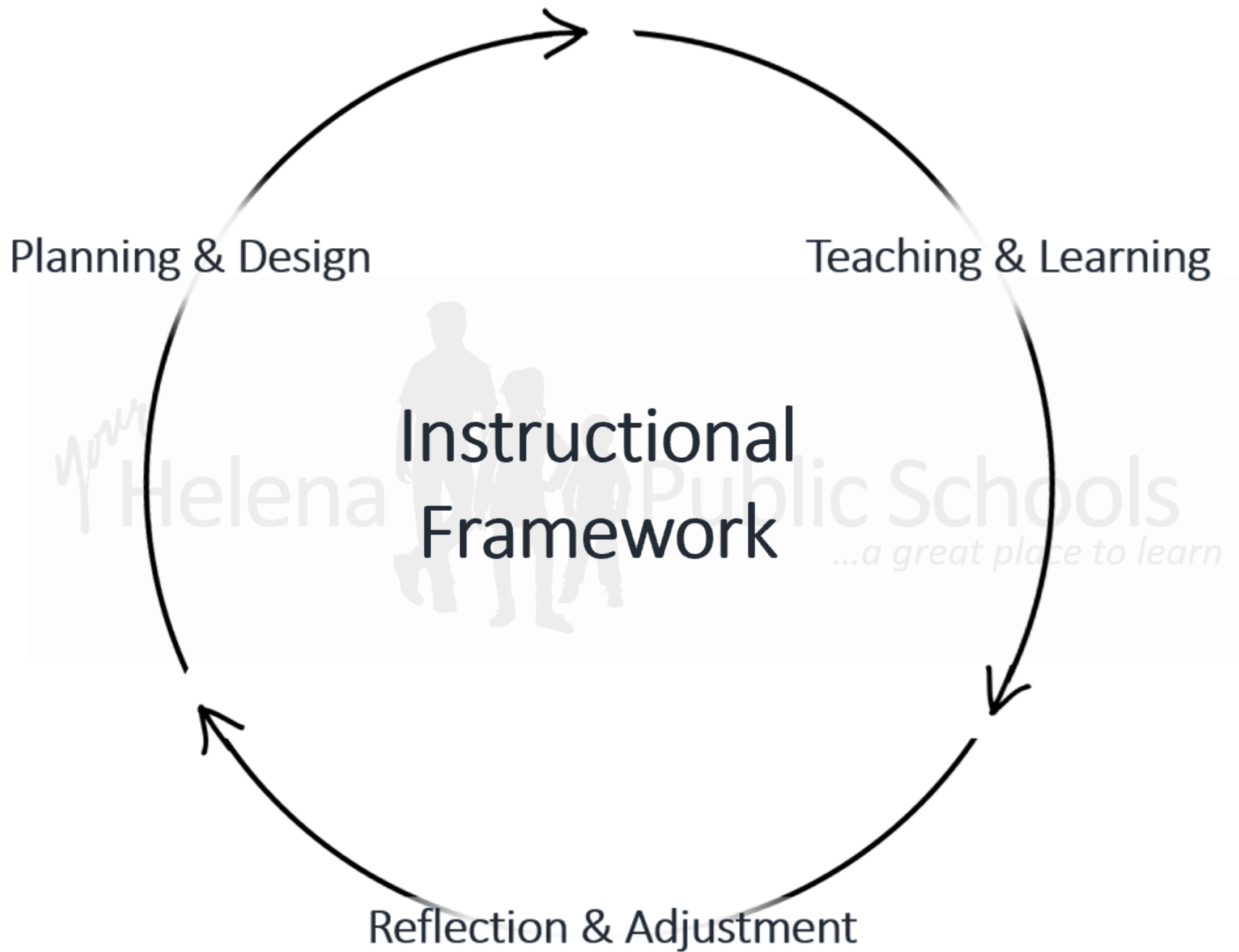
Assessment is an important part of any instructional framework. As actionable feedback, assessment data is necessary to determining instructional next steps. As a district, there are a number of assessments that are considered “district level” meaning that they are not mandated by the state and are not as actionable or frequent as assessment practices employed by a school or individual teacher. This presentation has been designed to highlight district assessment practices and explain how these exams (and the associated results) fulfill specific needs.



Board of Trustees Work Session

Helena Public Schools – February 25, 2020
District Assessment Practices





ACADEMIC SYSTEMS

TIER 3 Intensive, Individual Interventions

- Individual students
- Assessment-based
- High intensity
- Of longer duration

TIER 2 Targeted Group Interventions

- Some students (at-risk)
- High efficiency
- Rapid response

TIER 1 Core Instructional Interventions

- All students
- Preventive, proactive

CIRCA
5%

CIRCA
15%

CIRCA
80%

CIRCA
5%

CIRCA
15%

CIRCA
80%

Students

BEHAVIORAL SYSTEMS

TIER 3 Intensive, Individual Interventions

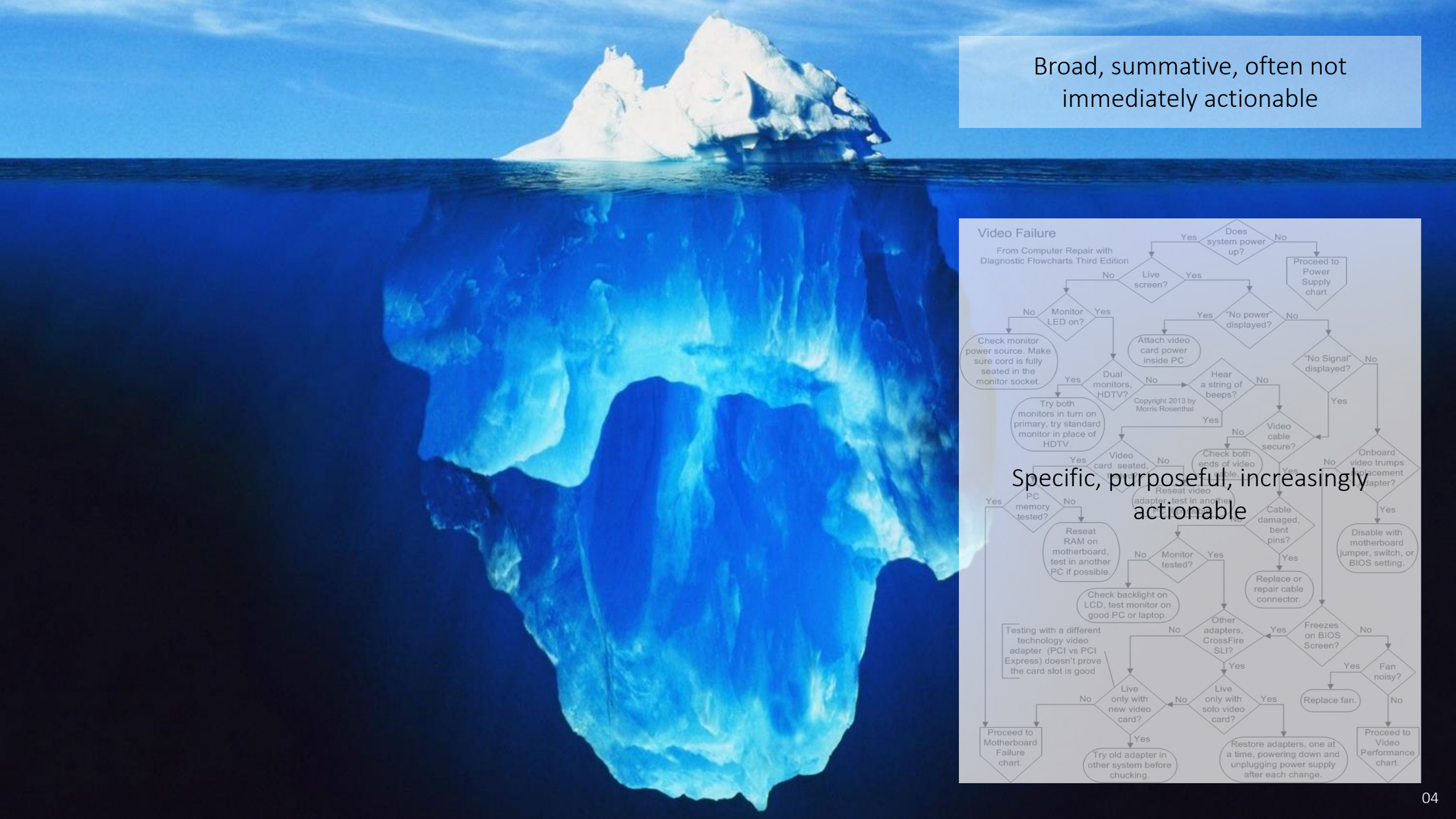
- Individual students
- Assessment-based
- Intense, durable procedures

TIER 2 Targeted Group Interventions

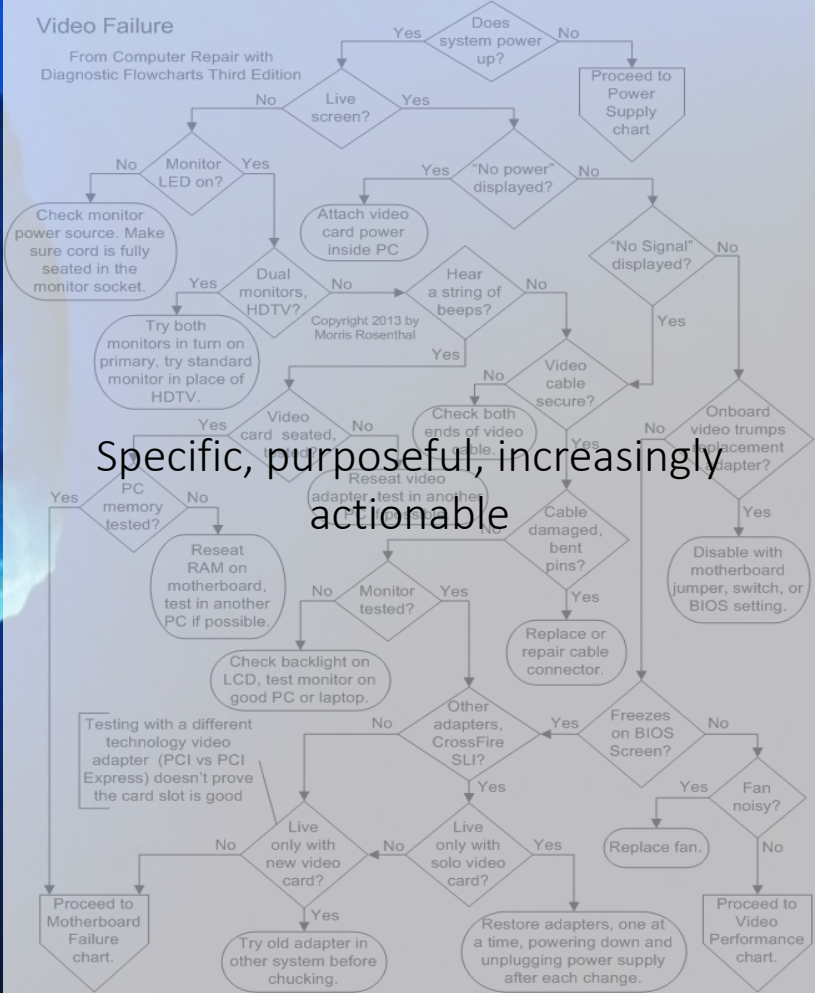
- Some students (at-risk)
- High efficiency
- Rapid response

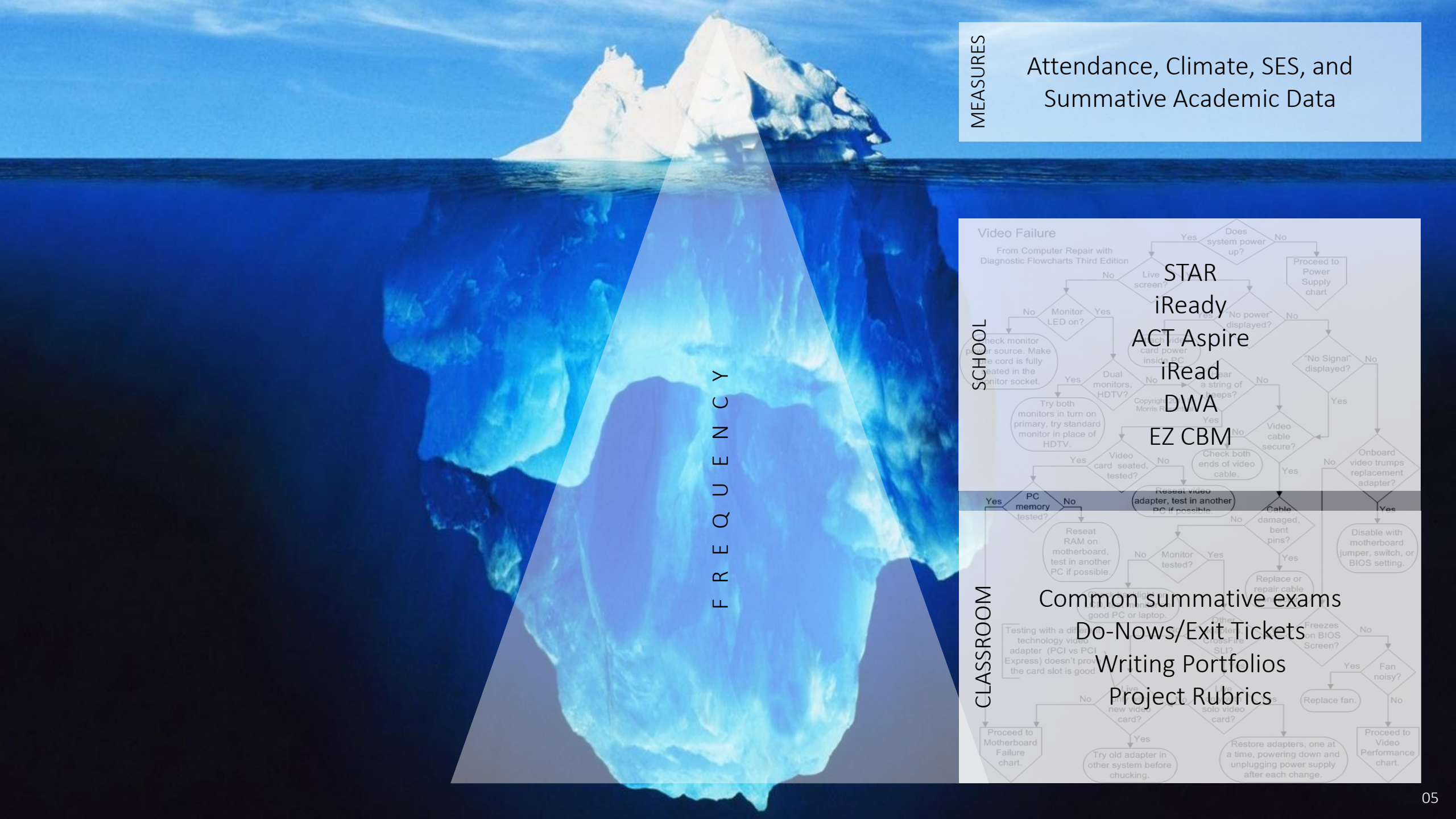
TIER 1 Core Instructional Interventions

- All settings, all students
- Preventive, proactive



Broad, summative, often not immediately actionable





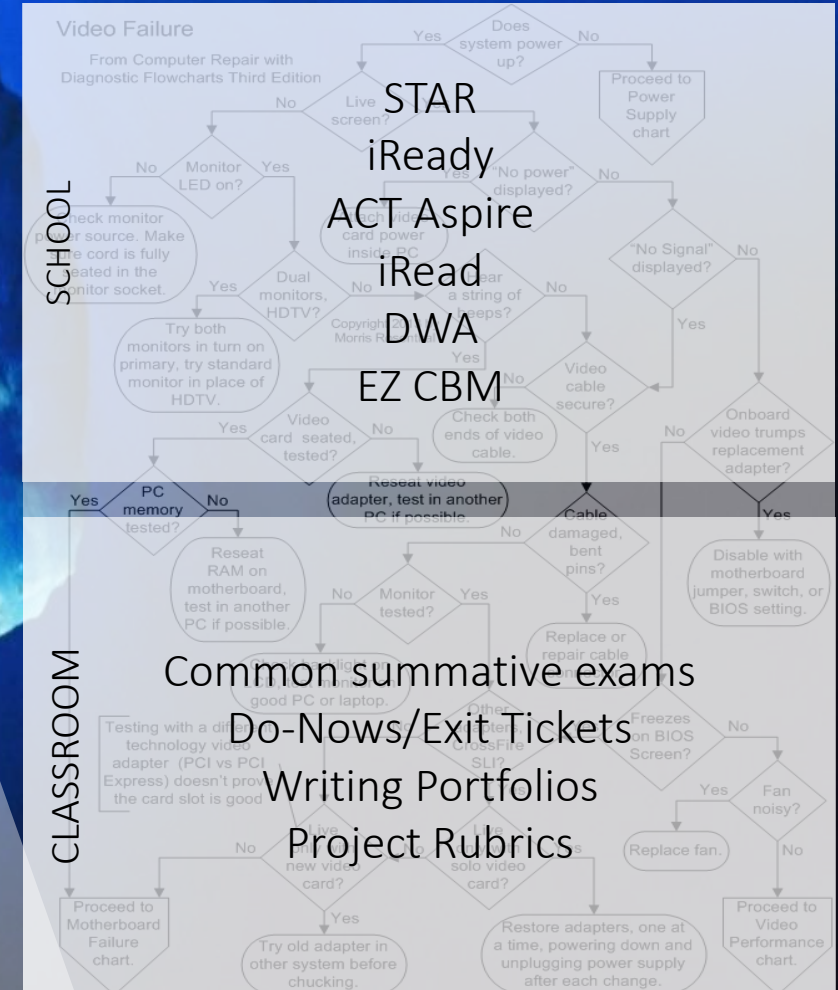
MEASURES

Attendance, Climate, SES, and
Summative Academic Data

FREQUENCY

SCHOOL

CLASSROOM



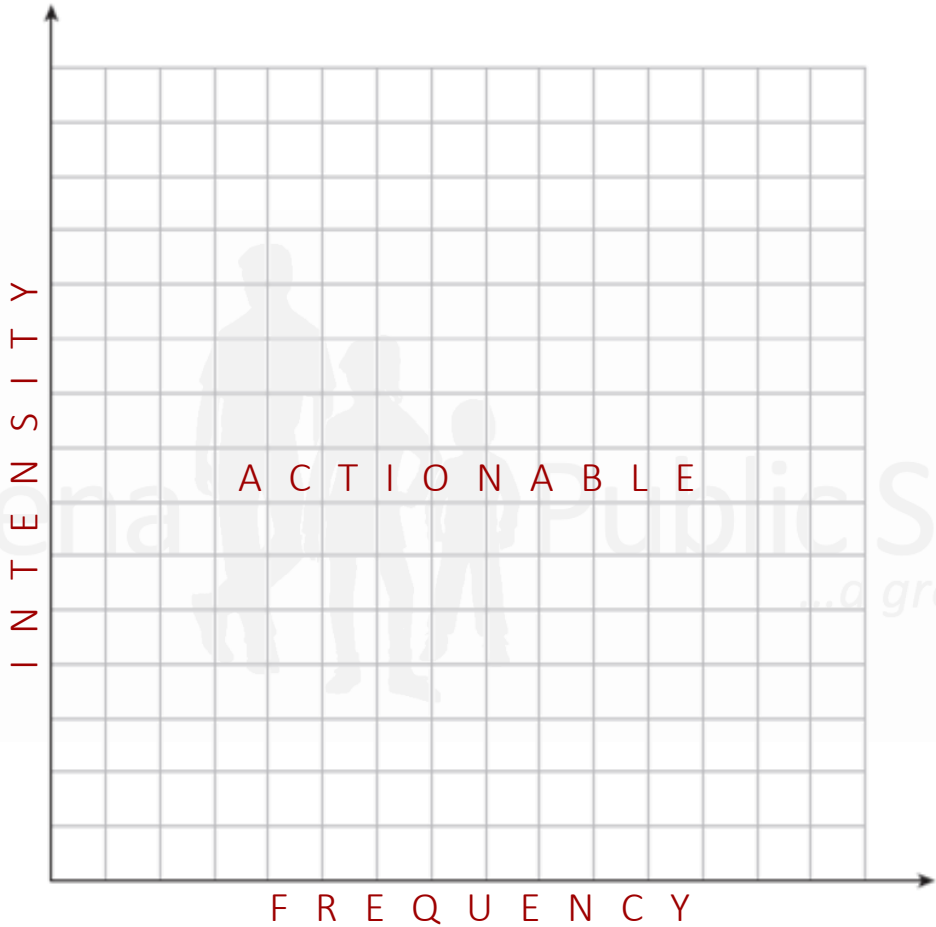
Assessment:

- Pre/Post Assessment
- Formative Assessment
- Interim Assessment
- Summative Assessment
- Common Assessment
- Informal Assessment
- Norm-Referenced Assessment: Compares student performance against a larger average or “norm”. Norms can be international, national or more local in nature. An example may include a student performing in the top 30% by compared to their nationally normed peers.
- Criterion-Referenced Assessment: Measures student performance against a fixed set of predetermined criteria (example: standardized tests). These assessments measure what an expected body of knowledge based and/or the curriculum taught in a specific course.

The narrative that assessments are harmful to instruction is, at best, misguided, and at worst, blatantly damaging. Instead of spending their time arguing about whether assessments are supplanting instructional time, educational stakeholders should be working together to gain clarity as to why they are utilizing assessments.

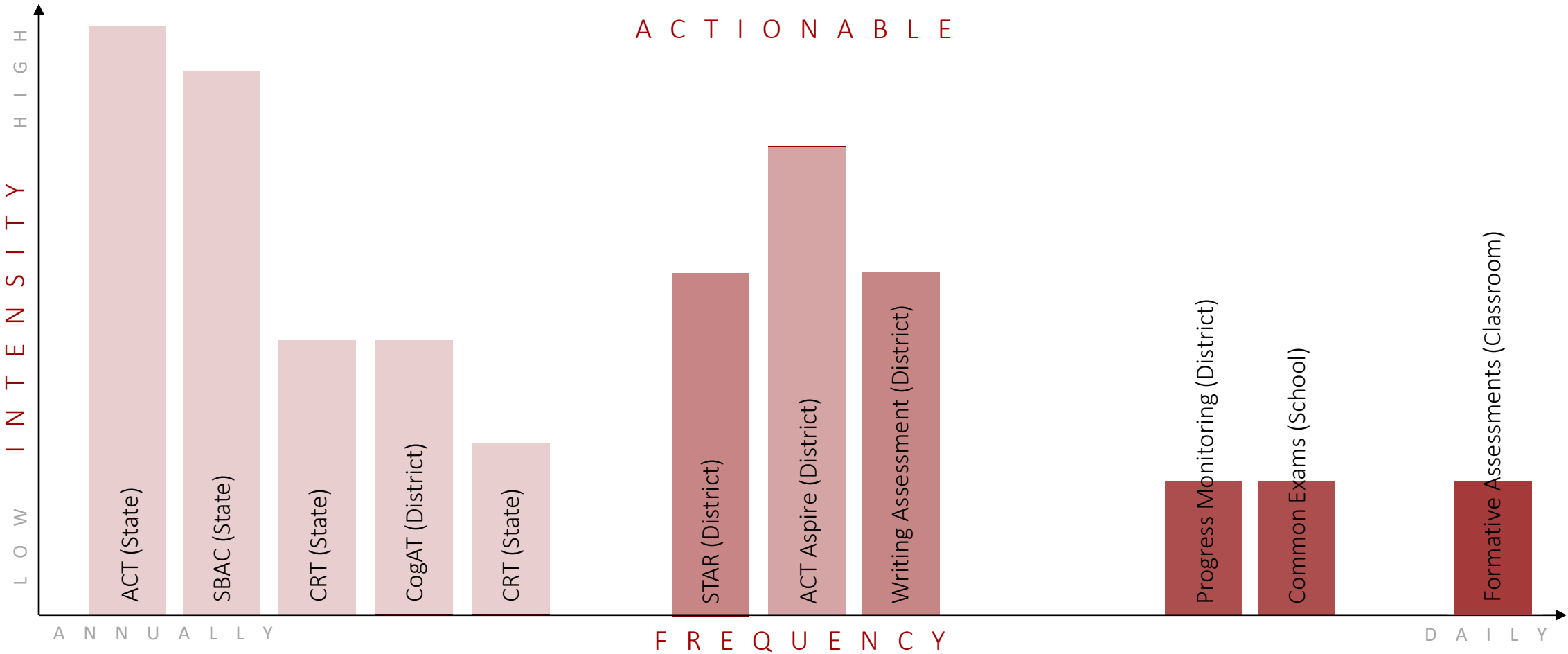
Assessment is a critical part of every instructional cycle as the yielded data should be used to inform critical decisions related to instruction. Without these inputs, educators are left to push forward for the sake of teaching the curriculum instead of ensuring meaningful learning.

Intensity: How taxing is the assessment?
Different assessment require different investments (mentally, emotionally and physically). For example, the ACT is coded high in terms of intensity as the exam typically exhausts participants.



Actionable: How relevant is the data?
From an instructional perspective, an assessment “actionable” nature is key as educators aim to obtain data that can be immediately used to inform instructional decisions.

Frequency: How much time is required for the assessment?
Assessments require different investments in terms of cumulative time. Some require a day but only occur annually while others may only require a few minutes but occur almost daily.



District-Level Assessments

	ACT Aspire	iReady	NoRedInk
Subjects Assessed	Math, Reading, English and Science	Math and Reading	English
Target Grade Levels	7 th through 10 th grades	3 rd through 12 th grades (grant schools)	6 through 12 th grades
Use	Benchmarking	Benchmarking and progress monitoring	Benchmarking and progress monitoring
Actionability	Medium-High	Medium	Medium
Costs	\$6.70 per student (\$16,684)	\$6.00 per student (\$5,010)	\$9,500 per year block-price
Frequency/Time	50 minutes per test session	Benchmark Assessment: 50 minutes Progress Monitoring: 15 minutes	Benchmark Assessment: 50 minutes Progress Monitoring: Unknown
Administration Windows	Fall: Math, Reading, English and Science Winter: English and Reading Spring: Math, Reading, English and Science	Benchmarking three-times annually (fall, winter and spring) Progress monitoring on a month basis	Benchmarking three-times annually (fall, winter and spring) Progress monitoring on a month basis
Grant Related	No	Yes	Yes
Notes	<ul style="list-style-type: none"> Aligned with ACT to predict how a student might perform on the ACT exam Currently, this is the only benchmarking exam for science Difficult implementation/administration cycle 	<ul style="list-style-type: none"> Required as part of the Montana Identifies skill gaps as part of real-time teacher reports Provides a Lexile score for grades K-8 and grade level equivalent score for grades 9-12. 	<ul style="list-style-type: none"> Provides similar English specific information as the ACT Aspire but also includes a built-in progress monitoring function Provides suggested plans/instructional tools for teachers based on student results

District-Level Assessments

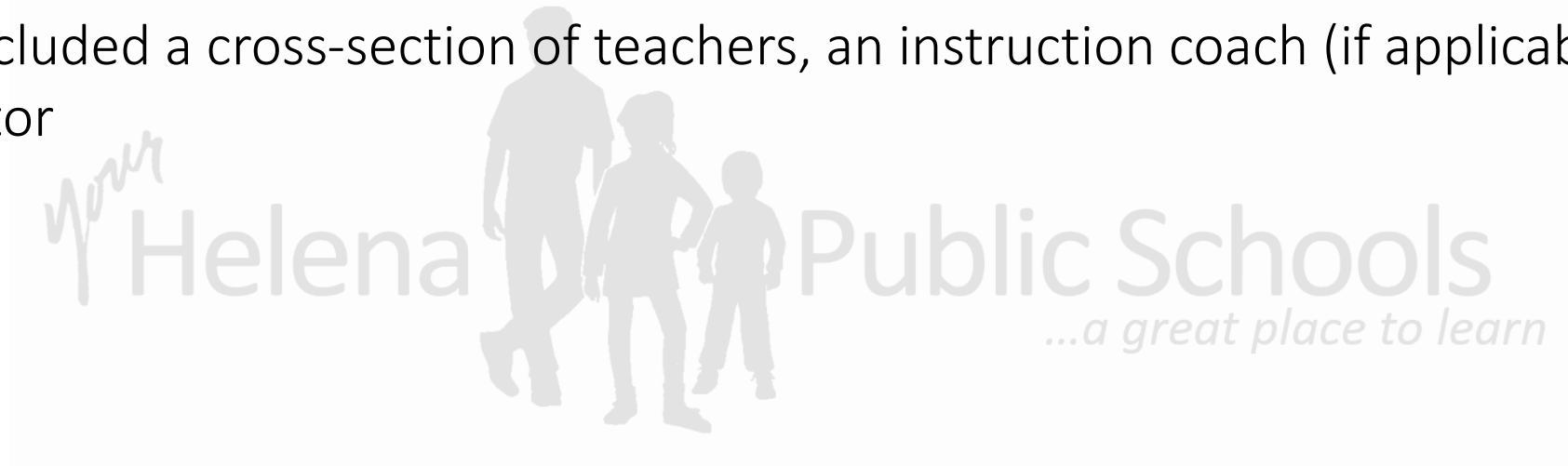
	STAR	District Writing Assessment (DWA)	CogAT
Subjects Assessed	Math and Reading	Writing	English
Target Grade Levels	K through 6 th grades	6 th through 12 th grades	2 nd grade (other grades as needed)
Use	Benchmarking	Benchmarking	Gifted/Talented Screener
Actionability	Medium	Medium-High	Low
Costs	\$17.18 per student (\$73,261)	\$4.20 per student (\$20,145)	\$23.84 per student (\$13,300)
Frequency/Time	50 minutes per test session	Single Class Session	2 ½ Hours
Administration Windows	Benchmarking three-times annually (fall, winter and spring)	High School: <ul style="list-style-type: none"> Fall: All students Spring: 9th, 10th, and 12th Middle School: All students (Fall & Spring)	Each second-grade student is screened during the month of March
Grant Related	No	No	No
Notes	<ul style="list-style-type: none"> Computer-based, multiple-choice exam that can be quite lengthy if students require someone to read the assessment Does not provide an easy to use growth target or rate Not proving to be a strong predictor of SBAC performance 	<ul style="list-style-type: none"> Assesses ACT-style argumentative writing Student writing scores have progressed upwards in state rankings since implementation Teachers must score the exam 	<ul style="list-style-type: none"> Group-administered, multiple-choice assessment designed to measure a student's reasoning skills via a mix of verbal, quantitative, and nonverbal questions

District-Level Assessments

	ESGI (Riverside Insights)
Subjects Assessed	Reading
Target Grade Levels	Kindergarten
Use	Benchmarking/Progress Monitoring
Actionability	Medium-High
Costs	\$4,000 total (district bulk price)
Frequency/Time	15/20 minutes per student
Administration Windows	Kindergarten utilizes the ESGI to assess foundational reading skills – Benchmarking occurs three times annually. Unit assessments varied.
Grant Related	No
Notes	<ul style="list-style-type: none">Kindergarten unit assessments have been preloaded into ESGIUtilized to continuously monitor concept mastery as students progress through skill-based units

Mid-Year Data Meetings:

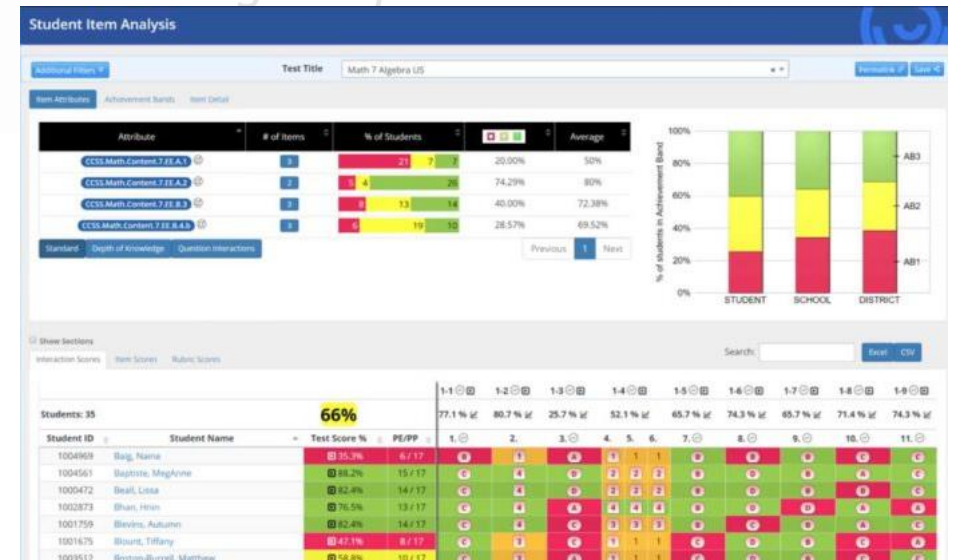
- Dual-purpose meetings meant to 1) review interim student data trends for mid-year instructional shifts, and 2) assess educator views of current district assessment platform
- Typically included a cross-section of teachers, an instruction coach (if applicable), and the administrator



Next Steps and Planned Enhancements:

- Analyzing (District) Interim Assessments: As a system, we are working to ensure that district assessments are actionable and aligned to MT standards (especially our identified essential standards. Furthermore, we must always ask the question, “is the data we receive back worth the effort?” Feedback trends are highlighting a number of current needs that must be addressed in advance of the 2020/21 school year
- Data Dashboards: Easy to access/use data views that create a wholistic picture of student progress and needs

What can we reallocated in order to provide teachers with needed access to real-time data?





Helena

Public Schools

...a great place to learn