



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

Board of Trustees – Policy Committee

Tuesday May 5, 2020 – 12:00 p.m.

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 Policy Committee Meeting 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 Committee 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 Microsoft Teams. However, participants need only to click on the below link to join the meeting from any internet enabled device.

[Join Microsoft Teams Policy Committee Meeting](#)

AGENDA

I. CALL TO ORDER / INTRODUCTIONS

II. REVIEW OF AGENDA

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

IV. APPROVAL OF MINUTES

A. March 3, 2020 Policy Committee Minutes

V. PRESENTATION OF POLICIES FOR THIRD REVIEW

- A. 9002 Facilities Master Plan
- B. 9210 Site Acquisition
- C. 9232 Educational Specifications

VI. PRESENTATION OF POLICIES FOR SECOND REVIEW

- A. 9035 Property, Plant and Equipment Records
- B. 9150 School Closure

VII. PRESENTATION OF POLICIES FOR FIRST REVIEW

- A. 1900 COVID-19 Emergency Policies (5.1.2020 MTSBA Revision)
- B. 1906 Student Instruction and Services (5.1.2020 MTSBA Revision)

VIII. SUPERINTENDENT'S REPORT / BOARD COMMENTS

IX. ADJOURNMENT:

**Next Meeting:
June 2, 2020**



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

Board of Trustees – Policy Committee Meeting

May Butler Center | 55 S. Rodney Ave

Tuesday, March 3, 2020

MINUTES

Attendees

Committee:

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

Others:

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Kalli Kind, Facilities Director
Elizabeth Kaleva, Attorney

I. CALL TO ORDER / INTRODUCTIONS

The meeting was called to order at 12:06 pm by Committee Chair, Libby Goldes.

II. REVIEW OF AGENDA

There were no requested changes to the agenda.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. REVIEW OF 02.13.2020 POLICY COMMITTEE MINUTES

There were no requested changes to the previous meeting's minutes.

V. PRESENTATION OF POLICIES FOR SECOND REVIEW

A. Policy 9002: Facilities Master Plan

Ms. Goldes requested review of comments regarding this policy from the last Board Meeting. Ms. Ridgway replied that, in the last Board Meeting, concern was expressed over the policy being too rigid and creating extra staff work. As a result of the comments, Ms. Ridgway said, any reference to a specific number of years was removed from the policy. An additional change was the addition of the last sentence regarding the work to be reviewed annually by the Facilities & Maintenance Committee. The committee agreed to revise this policy and bring it back for review at the next meeting.

B. Policy 9210: Site Acquisition

Ms. Ridgway clarified this policy language following the last committee meeting and removed Lines 18-19 for additional clarity. The committee agreed to present this policy to the Board for a second reading.

C. Policy 9232: Educational Specifications

Mr. McEwen recommended combining Policies 9055 and 9232. Ms. Ridgway agreed that the committee could incorporate the language from Policy 9055 into Policy 9232, thus eliminating the former policy. The committee agreed to return this to the Policy Committee.

D. Policy 9350: District Wide Asbestos Plan

Ms. Ridgway said there were no requested changes to this policy at the last board meeting and recommended forwarding it back to the board for a second review. The committee agreed.

VI. PRESENTATION OF POLICIES FOR FIRST REVIEW

A. Policy 9035: Property, Plant, and Equipment Records

Ms. Ridgway explained this was an existing policy that would be moved into the Facilities Chapter. Ms. Goldes asked if the policy existed and was just being moved to a different chapter, would it still need to be approved. Ms. Ridgway answered that it would not need to be approved again. Mr. McEwen recommended removing “buildings and improvements” and changing assets to asset. He recommended removing “capital” from Line 12 and adding “assets” to Line 15. Ms. Ridgway answered “capital” could not be remove and that other changes would be reviewed by the district’s Business Manager, Janelle Mickelson. The committee decided to bring this policy back to the committee once changes had been reviewed.

B. Policy 9055: Operation and Maintenance of District Facilities

Ms. Ridgway reiterated the language in this policy will be incorporated into Policy 9232, and Policy 9055 will be removed.

C. Policy 9150: School Closure

Ms. Ridgway provided context on this policy and added it was adopted in 1999 as a result of the district not having policy in place when Ray Bjork Learning Center was closed. Mr. Beaver asked if the policy applied only to schools or also included all district buildings. Ms. Kaleva answered it applied to all buildings. Ms. Ridgway agreed to revise the language and present it back to the committee at the next meeting.

D. Policy 9460: Naming School Facilities, Spaces, and Programs

Ms. Ridgway said this policy was coming from the 8000 Series and added it was just revised in July 2019. The committee offered a few edits, and Ms. Ridgway agreed to make the changes. The committee agreed to present this policy to the full board for a first reading.

VII. SUPERINTENDENT’S REPORT / BOARD COMMENTS

Ms. Kind provided an update regarding the removal of the solar panel lights at Four Georgians Elementary School, citing safety of students and staff.

VIII. ADJOURNMENT

Committee Chair, Ms. Goldes, adjourned the meeting at 1:01pm.

Next Meeting: April 7, 2020 | MBC Conference Room

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3 **SCHOOL FACILITIES**

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5 Facilities Master Plan

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

- 13
- 14 1. a cost analysis of the financial ability of the District to implement its facilities
- 15 program;
- 16
- 17 2. a ~~priority~~ listing of projects to be ~~completed~~ considered each year; ~~of the five~~
- 18 three year period;
- 19
- 20 3. an ongoing assessment and inventory of buildings and grounds per district
- 21 procedures including undeveloped property and developed facilities;
- 22
- 23 4. existing and projected student enrollment figures;
- 24
- 25 5. ~~an inventory of undeveloped property and developed facilities, including an~~
- 26 analysis of the number of students and/or staff in each facility and whether a
- 27 facility is overcrowded or underutilized based on state accreditation standards and
- 28 state statute;
- 29
- 30 6. an analysis of the appropriateness of facilities to meet student and/or staff needs
- 31 including accessibility for those with special needs;
- 32
- 33 7. ~~recommendations~~ consideration regarding for the possible sale or other
- 34 disposition of District property deemed as not being needed in the future; ~~and~~
- 35
- 36 8. ~~recommendations for~~ consideration regarding the possible acquisition,
- 37 construction, or modification of new sites for facilities, including how they may
- 38 better meet student needs and the educational program of the District.
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40 Legal References:

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42 Cross References:

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44 Policy History:

45 Adopted On:

46 Revised On:

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3 **SCHOOL FACILITIES**

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5 Site Acquisition

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

12
13 In acquiring a new site, the trustees must first secure the approval of the qualified electors
14 before any contract for the purchase of such a site is entered into, except that trustees may
15 take an option on a site prior to the site approval election. Trustees may acquire property
16 contiguous to a school site in use without such vote.

17
18 ~~Site approval also is not necessary if it was specifically mentioned in a fund-raising issue,~~
19 ~~which was subsequently approved by the electorate.~~

20
21 A site approval election is not required when the site was specifically identified in an
22 election at which an additional levy or the issuance of bonds was approved for the
23 purchase of the site.

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

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28 Cross References:

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30 Policy History:

31 Adopted On:

32 Revised On:

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SCHOOL FACILITIES

Educational Specifications

The District seeks to maintain and operate its facilities in a safe and healthful condition. The Board shall provide for educational facilities, which are functional and safe for the conduct of the educational and extracurricular activities of students. The Superintendent shall provide for a program to maintain the facilities of the District.

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 and extracurricular 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:

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~~OPERATIONAL SERVICES~~ **SCHOOL FACILITIES**

Property, Plant and Equipment Records

All District land, buildings, improvements, inventories, and equipment shall be inventoried and the valuation shall be updated as necessary. Assets of the District may be acquired through donation, purchase, or self-constructed. Asset valuation will be determined in accordance with generally accepted accounting principles (GAAP).

Capital assets are defined by the District as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of two years.

Property, plant, and equipment of the primary government are depreciated using the straight-line method over the following estimated useful lives. Salvage valued is not used:

Assets	Years
Land Improvements	80
Buildings	80
Building Improvements	80
Vehicles	5
Instructional, Computers, Audio Visual Equipment	3
Musical, Athletic, Playground Equipment, Other	10

Cross References:

Policy History:

Adopted on: 4.14.2015

Revised on:

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3 ~~NON-INSTRUCTIONAL OPERATIONS~~ SCHOOL FACILITIES

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5 School Closure

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7 Prior to the Board adopting a resolution closing an operating school, the Board shall
8 consider the impact of such school closure on the education community. In evaluating the
9 impact, the Board shall consider at a minimum the following factors:

- 10
11 1. Projected or actual enrollment declines and the likelihood that they will
12 remain permanent.
- 13 2. The effect the school closure will have on other facilities and on the district's
14 educational program offering.
- 15 3. ~~Potential for~~ Alternative use of the facility, including the potential for revenue
16 ~~for from~~ sale or lease of property.
- 17 4. Financial considerations including operation and maintenance costs,
18 anticipated capital improvements, and the costs of closure and transferring
19 operations elsewhere in relation to other schools in the district.
- 20 5. The effect the school closure will have on district staffing, and on the costs of
21 instruction, administration, transportation and other support services.
- 22 6. Student safety factors, including travel, school building features, and school
23 grounds, in relation to other schools in the district. Ability of other schools in
24 the affected district to safely accommodate pupils if a school closes.
- 25 7. Such other facts as the Board deems necessary and appropriate in light of the
26 circumstances.

27
28 During the ninety days before a final decision is made on a school closure, the board shall
29 conduct hearings to receive a testimony from the public.

30
31 A separate hearing may be held for each school that is being considered for closure.

32
33 Notice of each hearing shall be published once each week for two consecutive weeks in a
34 newspaper of general circulation in the area. The last notice of hearing shall be published
35 not later than seven days immediately before the final hearing.

36
37 The School District may close a school for emergency reasons without complying with
38 the public hearing set forth above.

39
40 The Board is not required to make specific findings with respect to the criteria.

41
42 Comments received from public hearings are for advisory purposes only. The weight to
43 be given any of the criteria is left to the complete and sole discretion of the Board. The
44 final determination of whether a facility shall remain open and what alternative the
45 district shall take shall be made by the Board.

47	Legal References:	
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49	Cross References:	
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51	Policy History:	
52	Adopted On:	6.22.1999
53	Revised On:	
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1 **Helena School District**

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3 **COVID-19 EMERGENCY POLICIES**

1900

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5 *Introduction*

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

19
20 *Purpose(s) of Policies*

- 21
22 1. Ensuring that locally-elected trustees charged with the supervision and control of their
23 local public schools, in collaboration with their staff leadership teams, make decisions
24 that are in the best interests of students, staff and the community served.
25 2. Ensuring measures to protect the health and safety of students, staff and community
26 members.
27 3. Addressing issues related to student instruction and family engagement.
28 4. Addressing barriers to learning presented by distance.
29 5. Improvement of instruction in on-site, offsite, and/or online setting.
30 6. Ensuring continuity of employment of school district staff and/or continuity of services
31 provided by contract transportation and food service providers.
32 7. Ensuring accountability to families with children.

33
34 *Term of COVID-19 Emergency Measures Policies*

35
36 ~~The term of School District Policies Numbered 1900-1999 shall run concurrent with any~~
37 ~~emergency related to COVID-19 declared by the President, Congress, Montana Legislature,~~
38 ~~Governor, Montana Department of Public Health and Human Services, county health department~~
39 ~~or the Board of Trustees. These policies shall terminate, unless further extended, on June 30,~~
40 ~~2020, or the date upon which all emergency declarations related to COVID-19 that apply to the~~
41 ~~district have lawfully expired or have been dissolved.~~

42
43 School District Policies Numbered 1900-1999 are intended to govern during any emergency
44 related to COVID-19 declared by the President, Congress, Montana Legislature, Governor,
45 Montana Department of Public Health and Human Services, county health department or the
46 Board of Trustees. The term of School District Policies Numbered 1900-1999 shall run until
47 terminated by a vote of the Board of Trustees.

48
49 Cross Reference: 1010 Powers and Duties of the Board of Trustees
50 1065 Board Meetings
51 1070 School Board Meeting Procedure
52 1080 School Board Policy
53 8150 School Closure
54
55 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
56 accompanying Directives
57 Section 20-9-801-806, MCA – Emergency School Closure
58 Section 50-1-202-204, MCA – Public Health Laws
59 Section 10-3-104, MCA – General Authority of Governor
60 Article X, section 8 – Montana Constitution
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62 Policy History:
63 Adopted on: 3.27.2020
64 Revised on: 4.28.2020
65 Terminated on:

1 **Helena School District**

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3 **COVID-19 Emergency Measures**

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5 Student Instruction and Services

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

11
12 As outlined in District Policy 2005, and except for students determined by the School District to
13 be proficient using School District assessments, the adopted calendar has a minimum number of
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16
17 The School District may satisfy the aggregate number of hours through any combination of
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all
19 students are offered access to the complete range of educational programs and services for the
20 education program required by the accreditation standards adopted by the Montana Board of
21 Public Education.

22
23 For the purposes of calculating ANB (Average Number Belonging) and aggregate hours,
24 instruction may be synchronous and/or asynchronous. Asynchronous and synchronous learning
25 may include but is not limited to the following types of instruction; directed, distributive,
26 collaborative and/or experiential learning. The learning is directed or coordinated by the teacher
27 of record for a given course and is done purposefully to facilitate the learning and mastery of
28 defined essential standards for specific courses or classes. Calculation of ANB and “aggregate
29 hours of instruction” within the meaning of that term in Montana law, the term “instruction”
30 shall be construed as being synonymous with and in support of the broader goals of “learning”
31 and full development of educational potential as set forth in Article X, section 1 of the Montana
32 Constitution.

33
34 Staff shall calculate the number of hours students have received instruction as defined in this
35 policy through a combined calculation of services received onsite at the school or services
36 provided or accessed at offsite or online instructional settings including, but not limited to, any
37 combination of physical instructional packets, virtual or electronic based course meetings and
38 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
39 undertaken by the staff and students that can be given for grade or credit. Staff shall report
40 completed hours of instruction as defined in this policy to the supervising teacher, building
41 principal, or district administrator for final calculation.

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

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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.

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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: 4.28.2020
Reviewed on:
Revised on:
Terminated on: