



## Board of Trustees Work Session

Tuesday, April 28, 2020

Meeting at 4:00 p.m.

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### Notice of Online Meeting:

In compliance with the guidance of local and state Health Officials, the Helena Public Schools are conducting this Board of Trustees Work Session as an online meeting. This meeting will not occur at any specific location as all members will attend online.

Members of the public are able to attend by clicking on the below link. We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

This meeting will take place using Zoom. Log in instructions are available here:

<https://helenaschools.org/2020/04/26/board-of-trustees-work-session-11/>

## AGENDA

### I. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

### II. REVIEW OF AGENDA

### III. PRESENTATION: 2019 District Audit: Anthony Gerharz, Manager, Wipfli LLP (available [HERE](#))

### IV. 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.*

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#### 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*

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**V. NEW BUSINESS**

**A. Items for Action**

**Finance Related Items:**

1. Elementary Tuition Fund Budget Amendment Proclamation (see attached)
2. High School Tuition Fund Budget Amendment Proclamation (see attached)
3. High School General Fund Budget Amendment Proclamation (see attached)
4. Elementary Interfund Loan Resolution (see attached)
5. High School Interfund Loan Resolution (see attached)

**Bid Award Items:**

6. Award Food Service Management Contract to Sodexo

**Policy – COVID – 19 Policies for Adoption:**

7. Policy 1900 - Temporary COVID-19 Policy - Revised (see attached)
8. Policy 1901 - Emergency Policy and Procedure – New (see attached)
9. Policy 1904 - Use of Transportation Funds – Revised (see attached)
10. Policy 1906 – Student Instruction – New (see attached)
11. Policy 1907 – School District Declaration of Emergency – New (see attached)

**General/Operational Items:**

12. District Reopening/Closure Planning and Recommendation
13. Declaration of an Unforeseen Emergency

**B. Items for Consent**

1. Approval of the 3.24.2020 Board of Trustees Work Session Minutes (see attached)

**C. Items for Information**

1. Update on Developing Graduation Plans for the Class of 2020

**VI. SUPERINTENDENT’S REPORT**

**VII. BOARD COMMENTS**

**VIII. ADJOURNMENT**

The next Board of Trustees Work Session has been scheduled for Tuesday, May 26, 2020.

# Board of Trustees Work Session

## Elementary & High School Tuition Fund Budget Amendment Proclamations

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### V. NEW BUSINESS

#### A. Items for Action

1. Elementary Tuition Fund Budget Amendment Proclamations
  2. High School Tuition Fund Budget Amendment Proclamations
- 

#### **Background:**

Pursuant to 20-9-161, MCA, when the trustees of a district decide that a budget amendment is necessary, they may proclaim the need for the budget amendment by a majority vote. The proclamation must include: 1) the facts constituting the need for a budget amendment; 2) the budgeted fund(s) affected by the amendment; 3) the estimated amount of money required to finance the budget amendment in each effected fund; 4) the anticipated source(s) of financing the budget amendment; and 5) the time and place the board will meet for the purpose of considering and adopting the budget amendment. Copies of the proclamation must be sent to the county superintendent and the board of county commissioners (20-9-162).

#### **Considerations:**

- Charges from county and/or regional detention facilities for resident students detained in the facilities are higher than anticipated and the district's budget for the tuition funds do not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year.
- Currently the elementary tuition fund budget has a deficit of \$660 and the high school tuition fund budget has a deficit of \$120. The District anticipates further charges for the months of April, May, and June.
- The exact dollar amount of future invoices is not presently known, and therefore the exact dollar amount of the budget amendment is unknown. Thus, the Superintendent is recommending that the Board of Trustees proclaim the dollar amount for the budget amendment is an amount needed to eliminate any budget deficit at year-end.
- The financing source for the tuition fund budget amendments is an interfund loan from the Flexibility Funds.
- Budget Amendment Process and Procedures:
  1. Trustees proclaim the need for a budget amendment by majority vote (attached).
  2. Copies of the proclamations are sent to the county superintendent and the board of county commissioners.
  3. Not less than one week before the adoption of the budget amendment, the Trustees must provide public notice of their intent.
  4. Trustees adopt the budget amendments by a majority vote.
- Estimated Timeline:
  - April 28, 2020 – Budget Proclamations passed by majority vote
  - April 29, 2020 – Copies of the proclamations sent to the county superintendent and the board of county commissioners.
  - By May 7, 2020 – Public notice is provided
  - May 12, 2020 – Budget Amendments are adopted by a majority vote
  - May 13, 2020 – Budget Amendments are submitted to the County Superintendent and the State Superintendent of Schools.

#### **Superintendent recommendation:**

Approve of the attached budget amendment resolutions to the Helena Elementary District No. 1 tuition fund and the Helena High School District No. 1 tuition fund.

**BUDGET AMENDMENT PROCLAMATION  
HELENA ELEMENTARY SCHOOL DISTRICT No. 1  
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena Elementary School District No.1, Lewis and Clark County, Montana, held virtually via Microsoft Teams on April 28, 2020 in Helena MT, the following resolution was introduced:

WHEREAS, the trustees of the Helena Elementary School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of charges for resident students detained in county or regional detention facilities being higher than anticipated, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena Elementary School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit at fiscal year-end is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing tuition and certain special education costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan from the Elementary Flexibility Fund;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena Elementary School District No. 1 tuition fund budget for fiscal year 2020 in an amount needed to eliminate any budget deficit at fiscal year-end is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, will hold a virtual meeting via Microsoft Teams at 5:30 p.m. in Helena MT on May 12, 2020 for the purpose of considering and adopting the budget amendment.

By: \_\_\_\_\_  
Chairperson, Board of Trustees

**DISTRICT CLERK CERTIFICATION:**

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows\_\_\_\_\_ made the motion to approve this BUDGET AMENDMENT PROCLAMATION and \_\_\_\_\_ seconded the motion; the following Trustees voted in favor of the motion:

\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By:\_\_\_\_\_

Janelle Mickelson, District Clerk  
Helena School District No. 1

**BUDGET AMENDMENT PROCLAMATION  
HELENA HIGH SCHOOL DISTRICT No. 1  
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena High School District No.1, Lewis and Clark County, Montana, held virtually via Microsoft Teams on April 28, 2020 in Helena MT, the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 general fund budget in an amount of \$548,044 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing general maintenance and operational costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be tuition receipts received from East Helena K-12 School District;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 general fund budget for fiscal year 2020 in an amount of \$548,044 is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, will hold a virtual meeting via Microsoft Teams at 5:30 p.m. in Helena MT on May 12, 2020 for the purpose of considering and adopting the budget amendment.

By: \_\_\_\_\_  
Chairperson, Board of Trustees

**DISTRICT CLERK CERTIFICATION:**

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows\_\_\_\_\_ made the motion to approve this BUDGET AMENDMENT PROCLAMATION and \_\_\_\_\_ seconded the motion; the following Trustees voted in favor of the motion:

\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By:\_\_\_\_\_

Janelle Mickelson, District Clerk  
Helena School District No. 1

# Board of Trustees Work Session

## High School General Fund Budget Amendment Proclamation

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### V. NEW BUSINESS

#### A. Items for Action

#### 3. High School General Fund Budget Amendment Proclamation

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#### **Background:**

Pursuant to 20-9-161, MCA, when the trustees of a district decide that a budget amendment is necessary, they may proclaim the need for the budget amendment by a majority vote. The proclamation must include: 1) the facts constituting the need for a budget amendment; 2) the budgeted fund(s) affected by the amendment; 3) the estimated amount of money required to finance the budget amendment in each effected fund; 4) the anticipated source(s) of financing the budget amendment; and 5) the time and place the board will meet for the purpose of considering and adopting the budget amendment. Copies of the proclamation must be sent to the county superintendent and the board of county commissioners (20-9-162).

#### **Considerations:**

- As a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year.
- The dollar amount of the budget amendment is \$548,044.
- The financing source for the budget amendment is tuition receipts received from East Helena K-12 School District.
- Budget Amendment Process and Procedures:
  1. Trustees proclaim the need for a budget amendment by majority vote (attached).
  2. A copy of the proclamation is sent to the county superintendent and the board of county commissioners.
  3. Not less than one week before the adoption of the budget amendment, the Trustees must provide public notice of their intent.
  4. Trustees adopt the budget amendment by a majority vote.
- Estimated Timeline:
  - April 28, 2020 – Budget Proclamation passed by majority vote
  - April 29, 2020 – A copy of the proclamation sent to the county superintendent and the board of county commissioners.
  - By May 7, 2020 – Public notice is provided
  - May 12, 2020 – Budget Amendment is adopted by a majority vote
  - May 13, 2020 – Budget Amendment is submitted to the County Superintendent and the State Superintendent of Schools.

#### **Superintendent recommendation:**

Approve of the attached budget amendment resolution to the Helena High School District No. 1 general fund.



**BUDGET AMENDMENT PROCLAMATION  
HELENA HIGH SCHOOL DISTRICT No. 1  
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena High School District No.1, Lewis and Clark County, Montana, held virtually via Microsoft Teams on April 28, 2020 in Helena MT, the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 general fund budget in an amount of \$548,044 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing general maintenance and operational costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be tuition receipts received from East Helena K-12 School District;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 general fund budget for fiscal year 2020 in an amount of \$548,044 is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, will hold a virtual meeting via Microsoft Teams at 5:30 p.m. in Helena MT on May 12, 2020 for the purpose of considering and adopting the budget amendment.

By: \_\_\_\_\_  
Chairperson, Board of Trustees

**DISTRICT CLERK CERTIFICATION:**

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows\_\_\_\_\_ made the motion to approve this BUDGET AMENDMENT PROCLAMATION and \_\_\_\_\_ seconded the motion; the following Trustees voted in favor of the motion:

\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By:\_\_\_\_\_

Janelle Mickelson, District Clerk  
Helena School District No. 1

# Board of Trustees Work Session

## Resolution to Approve Interfund Loans for the Elementary and High School

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### V. NEW BUSINESS

#### A. Items for Action

4. Resolution to approve the Elementary Interfund Loan
  5. Resolution to approve the High School Interfund Loan
- 

#### **Background:**

Whenever expenditures from a fund are necessary and the cash balance in the fund are insufficient to pay the expenditures, Trustees have the authority to borrow from another fund with a sufficient cash balance to pay for the expenditures. Interfund loans are expected to be repaid within one year.

#### **Considerations:**

- Charges from county and/or regional detention facilities for resident students detained in the facilities are higher than anticipated and the cash balances in the tuition funds at fiscal year-end are expected to be insufficient to pay for the charges.
- Currently the elementary tuition fund has a deficit of \$660 and the high school tuition fund has a deficit of \$120. The District anticipates further charges for the months of April, May, and June.
- Charges from county and/or regional detention facilities must be paid within 30 days.
- The exact dollar amount of future invoices is not presently known, and therefore the exact dollar amount of interfund loan is unknown. Thus, the Superintendent is recommending that the Board of Trustees set the dollar amount for the interfund loan at an amount needed to eliminate any cash deficit at year-end.
- The Flexibility Funds have sufficient cash balances to pay for the necessary expenditures and will finance the loans.
- The loans will be repaid in fiscal year 2020-21 with property taxes levied in the ensuing year.

#### **Superintendent recommendation:**

Approve of the attached resolutions for an interfund loan from the flexibility fund to the tuition fund for both the Helena Elementary District No. 1 and the Helena High School District No. 1.

# HELENA ELEMENTARY SCHOOL DISTRICT NO. 1

## RESOLUTION OF INTERFUND LOAN

A Resolution to provide for an Interfund Loan from the Elementary Flexibility Fund to the Elementary Tuition Fund.

WHEREAS, Interfund Loans are made whenever this is full intent for the borrowing fund to repay the lending fund.

WHEREAS, the Elementary Flexibility Fund has sufficient funds to make such a loan without detriment of any function or project for which the fund was established; and

WHEREAS, the Helena Elementary School District No. 1 has a need for a temporary loan to the Tuition Fund for the purpose of paying for charges from county and/or regional detention facilities for resident students detained in the facilities.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Helena Elementary School District No. 1, Lewis and Clark County, State of Montana make an Interfund Loan from the Flexibility Fund to the Tuition Fund in an amount needed to eliminate any cash deficit at fiscal year-end. Said loan to be repaid upon the receipt of property taxes to be levied in fiscal year 2020-21.

DATED this 28<sup>th</sup> day of April, 2020

By: \_\_\_\_\_

Chairperson, Board of Trustees

### DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows \_\_\_\_\_ made the motion to approve this RESOLUTION OF INTERFUND LOAN and \_\_\_\_\_ seconded the motion; the following Trustees voted in favor of the motion:

\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By: \_\_\_\_\_

Janelle Mickelson, District Clerk  
Helena School District No. 1

# **HELENA HIGH SCHOOL DISTRICT NO. 1**

## **RESOLUTION OF INTERFUND LOAN**

A Resolution to provide for an Interfund Loan from the Helena High School Flexibility Fund to the High School Tuition Fund.

WHEREAS, Interfund Loans are made whenever this is full intent for the borrowing fund to repay the lending fund.

WHEREAS, the High School Flexibility Fund has sufficient funds to make such a loan without detriment of any function or project for which the fund was established; and

WHEREAS, the Helena High School District No. 1 has a need for a temporary loan to the Tuition Fund for the purpose of paying for charges from county and/or regional detention facilities for resident students detained in the facilities.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Helena High School District No. 1, Lewis and Clark County, State of Montana make an Interfund Loan from the Flexibility Fund to the Tuition Fund in an amount needed to eliminate any cash deficit at fiscal year-end. Said loan to be repaid upon the receipt of property taxes to be levied in fiscal year 2020-21.

DATED this 28<sup>th</sup> day of April, 2020

By: \_\_\_\_\_

Chairperson, Board of Trustees

### **DISTRICT CLERK CERTIFICATION:**

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows \_\_\_\_\_ made the motion to approve this RESOLUTION OF INTERFUND LOAN and \_\_\_\_\_ seconded the motion; the following Trustees voted in favor of the motion:

\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By: \_\_\_\_\_

Janelle Mickelson, District Clerk

Helena School District No. 1

# Board of Trustees Work Session

## Award Food Service Management Contract to Sodexo

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### V. NEW BUSINESS

#### A. Items for Action

##### 6. Award Food Service Management Contract to Sodexo

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#### **Background:**

The District's current food service management contract expires June 20, 2020. A Request for Proposals (RFP) was issued on January 19, 2020 and advertised RFP for 60 days. A selection committee consisting of principals (representing elementary, middle and high schools), secretaries (representing elementary, middle, and high schools), business office staff, and the assistant superintendent was created. Each committee member submitted their completed scoring sheet to the Business Service Administrator, who then compiled the scores. The selection committee met virtually via Teams on April 9, 2020, to discuss the proposal and make a recommendation to the Board. A representative from the Office of Public Instruction was present at that meeting.

#### **Considerations:**

- Sodexo, who is our current contractor, was the only vendor to submit a proposal. The proposal can be viewed at the following link: [https://hsd1-my.sharepoint.com/:b:/g/personal/jmickelson\\_helenaschools\\_org/EVUbfZ0DBQBlp5KxhIbtUCYBqXoNg0uScn5A4oIOrv0-Vw?e=V0mk8I](https://hsd1-my.sharepoint.com/:b:/g/personal/jmickelson_helenaschools_org/EVUbfZ0DBQBlp5KxhIbtUCYBqXoNg0uScn5A4oIOrv0-Vw?e=V0mk8I)
- Sodexo received an average score of 192.7 points out of a total 200 points.
- The contract term is for a one-year period with up to four one-year renewals, beginning July 1, 2020.
- The proposal provides for a slight increase in cost of approximately 1.46%.
- The committee valued the following: Sodexo's focus on Montana Made items, nutritional apps for students & parents, student engagement, data analytics, community oriented, Minority Development Program, and point of sale system.
- Noted programs provided by Sodexo are as follows: Farm to School, Tasting Tuesdays, and Future Chefs
- The committee unanimously recommends that the Food Service Management Contract be awarded to Sodexo.

#### **Superintendent recommendation:**

Accept the selection committee's recommendation and award the Food Service Management Contract to Sodexo.

# Helena School District

## COVID-19 EMERGENCY POLICIES

1900

### *Introduction*

The Board of Trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 virus and/or ~~As part of its own concurrent~~ the Board of Trustees declaration of an unforeseen emergency (community disaster). In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the Board has organized all emergency school closure policies into a temporary chapter. The Board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

### *Purpose(s) of Policies*

1. Ensuring that locally-elected trustees charged with the supervision and control of their local public schools, in collaboration with their staff leadership teams, make decisions that are in the best interests of students, staff and the community served.
2. Ensuring measures to protect the health and safety of students, staff and community members.
3. Addressing issues related to student instruction and family engagement.
4. Addressing barriers to learning presented by distance.
5. Improvement of instruction in on-site, offsite, ~~setting during school closure~~ and/or online setting.
6. ~~Ensuring equity in services provided, including special education for exceptional children pursuant to Title 20, Chapter 7, Part 4.~~
7. ~~Mitigation of digital divides that could otherwise create barriers to effective learning.~~
8. ~~Ensuring adequate nutrition for students relying on the district's nutrition programs.~~
9. Ensuring continuity of employment of school district staff and/or continuity of services provided by contract transportation and food service providers.
10. Ensuring accountability to families with children.

### *Term of COVID-19 Emergency Measures Policies*

The term of School District Policies Numbered 1900-1999 shall run concurrent with any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, county health department or the Board of Trustees. These policies shall terminate, unless further extended, on June 30, 2020, or the date upon which all emergency declarations related to COVID-19 that apply to the district have lawfully expired or have been dissolved.

48 Cross Reference: 1010 Powers and Duties of the Board of Trustees  
49 1065 Board Meetings  
50 1070 School Board Meeting Procedure  
51 1080 School Board Policy  
52 8150 School Closure  
53  
54 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and  
55 accompanying Directives  
56 Section 20-9-801-806, MCA – Emergency School Closure  
57 Section 50-1-202-204, MCA – Public Health Laws  
58 Section 10-3-104, MCA – General Authority of Governor  
59 Article X, section 8 – Montana Constitution  
60  
61 Policy History:  
62 Adopted on: 3.27.2020  
63 Reviewed on:  
64 Revised on:  
65 Terminated on:



1 **Helena School District**

2  
3 **COVID-19 EMERGENCY POLICIES**

1901

4  
5 Emergency Policy and Procedures

6  
7 *Applicability of Emergency Policy Series*

8  
9 During a state of emergency declared by the Board of Trustees or other local, state or  
10 federal agency, official, or legislative body, the provisions in the emergency policies  
11 adopted by the Board of Trustees as codified at 1900-1999 in the District Policy Manual  
12 will govern in the event of any conflict or inconsistency between an emergency policy  
13 and other provision in the District Policy Manual. All other aspects of the District Policy  
14 Manual not affected by the provisions in the emergency policy series continue to be in  
15 effect.

16  
17 *Legal References*

18  
19 In the absence of a legal reference on an emergency policy adopted by the Board of  
20 Trustees, the policy is specifically based on the Board of Trustees authority to supervise  
21 and control the schools within the District in accordance with Article X, section 8 of the  
22 Montana Constitution.

23  
24 *Adoption and Amendment of Policies*

25  
26 New or revised policies that are required or have required language changes based on  
27 State or Federal law or directive, required by Administrative Rule, or are required due to  
28 a declaration of emergency issued by the Board of Trustees or other state or federal  
29 agency official or legislative body may be adopted after the first (1<sup>st</sup>) reading if notice has  
30 been given through the Board agenda provided to the trustees and public. All new or  
31 amended policies adopted as part of the emergency policy series shall become effective  
32 immediately upon adoption; unless a specific effective date is stated in the motion for  
33 adoption.

34  
35 *Suspension of Policies*

36  
37 Under circumstances that require a waiver of a policy, the policy may be suspended by a  
38 majority vote of the trustees present. To suspend a policy, however, all trustees must  
39 have received written notice of the meeting, which includes the proposal to suspend a  
40 policy and an explanation of the purpose of such proposed suspension.

41  
42 *Administrative Procedures*

43  
44 The Superintendent shall develop such administrative procedures as are necessary to  
45 ensure consistent implementation of policies adopted by the Board of Trustees.

47 Legal References: § 20-3-323, MCA District policy and record of acts  
48 10.55.701, ARM Board of Trustees  
49 Title 20, Chapter 9 Part 8, MCA

50

51 Policy History:  
52 Adopted on:  
53 Revised on:  
54 Terminated on:  
55

1 **Helena School District**

2  
3 **COVID-19 EMERGENCY POLICIES**

-1901 1904

4  
5 Use of Transportation Funds During Periods of School Closure

6  
7 Pursuant to guidance issued from the Office of Public Instruction, the Board of Trustees  
8 authorizes the following expenditures of its FY20 budgeted transportation funds that are in  
9 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI  
10 guidance, transportation services which provide instructional services to students.

- 11
- 12 • Transportation of food and meals used in nutritional programs.
  - 13 • Purchase of equipment to ensure food safety.
  - 14 • Providing accessibility to student services for remote learning.
  - 15 • Providing instructional materials to students, including but not limited to internet service
  - 16 adequate to allow students to effectively access curriculum during periods of school
  - 17 closure.
  - 18 • Cost of instructional materials, supplies, and software licenses.
  - 19 • Costs of technological equipment needed for offsite/remote instruction and study
  - 20 purchased by the school district and loaned to students without such equipment.
  - 21 • Cost of online study.
  - 22 • Costs of providing services to students with an IEP or a plan adopted pursuant to section
  - 23 504 of the 1973 Rehabilitation Act.
  - 24 • Costs of time off or repurposed time for staff normally paid from the transportation fund.
  - 25 • Costs to contractors of transportation services.
- 26

27 *Cost Guidelines*

28  
29 The Board of Trustees authorizes the Superintendent to exercise professional judgment and  
30 discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate  
31 costs of items below are to remain within the budget limits adopted by the Board of Trustees for  
32 the FY20 transportation budget, including any budget amendments adopted by the board of  
33 trustees prior to the completion of FY20.

- 34
- 35 • Any costs consistent with costs under normal operation, including costs referenced in any
  - 36 contract to which the district is a party.
  - 37 • Actual costs of delivering meals to students at locations authorized by any and all waivers
  - 38 of regular rules for school nutrition programs that have been adopted by the United States
  - 39 Department of Agriculture or the Office of Public Instruction.
  - 40 • Any costs consistent with and necessary to comply with an IEP or section 504 plan.
  - 41 • Actual costs of equipment, software and service necessary to bridge digital divides or
  - 42 provide a quality learning environment for students, including:
- 43  
44  
45  
46

- Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
- Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
  - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
  - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
- Software to ensure a safe and appropriate online learning experience by students of the district.
- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
  - If there are multiple internet service providers in the community, the Board authorizes the Superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the Superintendent.

Cross Reference:    2135    K-12 Online Learning  
                              2070    Network Information and Communication  
                              7065    Contracts with Third Parties Affecting Student Records  
                              7520    Data Governance  
                              High School Student / Parent Handbook  
                              Middle School Student/ Parent Handbook  
                              Elementary Student / Parent Handbook

Legal Reference:    Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on:            3.27.2020

Reviewed on:

Revised on:

Terminated on:

# Helena School District

## COVID-19 Emergency Measures

1906

### Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of educational services to students offsite utilizing available resources and online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in District Policy 2005, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, teaching strategies which are innovative or transformational and focus on student engagement for the purposes of developing students' interests, passions, and strengths, instruction shall be construed as being synonymous with the terms "learning" and "education." The term shall include any directed, distributive, collaborative and/or experiential learning activity provided, facilitated or coordinated by the teacher of record in a given course that is done purposely to facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of students.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

Students shall receive grades for completed coursework in accordance with the grading scale for the individual staff member or the alternative grading procedures outlined in District Policy 1902.

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

#### *Offsite and Online Instructional Setting*

The Board of Trustees authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

#### *Special Education and Accommodation of Disabilities or Diagnoses*

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

#### *Student Attendance*

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

*Student Safety and Counseling*

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

*Homeless Students and Students in Foster Care*

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

*Student Discipline*

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

Legal Reference:      Section 20-1-101, MCA – Definitions  
                                 Section 20-1-301, MCA – School Fiscal Year  
                                 Section 20-9-311, MCA – Calculation of Average Number Belonging  
                                 Section 20-7-118, MCA - Offsite Provision of Educational Services  
                                 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
                                 ARM 10.55.906(4)) – High School Credit

Cross Reference:      Policy 2100 – School Calendar  
                                 Policy 2140 – Guidance and Counseling  
                                 Policy 2161 – Special Education  
                                 Policy 2168 – Distance Learning  
                                 Policy 2410 – Graduation  
                                 Policy 2420 – Grading and Progress Reports  
                                 Policy 2421 – Promotion and Retention  
                                 Policy 2150 – Suicide Training and Awareness  
                                 Policy 3125 – Homeless Students  
                                 Policy 3122 - Attendance Policy  
                                 Policy 3310 - Student Discipline

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 **Helena School District**

2  
3 **COVID-19 EMERGENCY POLICIES**

1907

4  
5 School District Declaration of Emergency

6  
7 The Board of Trustees is authorized to declare that a state of emergency exists within the  
8 community. A declaration issued by the Board of Trustees is distinct from any  
9 declaration in effect or previously issued by local, state or federal authorities. An  
10 emergency declaration issued by the Board of Trustees authorizes the School District to  
11 take extraordinary measures to protect students and staff while delivering education  
12 services in a manner authorized by law. The method and location of instruction and  
13 related education service shall be implemented in a manner that serves the needs of  
14 students, their families, and staff and preserves the School District's full entitlement of  
15 funding.

16  
17 Legal Reference:      Section 20-9-801 – 802, MCA      Emergency School Closure  
18                              Section 20-9-806, MCA      School Closure by  
19    Declaration of Emergency  
20                              Section 20-9-805, MCA      Rate of Reduction in Annual  
21    Apportionment Entitlement  
22  
23

24 Policy History:  
25    Adopted on:  
26    Reviewed on:  
27    Revised on:  
28    Terminated on:



# Board of Trustees Work Session

## District Reopening/Closure Planning and Recommendation

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### NEW BUSINESS

#### A. Items for Action

##### Finance Related Items:

1. Elementary Tuition Fund Budget Amendment Proclamation (see attached)
2. High School Tuition Fund Budget Amendment Proclamation (see attached)
3. High School General Fund Budget Amendment Proclamation (see attached)
4. Elementary Interfund Loan Resolution (see attached)
5. High School Interfund Loan Resolution (see attached)

##### Bid Award Items:

6. Award Food Service Management Contract to Sodexo

##### Policy – COVID – 19 Policies for Adoption:

7. Policy 1900 - Temporary COVID-19 Policy - Revised (see attached)
8. Policy 1901 - Emergency Policy and Procedure – New (see attached)
9. Policy 1904 - Use of Transportation Funds – Revised (see attached)
10. Policy 1906 – Student Instruction – New (see attached)
11. Policy 1907 – School District Declaration of Emergency – New (see attached)

##### General/Operational Items:

#### **12. District Reopening/Closure Planning and Recommendation**

13. Declaration of an Unforeseen Emergency
- 

### BACKGROUND:

The Superintendent will provide the Board of Trustees with an overview of planning efforts related to the forthcoming decision to reopen or continue the closure of schools. This presentation includes guidance from national, state and local healthcare officials and a framework for how that guidance will help inform the readiness of the district to reopen.

This presentation includes a subsequent recommendation. Related discussion will inform the Board's decision to reopen or continue the closure of schools. This decision will inform the Board's next action related to the Declaration of an Unforeseen Emergency.

### REFERENCED MATERIAL:

Please view the following presentation deck

# District Reopening/Closure Planning and Recommendation

*Board of Trustees Work Session  
April 28, 2020*





# Reopening/Closure Planning



Commitment:  
The safety of our students, employees, and families remains our absolute priority.

# Reopening/Closure Planning

## Decision Making Process

### Gather/Consider Guidance:

Gather and appropriately consider all national, state and local guidance pertaining to the safe opening of schools

### Align Reopening Plan:

Create a plan based on gathered/considered guidance as a benchmark to inform reopening schools in a manner that minimizes risks and prioritizes students and employee safety

### Benchmark for Safety:

Consider current decision to reopen schools by using the developed plan as a benchmark for keeping student and employee safety the priority.

### Make an Aligned Recommendation:

Make a clear, aligned recommendation



Communicate final decision and anticipated next steps to all stakeholders



# Reopening/Closure Planning



## Guiding Considerations



# Reopening/Closure Planning

Three Guiding Considerations:

- *I. Uphold Local, State and National Guidance:* Developed plans are purposefully aligned to the guidance of public leaders and health care officials
- *II. Establish a Safe “New-Norm” for Schools:* The development of a foundational, HSD-specific plan is vital as we consider reopening now and/or in the future
- *III. Properly Resourced and Staffed:* Schools must be optimally staffed and resourced in relation to the designated number of students served on a given day.



# Reopening/Closure Planning

## Guiding Consideration I: Uphold Local, State and National Guidance

- Based on the White House/CDC Opening Up American Again guidelines, schools may open in Phase Two, specific to states/regions “with no evidence of a rebound and that satisfy the gating criteria a second time”



Phase Two	
<i>For States and Regions with no evidence of a rebound and that satisfy the gating criteria a second time</i>	
SPECIFIC TYPES OF EMPLOYERS	
<b>SCHOOLS AND ORGANIZED YOUTH ACTIVITIES</b> (e.g., daycare, camp) can reopen.	
<b>VISITS TO SENIOR CARE FACILITIES AND HOSPITALS</b> should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.	
<b>LARGE VENUES</b> (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.	
<b>ELECTIVE SURGERIES</b> can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.	
<b>GYMS</b> can remain open if they adhere to strict physical distancing and sanitation protocols.	
<b>BARS</b> may operate with diminished standing-room occupancy, where applicable and appropriate.	

# Reopening/Closure Planning

## Guiding Consideration I: Uphold Local, State and National Guidance

- Based on the Montana's Reopening the Big Sky plan, reopening schools is not a phase-specific decision but rather the decision of each local Board of Trustees



### **MONTANA**

**REOPENING THE BIG SKY**  
**PHASED APPROACH**

#### **Schools**



- Beginning May 7, 2020 all schools have the option to return to in-classroom teaching delivery.
- The State recognizes that if reopened, schools will require the district to make adjustments and create plans, policies, and procedures.
- If schools plan to reopen they should consider:
  - Implementing an alternative educational delivery model that includes a mix of in-person and remote learning.
  - Providing focused individual education, especially for at-risk students.
  - How to reconnect and meet the educational needs of students who fall behind in a remote learning environment.
  - The importance of maintaining the connection between students, teachers, and parents.
  - The important role that schools play in the health of students, families, and communities.
  - Graduation environments that can meet the social distancing requirements.



# Reopening/Closure Planning

## Guiding Consideration I: Uphold Local, State and National Guidance

- Guidance from local health officials and health care professionals cites clear concerns related to reopening schools this spring

*In the absence of a vaccination to protect the public from COVID19 virus transmission, the best tool we have right now is physical distancing. This of course is extremely difficult in school settings, especially in larger districts. Even come Fall, school districts will have to consider new ways of doing business in order to protect students, staff, and the public.*

Drenda Niemann, Health Officer  
Lewis & Clark Public Health

*One of MNA's top concerns is the potential to re-open our schools. Schools are not designed for social distancing. Many students have underlying health issues such as asthma and diabetes, not to mention poor hand hygiene that comes with just being young.*

Montana Nurses Association Statement on Relaxing Stay-at-Home Restrictions  
April 24, 2020



# Reopening/Closure Planning

## Guiding Consideration I: Uphold Local, State and National Guidance

- Guidance from local health officials and health care professionals cites clear concerns related to reopening schools this spring

*In collaboration with Lewis and Clark Public Health and with support from the Montana Nurses Association (MNA), it is our recommendation that students do not return to Helena Schools this spring. Through careful planning, preparation, and training we hope to provide a safe environment for the entire community in the fall.*

HSD School Nurses

Health and Safety Recommendations Regarding the Reopening of School Buildings



# Reopening/Closure Planning

## Guiding Consideration II: New-Norm Environment for Schools

- Nation and State guidance provides a glimpse of what schools/districts are facing as we work to rebuild systems and processes designed to minimize risk from the COVID-19 Coronavirus

*The new landscape could include one-way hallways, kids and teachers in masks, and lunch inside the classrooms instead of cafeterias. Buses may run half empty, and students may have their temperatures read before entering the building. And in districts all over the country, officials are considering bringing half the students to school on certain days, with the rest learning from home. Then they would swap.*

*Under Pressure to Reopen This Fall, School Leaders Plot Unprecedented Changes*  
Washington Post, April 27, 2020



# Reopening/Closure Planning

## Guiding Consideration II: **New-Norm Environment for Schools**

- Our New-Norm Framework provides an overview of precautionary practices that must be in place to minimize risks and effectively open/reopen schools.
- Sources include state-level guidance through the Reopening the Big Sky plan and local guidance from health officials and health care professionals including Lewis & Clark Public Health, HSD school nurses and local health care professionals.



# Reopening/Closure Planning

## Guiding Consideration II: New-Norm Environment for Schools

- While iterative in nature, the current draft of our new-norm environment was utilized to assess the readiness of our schools to reopen
- Individual guidelines and practices were assessed based on the likelihood of successful “timely implementation”
- Timely implementation considers whether or not a designated practice can be successfully implemented in the next three weeks.



# Reopening/Closure Planning

## Guiding Consideration II: New-Norm Environment for Schools

- Assessment outcomes were color-coded to align to the below determinations:
  - Green: Successful implementation is highly likely
  - Yellow: There are ongoing concerns pertaining to the successful, timely implementation of this practice
  - Red: Successful implementation is not likely in the next three weeks without significant external intervention



# Reopening/Closure Planning

## Guiding Consideration II: New-Norm Environment for Schools

- Of the 21 identified guidelines and practices, 6 were determined to be green, 8 were determined to be yellow and 7 were determined to be red.

### New-Norm School/Office Environment

Precautionary Environment Framework and 04/27 Assessment



**Purpose:** This new-norm structure incorporates national, state and local guidance into one, comprehensive framework. Stipulated structures and practices are outlined as thresholds for minimizing risk for our students, employees and families. To effectively open schools, each of the below areas must be satisfied through clear practices and protocols.

**Sources:** Several sources of guidance were considered in creating these New-Norm guidelines for schools and offices. Sources are cited according to the sources listed below:

- (SLG) State Guidance associated with the Reopening the Big Sky Plan
- (CDC) Guidance provided by the Centers for Disease Control ([Link](#))
- (LHC) Guidance provided by local health officials and health care professionals

**04.27.20 Assessment:** The below guidelines are color-coded to indicate the rigor and anticipated success of timely implementation. Timely implementation considers whether or not a designated practice can be successfully implemented in the next three weeks.

- Green: Successful implementation is highly likely
- Yellow: There are ongoing concerns pertaining to the successful implementation of this practice
- Red: Successful implementation is not likely in the next three weeks without significant external intervention

#### School-Specific Environment:

##### Cleaning and Sanitation:

- (SLG) Frequent disinfecting of door handles, student desks/tables, computers, student supplies, and other common spaces and items.
- (CDC) Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- (SLG) Require handwashing of all students in regular intervals
  - Numerous HSD classrooms do not have regular access to a sink thus requiring teachers to schedule regular washings or students to wash/return on their own following a cough, sneeze, etc.
- (SLG) Keep libraries, gyms, and playgrounds off limits unless they can be sanitized between groups
  - Given current custodian/school ratios, regular, between group sanitization of these spaces are highly unlikely especially in elementary schools
- (SLG) Provide hand sanitizer
  - Significant ordering/supply concerns exist as inventory is low and ordering processes are currently compromised. Given the likely frequency/demand, inventory does not meet the anticipated demand
- (CDC) Clean the soft surfaces (carpeted floor, rugs, and upholstered furniture) using soap and water or with cleaners appropriate for use on these surfaces
  - Given current custodian/school ratios, it is highly unlikely that soft surfaces can be cleaned/disinfected with expected regularity

##### Class-Size Limitations:

- (SLG) Consider breaking larger classes into smaller groups.
  - Staffing and space requirements are complicating factors as teachers are currently required to maintain a remote learning environment and cannot be expected to be in two places (digitally and physically) at once. Furthermore, given the capacity of most HSD schools, breakout spaces are minimal unless schools physically served less than half of their registered students on a daily basis.
- (SLG) Students may alternate school days or attend for half days.

- Staffing of such an environment remains an ongoing concern as class-loads alone are incongruent to this practice. Should instructional time be reduced to half-days, research suggests significant learning loss will occur as instructional time and academic outcomes are high correlated.

##### Social Distancing & Physical Precautions:

- (SLG) Consider use of face coverings by all staff and students
  - This practice would require approximately 8,000 masks per day. While students would be encouraged to bring their own to/from school for ongoing wear, schools would need a significant inventory of masks on-hand for students use.
  - Implementation at the elementary level is concerning as students would be required to wear their mask for a majority of the instructional day.
- (SLG) Keep students with the same group and in the same classroom, with teachers rotating when practical.
  - While possible at the elementary level, this structure will be difficult to implement at the middle and high school levels as there are wide variations of class schedules and academic needs. This challenge is compounded in larger schools where a self-contained class structure will limit class enrollment for students.
- (SLG) Consider students eating lunch in the classroom to help limit mixing of students.
  - While possible at the elementary level, this structure will be difficult to implement in any school that utilizes a common-lunch period (JHS and CHS). To effectively implement, students will need to be assigned a designated lunch period and lunch location assignment.
- (SLG) Cancel extracurricular activities.
- (SLG) Prevent any non-school staff, including parents, from entering school buildings.
  - This is currently possible at 14 of our 18 sites.
- (SLG) Consider reducing bus loads to allow for one student per seat.
  - While possible for the fall of the 2020/21 school year, a complete restructuring of our current transportation schedule to allow for differentiated pick-up/arrival times is highly unlikely without proper time to plan, problem-solve and implement

##### Sick Policies:

- (SLG) Implement temperature checks and/or symptom screening when practical.
  - Temperature checks are a necessary precaution.
  - Current school thermometers are completely inadequate for screening large groups of students. New thermometers must be implemented to ensure effective and efficient screening prior to students entering school buildings.
  - State assistance likely needed to ensure purchasing of new thermometers
- (SLG) Require anyone (students or staff) with COVID-19 symptoms to stay home.
  - Aside from asymptomatic carriers, daily temperature checks and symptom screenings will reduce risk to students, employee and families.
  - In order to ensure minimal exposure, temperature checks and symptom screenings must occur prior to admittance on buses or entry into schools.

##### Accommodations:

- (SLG) Schools that reopen will need to take into consideration that some teachers and staff will fall into the at-risk category because of their age or other health risks. These individuals should have additional accommodations including teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, or given an option not to return until the risks are reduced.
  - Based on preliminary numbers, adequate substitute coverage is not possible in order to fill anticipated absences
  - Immediate implementation potentially creates a situation where student schedules and teacher assignments would need to be revised thus guaranteeing little consistency at the elementary level and a study-hall environment in middle and high school

- This structure will need to be incorporated when planning for the 2020/2021 school year as this is a likely reality for the next school year
- (SLG) Students who are high risk or who have family members who are high risk should not be penalized for failing to attend and should continue to receive remote support.
  - A dual environment is possible but clear expectations must be agreed to as teachers cannot be expected to simultaneously teach in an in-person and a remote environment
- (SLG) Accommodations should also be extended to students and staff who are required to quarantine due to exposure or potential exposure.

##### Nurse Offices and Symptomatic Student Protocols:

- (SLG) Collaborate with public health to ensure each school has a plan for reporting, contact tracing and both short-term or extended closures in the case of a positive COVID case related to the school or community.
- (SLG) Utilize CDC guidelines



# Reopening/Closure Planning

## Guiding Consideration III: Properly Resourced and Staffed

- Aligned to our new-norm framework for schools, it is imperative that educators, administrators, custodians and others have adequate access to needed supplies and materials
- Staffing for reopening options must account for employees who cannot return to their physical location due to their age or other health risks
  - Per state-level guidance, these individuals should be provided additional accommodations including teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, or provided the option of not returning until the risks are reduced



# Reopening/Closure Planning

## Guiding Consideration III: Properly Resourced and Staffed

- *Difficult to match returning teachers and students*  
If we reopen this spring, parents should be prepared for the possibility that their child will be taught by a different teacher or (elementary-specific) that their child will be enrolled in an entirely different class



# Reopening/Closure Planning



## Phases and Gates for Reopening



# Reopening/Closure Planning

## Phases and Gates for Reopening:

- **Phase I: Modified School/Office Operations**
  - Clear protocols for who, when and how employees may return to our facilities
- **Phase II: Reopening Preparations**
  - Deliverables, tied directly to our New Norm procedures that must be satisfied in order to properly reopen schools to students
- **Phase III: Training for Reopening**
  - Deliberate training phase for all employees
- **Phase IV: Reopen Schools in New-Norm Environment**
  - Students (in designated numbers) return physically to reopened schools



# Reopening/Closure Planning

## Phase I: Modified School/Office Operations

- School/district offices brought back online utilizing strict adherence to precautionary employer guidelines and our internally-developed protocol

### Guidelines for All Phases: Employers



Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment.
- Temperature checks and/or symptom screening.
- Collaborate with public health on testing, isolating, and contact tracing.
- Sanitation.
- Use and disinfection of common and high-traffic areas.

Monitor workforce for indicative symptoms. Do not allow people with symptoms of COVID-19 to work.

Collaborate with public health when implementing policies and procedures for workforce contact tracing following an employee COVID+ test.



# Reopening/Closure Planning

## Phase II: Reopening Preparations

- School-based teams work to operationalize plans to successfully establish our new-norm guidelines on campuses
  - Clarify general student, staff and visitor expectations
  - Determine designated common area practices and patterns
  - Finalize school-specific processes for daily symptom/temperature assessment, mask checks, etc.
  - Establish processes for evaluating, isolating and caring for ill students
- Develop training plans designed to thoroughly prepare employees to successfully implement district-level new-norm guidelines and school-specific, situational practices



# Reopening/Closure Planning

## Phase III: Training for Reopening

- Employees able to physically return report to their designated schools/offices
- Extensive training will be mandated for every employee to ensure understanding, alignment and compliance to the new-norm guidelines and school-specific practices
- Educators and administrators work to finalize plans for training/retraining students and communication to parents



# Reopening/Closure Planning

## Phase IV: Reopen Schools in New-Norm Environment

- Students (in any number) physically return to campuses
  - Remote options continue for students/employees unable to return
- Symptom/temperature assessments, mask checks occur each morning prior to students entering buses/schools
- Training/retraining plans implemented
- New-norm practices/protocols upheld
- Heightened cleaning protocols operationalized



# Reopening/Closure Planning



## Options and Recommendations



# Reopening/Closure Planning

## Weighing the Known Risks v. Reopening

- While opinions abound, our process for considering reopening purposefully limits subjectivity by comparing our readiness to public guidance and expectations
- To date, few (if any) national school-specific norms exist to inform schools/districts in their efforts to plan for reopening
- As we work towards reopening, school districts will require abundant state-level support in terms of flexibility and prioritization in ordering/securing needed supplies



# Reopening/Closure Planning

Recommendation:

In weighing our current status of known risks to our students, employees and families, I recommend that the Helena Public Schools keep buildings and facilities physically closed for the remainder of the 2019/2020 school year.

- School will continue through remote learning until the scheduled end of this school year
- Remote services, including food services, will continue through June 30<sup>th</sup>



# Reopening/Closure Planning

## Considering Options

- ***Designated small-group interventions:*** Efforts can be applied to the potential of bringing small-groups of students to schools to provide designated intervention services
- ***Sign-up shops and lab environments:*** Optional reopening of secondary school shops and labs for designated, sign-up specific opportunities
- ***Year-end conferences:*** Possible, year-end conferences at the elementary level may assist students, parents and educators collaboratively close the year and plan for the future



# Reopening/Closure Planning

## Considering Options

- ***Summer Compensatory Options:*** Should conditions allow, summer compensatory options will be considered (remote, blended or otherwise)
- ***Summer School:*** Summer credit recovery options must continue (remote, blended or otherwise)
- ***Summer SACC Program:*** Should conditions allow, bring Summer SACC programs online in adherence to guidelines and expectations
- ***Summer and Jumpstart Opportunities:*** Should conditions allow, summer intervention opportunities could help address learning gaps and decrease summer learning losses





*Your*

Helena

Public Schools

...a great place to learn

# Board of Trustees Work Session

## Declaration of an Unforeseen Emergency

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### NEW BUSINESS

#### A. Items for Action

##### Finance Related Items:

1. Elementary Tuition Fund Budget Amendment Proclamation (see attached)
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##### General/Operational Items:

12. District Reopening/Closure Planning and Recommendation

#### **13. Declaration of an Unforeseen Emergency**

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### BACKGROUND

On March 15<sup>th</sup>, Governor Bullock directed the closure of all public schools in the State of Montana. This directive, in response to the ongoing COVID-19 Coronavirus pandemic, closed schools immediately and was subsequently extended in two-week intervals. On April 22<sup>nd</sup>, Governor Bullock announced that schools would be able to reopen but that each local Board of Trustees would make the final decision for their associated schools/district. The Governor extended closure to May 6<sup>th</sup> but as of May 7<sup>th</sup>, schools/districts would be able to reopen. The Helena Public Schools immediately extended our closure through Friday, May 8<sup>th</sup> in alignment with the previously utilized two-week intervals for closure.

Governor Bullock's 4/22 [directive](#) included several specifics related to public schools:

- All non-residential public schools are closed through May 6 and will continue to be eligible for a waiver of pupil-instruction time and receive associated state funding through the funding mechanism described in prior Directives.
- Beginning May 7, all schools have the option to return to in-classroom teaching delivery, at the discretion of local school boards.
  - The intent of this provision is to allow local control over decisions about the provision of quality public education to students in Montana, while assuring that school districts will continue to receive full funding support from the state to provide learning.
  - The mechanism for a gubernatorial waiver of student-instruction time will expire.
  - However, nothing in this Directive prevents a local school board from declaring a local emergency as provided in § 20-9-806, MCA. Local boards and their districts that do so will continue to receive all state funding, including transportation funding.
- The State recognizes that if a school reopens for in-person instruction, reopening will require the district to make adjustments and create plans, policies, and procedures. Schools that plan to reopen should consult the school reopening guidelines provided in [Appendix A](#).

- In addition, if schools plan to reopen they should consider:
  - Implementing an alternative educational delivery model that includes a mix of in-person and remote learning.
  - Providing focused individual education, especially for at-risk students.
  - How to reconnect and meet the educational needs of students who fall behind in a remote learning environment.
  - The importance of maintaining the connection between students, teachers, and parents.
  - The important role that schools play in the health of students, families, and communities.
  - Graduation environments that can meet the social distancing requirements.

#### POTENTIAL BOARD ACTIONS:

As a result of Governor Bullock's directive, the Board of Trustees must decide whether to reopen schools or extend closure for a defined period of time or through the end of the 2019/2020 school year. To remain closed, the Board of Trustees may pass a resolution declaring a local emergency in accordance with [Montana Code Annotated 20-9-806](#) (below).

**20-9-806. School closure by declaration of emergency.** (1) (a) Except as provided in subsection (2), if a school is closed by reason of an unforeseen emergency that results in a declaration of emergency by the board of trustees, the trustees may later adopt a resolution that a reasonable effort has been made to reschedule the pupil-instruction time lost because of the unforeseen emergency. If the trustees adopt the resolution, the pupil-instruction time lost during the closure need not be rescheduled to meet the minimum requirement for aggregate hours that a school district must conduct during the school year in order to be entitled to full annual equalization apportionment.

(b) At least 3 school days or the equivalent aggregate hours must have been made up before the trustees can declare that a reasonable effort has been made.

(2) The board of trustees may close school for 1 school day each school year because of an unforeseen emergency and may not be required to reschedule the pupil-instruction time lost because of the unforeseen emergency.

The options available to the Board of Trustees include the two below motions:

Declare the closure of schools and the continuation of a remote service environment (see Board-approved [Remote Services Action Plan](#))

Suggested motion: "I move that the Board declare an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8, to become immediately effective and to continue through June 30, 2020. This motion is based on COVID-19 risks; in recognition that the Governor's waiver of student instruction time will expire on May 7; and in recognition that the Governor's April 22, 2020, Directive implicating Executive Orders 2-2020 and 3-2020 specifies that elected school boards and their districts that adopt their own declaration of emergency will continue to receive all state funding, including transportation funding."

Reopen schools in accordance with local, state and federal health guidelines.

Suggested motion: "I move that the Board of Trustees reopen the Helena Public Schools as of (named date) consistent with Governor Bullock's April 22, 2020, Directive implicating Executive Orders 2-2020 and 3-2020 in association with the phased reopening of Montana."





**Superintendent**  
Tyler Ream, Ed. D  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2040

## **Board Work Session**

Held Virtually - Microsoft Teams

**Tuesday March 24, 2020**

4:00p.m. Meeting

## **MINUTES**

### **ATTENDANCE – Present unless otherwise noted**

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

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  
Kalli Kind, Director of Support Services  
Jane Shawn, Helena Education Association President  
Tim McMahon, Activities Administrator  
Deb Jacobsen, Hawthorne Elementary Principal  
Tia Williams, Warren Elementary Principal  
Doug Baker, Rossiter Elementary Principal  
Lona Carter, Jefferson Elementary Principal  
Brian Cummings, Jim Darcy Elementary Principal



Trish Klock, Bryant Elementary Principal  
Jill Nyman, Smith Elementary Principal  
John Stilson, Central Elementary Principal  
Nick Radley, Four Georgians Elementary Principal  
Roxanne Shockley, HMS  
Riley Thatcher, Jim Darcy  
Christine Trefzger, RBLC  
Marla Unruh, Broadwater  
Chelsea Kingston, Broadwater  
Marla Foot, CHS  
Caleb Feuerstein, Broadwater  
Marilyn Barta, Broadwater  
Marsha Alsbury, Broadwater  
Heather Higgins, Broadwater  
Rebekah Harris, Broadwater

**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**

None.

**III. GENERAL PUBLIC COMMENT**

None.

**IV. NEW BUSINESS**

**A. Item for Action:**

**1. Declaration of Unforeseen Emergency**

Superintendent, Dr. Tyler Ream presented the information. This officially declares an unforeseen emergency and provides the district maximum flexibility to waive instructional minutes impacted by this closure.

However, aside from the first three days of teacher planning (3/16, 3/17 and 3/18), the Helena Public Schools fully anticipate providing remote learning to our students throughout the duration of this closure. This is in line with the Governor's order of the closure of schools. The recommendation is for the Board to Declare unforeseen emergency in response to the COVID-19 pandemic pursuant to 20-9-801 through 20-9-806, MCA.

**Motion:** Sarah Sullivan moved to approve the Declaration of Unforeseen Emergency for the Helena Public School District. John McEwen seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

2. Authorization to Determine Student Proficiency

Superintendent Dr. Tyler Ream presented the information. This provides the Helena Public Schools with needed flexibility pertaining to grades and ultimately, passage from one grade level to another, including graduation, should a student achieve grade level proficiency as determined by the Helena Public Schools. The recommendation is to authorize the Superintendent to work with district staff, if deemed necessary, in making determinations regarding pupils who are proficient in courses in which the pupils are enrolled without regard to the aggregate hours of instruction provided. The superintendent is directed to make a final determination of proficiency for each pupil for each enrolled course, using district assessments, including class grades at a minimum, and reporting a full-time equivalent conversion of ANB for such pupils, based on the scheduled time ordinarily provided through the aggregate hours of instruction for such courses.

**Motion:** Sarah Sullivan moved to approve the Authorization to Determine Student Proficiency. Terry Beaver seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

3. Authorization to Provide Offsite Instruction

Superintendent Dr. Tyler Ream presented the information on the basis that this is something the district is already doing.

**Motion:** Sarah Sullivan moved to approve the Authorization to Provide Offsite Instruction. John McEwen seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

4. Ballot Language for Helena Elementary School District No. 1 General Fund Levy Proposition

Janelle Mickelson presented the information to the Board of Education. Pursuant to 20-20-401, MCA, the election administrator prepares the final ballot form. The Lewis and Clark County Elections Office (election administrator) has requested the ballot language for the propositions to be voted on in the upcoming election be submitted to them by March 26, 2020. Trustees must pass a resolution stating the exact levy amount, the estimated number of mills, and the tax impact on a home with a market value of \$100,000 and a home with a market value of \$200,000. The resolution must include the durational limit, if any, on the levy. Under the present law, the highest levy that can be requested for the elementary general fund is \$301,446.18, which is approximately 2.74 mills. The Superintendent's recommendation is to approve the attached ballot language for the levy propositions

**Motion:** Siobhan Hathhorn moved to approve the Ballot Language for Helena Elementary School District No. 1 General Fund Levy Proposition. Libby Goldes seconded the motion.

**Public Comment:** None

**Board Comment:** John McEwen pointed out the total amount that each household would accrue. Chair Luke Muszkiewicz extended his thanks and gratitude to the taxpayers; however, we need to try to relieve local taxpayers by rallying at the state and federal level. These are funds that help the district maintain the excellence in helping children.

**Vote:** 8-0 The motion carried

5. Ballot Language for Helena High School District No. 1 General Fund Levy Proposition

Janelle Mickelson presented the information to the board. There was not a High School levy last year. Passage of the proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.70/year and on a home with a market value of \$200,000 by approximately \$7.40/year. Under the present law, the highest levy that can be requested for the high school general fund is \$108,454.79, which is approximately .90 mills. Passage of the proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$1.22/year and on a home with a market value of \$200,000 by approximately \$2.43/year.

**Motion:** John McEwen moved to approve the Ballot Language for Helena High School District No. 1 General Fund Levy Proposition. Sarah Sullivan seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

6. Resolution to Cancel Election of School and Student Safety and Security Building Reserve Fund Levy

The information was presented by Superintendent Dr. Tyler Ream. After careful consideration including calculations of our multi-year budget projections, it is recommended that the Board of Trustees cancel the called, high school specific, safety and security levy. The Helena Public Schools plan to utilize the existing Building Reserve Fund to upgrade the three high school buildings with elements consistent with our district's safety and security upgrade package. High school buildings include Helena High School, Capital High School, and the Project for Alternative Learning (PAL) building. Upgrades are planned for the coming summer (2020) and include monitored, designated entry points and emergency message boards. These upgrades can be accomplished within the existing Building Reserve Fund. The Superintendent recommends cancellation of the called safety and security building reserve fund levy. This cancellation will allow the district to focus efforts on the two General Fund levies called for this May.

**Motion:** John McEwen moved to approve the Resolution to Cancel Election of School and Student Safety and Security Building Reserve Fund Levy. Siobhan Hathhorn seconded the motion.

**Public Comment:** None

**Board Comment:** Chair Luke Muszkiewicz pointed out that we are giving an opportunity to a district that needs more resources.

**Vote:** 8-0 motion carried.

**B. Consent Items:**

1. Approval of Board Work Session Minutes from 02.25.2020

2. Acknowledge Out-of-District Attendance Agreements

**Motion:** Sarah Sullivan moved to approve the Consent Action Items. Libby Goldes seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried.

**V. SUPERINTENDENT'S REPORT**

Dr. Tyler Ream talked about what has come to fruition with the Coronavirus plans across the District. The Superintendent pointed out how proud he is of the educators and administration for the way things have been handled over the course of three days. The food service environment is serving over 800 meals a day. The IT folks have also done an exceptional job distributing chrome books. The district is working through to get a plan to the Governor about remote learning environments, food services, special education services, and special services like counseling. First Student, Sodexo, and others have stepped up to ask what they can do to support the District. The plan is to get the action plan to the Board of Education as soon as possible, so we can get this up to the Governor's office. Media providers have also stepped up to help families that do not have internet, to include Charter.

**VI. BOARD COMMENTS**

Chair Muszkiewicz did a quick acknowledgement of the District's proactive measures, pointing out the hard work that has gone forth to achieve almost the impossible. Sarah Sullivan added the admiration and thanks to the staff and how much extra time that everyone has put in. She shouted out to the community and staff for food delivery on Friday. Trustee Sullivan asked about the timeframe of returning to school. Dr. Ream addressed the question by pointing out that there has not been much discussion on the "flattening" of the curve. Chair Muszkiewicz added community spread impacts, and that it pays to have schools closed. Siobhan Hathhorn added a thanks to the educators, as we all know this is a burden. Jennifer Walsh asked if there were any positive cases from students, is this something we would point out or report out to the community? Dr. Ream addressed the question; Lewis and Clark Public Health said absolutely not, they cannot release that information due to HIPAA. They look very closely to when the patient started to present symptoms of the Coronavirus. As of right now, there has been no potential school exposure. This is a determination of County Health, to communicate out, if necessary, to the schools. John McEwen gave a kudos to Dr. Ream about the

communication sent out to parents. Terry Beaver asked if there were difficulties with dual credit programs or with Access to Success. Dr. Ream addressed that access is using the District's platform, while dual credit programs will use Helena College's platform. Libby Goldes asked about Shodair and what types of support those students have from a remote standpoint. Sean Maharg addressed the question; Shodair have offered teletherapy for those families, it has been something that they are fully engaged in and it has been successful. John McEwen asked about labor relations and how the district is keeping employees engaged. Stacy Collette addressed the question; there has been additional projects for employees, including maintenance and custodial personnel. There have been conversations with the union on labor relations. We have made sure folks are staying connected, with a goal to maintain as much connectivity to our staff. Everyone wants to be committed and engaged to the District as their employer.

## **VII. ADJOURNMENT**

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 5:21p.m. by Board Chair Luke Muszkiewicz. The next Regular Board Meeting will be held on April 13, 2020. The next Board Work Session will be on April 28, 2020 at 4:00 p.m.

Respectfully submitted,

Luke Muszkiewicz, Chair

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Jessica Evans, Recording Secretary

Date

# Board of Trustees Work Session

Update on Developing Graduation Plans for the Class of 2020

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C. Items for Information

## 1. Update on Developing Graduation Plans for the Class of 2020

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### BACKGROUND

The Superintendent will provide an update on developing graduation plans pertaining to the forthcoming graduation of the Class of 2020. This is an update only as no recommendation or action will be taken.



# Alternate Graduation Planning Document

*Helena Public Schools*  
*Updated 04.28.20*





# Alternate Graduation Planning:

Feedback to date from students and parents appears to favor, if possible, an alternate graduation option that provides students with “as normal” a graduation as possible.

Gathering size adherence, precautionary masks and strict social distancing likely to be required in alternate options.



United States Air Force Academy Graduation on April 18<sup>th</sup> included several precautionary protocols in alignment with local and state health official recommendations.



# Alternate Graduation Planning:

The reality of even a limited graduation ceremony (graduates + two parents/guardians apiece) at Helena High and Capital High includes 1,000 participants.

Even with appropriate social-distancing, a gathering of 1,000 people will be challenging at best and unlikely at worst

- The larger the group, the less likely strict adherence can be maintained
- Arrival and dismissal is a significant, logistical challenge
- Unlike previous years, an indoor, inclement weather option is unavailable



# Alternate Graduation Planning:

At this point, several options are available including:

- All graduates, limited parents/guardians
- All graduates, no parents/guardians
- Groups of graduates, limited parents/guardians
- Groups of graduates, no parents/guardians

Options vary based on gathering restrictions in conjunction with the ability to ensure proper social distancing



# Alternate Graduation Planning:

Alternate graduation plans will need to flex in accordance with allowable participant and gathering sizes. Anything restrictions less than 50 people would be difficult to accommodate.

Example: Capital High School (307 graduates)

X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X

X 7



# Alternate Graduation Planning:

Options could flex between 50 and 150 graduates at a given time with pros/cons for each.

## Indoor/Outdoor Possibility

X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X

x 7

Limit of 50 Graduates = 7 Ceremonies  
Possibility of 100 Parents/Guardians

## Outdoor Only Possibility

X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

x 2

Limit of 150 Graduates = 2 Ceremonies  
Possibility of 300 Parents/Guardians



# Alternate Graduation Planning:

## General Format:

- Students on-field in designated, socially distanced spaces with specific walkways to and from chairs
- (Optional) Parents/Guardians only in designated, socially-distanced viewing. Maximum of two tickets apiece with siblings and extended family excluded from attendance.
- Potential PAL Graduation date of Friday, June 5<sup>th</sup>
- Potential HHS/CHS Graduation date of Saturday, June 6<sup>th</sup>



# Alternate Graduation Planning:

## *Target Date for Final Decision: May 12*

- Provides additional time to work with local health officials and high school teams to determine the safest, most appropriate environment

### Alternate Graduation Locations:

- Outdoor Option: Vigilante Stadium (1025 North Rodney Street)
- Indoor Option: Helena and Capital High Gymnasiums

Times for ceremonies are TBD as these will depend on the format and venue

All ceremonies will be live-streamed for additional family members



# Alternate Graduation Planning:

## Stipulations:

- *All plans are being made in concert with local health officials. Plans are in accordance with expected guidelines pertaining to social-distancing and maximum numbers for public gatherings.*
- Should Lewis & Clark County experience a reemergence of the COVID-19 Coronavirus, graduation ceremonies will be postponed from their planned dates





*your*  
**Helena** **Public Schools**  
...a great place to learn