



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Avenue

Tuesday January 14, 2019
5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Luke Muszkiewicz at the Ray Bjork Learning Center, 1600 8th Avenue, Helena, Montana at 5:31 p.m.

ATTENDANCE – Present unless otherwise noted

Luke Muszkiewicz, Board Chair
Terry Beaver, Board Vice Chair
Sarah Sullivan, Trustee
Jeff Hindoién, Trustee (absent – excused)
Elizabeth “Libby” Goldes, Trustee
Jennifer Walsh, Trustee
Siobhan Hathhorn, Trustee
John McEwen, Trustee
Hannah Muszkiewicz, Helena High School Representative
Zyanne Cervantes, Capital High School Representative

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
Kalli Kind, Director of Support Services
Jane Shawn, Helena Education Association President
Pat Boles, IT Administrator

Guests:

Lisa Cordingley, Helena Education Foundation

Steve Thennis, Helena High School Principal

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Luke Muszkiewicz called the meeting to order at 5:31 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

Trustee Libby Goldes asked to move minutes to action item number five.

III. EDUCATOR & STUDENT RECOGNITIONS

A. David McKim, Helena High School, Science Olympiad Coach was introduced by HHS Principal Steve Thennis. Coach McKim introduced the following state first place winners; Jonathan DeWald and Owen Cleary who was first place in Chem Lab, Heath Caldwell and Izzy Kosena who were first place in Fossils, Heath Caldwell and Robert Stimpson who were first place in Geologic Mapping, and Izzy Kosena and Jeri Wilkerson who were first place in Wright Stuff.

B. Buffy Smith, Helena High School teacher, was introduced by HHS Principal Steve Thennis. She was selected to be Congressman Gianforte's Spirit of Montana recipient.

IV. GENERAL PUBLIC COMMENT

None.

V. NEW BUSINESS

A. Items for Action

1. Elementary general fund budget amendment resolution due to an unanticipated enrollment increase was addressed by Janelle Mickelson. This being the final step to adopting the budget amendment.

Motion: Sarah Sullivan moved to approve the Elementary General Fund Budget Amendment. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 7-0 The motion carried

2. Approval of Counselor, Nurse, and Librarian Evaluation Tools
Stacy Collette presented the information. For years, the other licensed staff have been evaluated with the teacher rubric, this is more aligned with the professional standards for their specific occupation.

Motion: John McEwen moved to approve the evaluation tools. Siobhan Hathorn seconded the motion.

Public Comment: None

Board Comment: None

Vote: 7-0 The motion carried.

3. HSD Policy 7012: Procurement of Supplies, Materials, Equipment, and Services Using Federal Funds

Barb Ridgway presented the policy on the second reading.

Motion: John McEwen moved to approve Policy 7012. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 6-0 The motion carried

4. HSD Policy 2035: Federal Funding and Title I, HSD Policy 4040: School, Student, Parent, Family, and Community Engagement in Education, HSD Policy 5105: Conflict of Interest, HSD Policy 7053: Food Services Procurement.

Barb Ridgway presented the policies with no additional changes.

Motion: Sarah Sullivan moved to approve Policies 2035, 4040, 5105, 7053. Terry Beaver seconded the motion.

Public Comment: None

Board Comment: None

Vote: 7-0 The motion carried

5. 12.10.19 Board of Trustees Meeting Minutes

Trustee Goldes corrected the minutes under the Health Benefits Committee Report to read; Trustee Libby Goldes reported that coverage of genetic therapy is under consideration.

Motion: Libby Goldes moved to approve the 12.10.19 minutes amendment. Sarah Sullivan seconded.

Public Comment: None

Board Comment: None

Vote: 7-0 The motion carried

B. Consent Action Items

1. Approval of Personnel Actions
2. Approval of Warrants
3. Approval of Out-of-District Attendance Agreements

Motion: Libby Goldes moved to approve the Consent Action Items. John McEwen seconded the motion.

Public Comment: None

Board Comment: None

Vote: 7-0 The motion carried.

C. Items for Information

1. HSD Policy 9000: Facilities Goals

Barb Ridgway presented the first reading of Policy 9000. This policy has had an initial review by the Policy Committee. The Committee believes this policy will give guidance and direction for future facility issues and projects.

2. Strategic Priorities: Mid-Year Update

Dr. Ream presented his strategic priorities with areas of opportunity that, if successfully addressed, improvement will happen across the organization. The strategic priorities were drafted to align with the mission and vision of the Helena Public Schools. The priorities were crafted through a variety of inputs to include the most recent plan and qualitative data across the 2018-2019 school year. The proprieties represent teaching and learning with priorities that are specifically aligned with our core educational responsibilities as a school district. Within teaching and learning we will ensure that each HSD student is engaged in learning opportunities that are authentic, meaningful, and relevant, ensure that every HSD graduate has multiple career, college or service options available, and ensure a culture of interdependence.

Management and operational priorities are more foundational in nature and support the educational environment of our schools. Within management and operational priorities, we will ensure that the learning of every HSD student and employee is supported by a school facility that is safe, healthy, and neutral.

For each priority, there are near-term goals, assessments and targeted outcomes, and operational plans. While near-term goals include annual goals only relevant to the school year, assessments will measure the progress, and operational plans will manage important projects in aspects like deliverables, leads, and expected delivery dates.

There are several board committees that align with the priorities to keep HSD on the right pathway, which include; the Teaching and Learning Committee, the Facilities and Maintenance Committee, and the Budget and Program Committee.

How is HSD progressing? In 2020 there are goals to ensure that the learning of every student, the instruction of every educator, and the care of ever parent is supported by a district-wide academic platform that includes essential standards, aligned proficiency scales, and leveled curricular resources both print and digital available 24/7. The goals explore, pilot and implement additional reading interventions targeted for intermediate elementary students. To date, HSD has worked collaboratively with schools to develop and implement mid-year data sessions focused on utilizing interim data to inform instructional designs.

To ensure that every HSD graduate has multiple career, college, or service options available after high school graduation, HSD has set goals to realign

statistical benchmark. Revisiting the current design, function, and the social/emotional, physical, and academic outcomes of middle school to get alignment between the elementary level and high school level, and even to the post-high school options. Exploring the design and implement course patterning to keep students on track through Algebra II is also a goal of 2020.

To ensure that there is a culture of interdependence the goal is to develop a social/emotional health tier for each level that includes formal teaching and reinforcement of proactive, researched-based programs and practices. Currently, there has been training that has expanded to the Elementary school of PAX Good Behavior Game. There is also a behavioral handbook being developed along with other goals to put the district on the right track in this area.

To ensure that the learning of every student is supported by a school that is safe, healthy and neutral to their learning, HSD plans to update the district facility plans to include the 2017 bond deliverables and an updated demographics study. Currently, HSD does have three school facilities and has delivered them on time in accordance with the commitments that were made to the community.

To ensure an aligned, balance and suitable budget HSD has come up with a goal to develop and maintain an elementary and high school district budget that supports continued development of teaching and learning and ensures sustainability for the future years. Currently, HSD has facilitated retirement incentives and reported an audit to ensure appropriate fiscal practices with complete transparency.

To ensure that each HSD stakeholder receives and has access to timely informative and relevant school and district information, HSD plans to develop a district communication plan that outlines the district's platform, practice and method. Currently, the district has enhanced social media and internal communication protocol.

A short break was called at 7:29p.m. The meeting was called back to order by Board Chair Luke Muszkiewicz at 7:35p.m.

How is the district measuring its progress? Asking questions like; are our students present and ready to learn? Are students connected to and find meaning in their learning and learning environments? Are our students growing and developing, academically, towards post-high school options?

Using baselines with targets and actual data, it will help measure different items like average daily attendance rates, rate of average student growth, or percentage of high school students remaining on target.

The next steps are to further refine project management practices by breaking down and reviewing projects at the action level while monitoring the tactics in shorter cycles. Also, to communicate strategic priorities in periodic internal communication and updating a website for the public.

D. Reports

1. **Budget & Program Committee Report**

Dr. Ream said the committee went over the year-to-date budget and reviewed the internal work versus Todd Watkins' work with updates on demographic relations and master schedules. Todd Watkins to present at next board meeting.

2. **Policy Committee Report**

Trustee Libby Goldes had nothing further to report.

3. **Facilities & Maintenance Report**

Trustee Terry Beaver reported that the committee did not meet and will meet again in February.

4. **Teaching & Learning Committee Report (TLC)**

Sarah Sullivan reported that the committee did not meet.

5. **Health Benefits Committee Report**

Trustee Libby Goldes reported that the committee discussed high deductible health plans. Stacy Collette reported that they looked at proposals for these plans and are going forward to research it further. Trustee Goldes said that Trustee McEwen is to step into this committee to offer his expertise on the topics that he has experience with.

6. **Montana School Boards Association Report**

Board Chair Luke Muszkiewicz reported that the January meeting rescheduled to March. Trustee Muszkiewicz reported that there is more AA representation, which is a step in the right direction.

7. **Helena Education Association Report**

Jane Shawn, HEA President, reported that she has come up with a list of questions/concerns and informational items. Dr. Ream and Stacy Collette has helped her prioritize and organize. Members are wanting answers to these questions.

8. **Student Representative Reports**

Zyanne Cervantes, Capital High School Representative, reported that CHS has several YAM classes being offered. Student council has asked for urinal dividers. The green club asked about using the green house to start composting. Kalli Kind explained that it's for special needs kids to access and use.

Hannah Muszkiewicz, Helena High School Representative, reported that HHS leadership council has talked about safety and security implementations and boosting campus literacy by giving away books. The National Honor Society is tutoring for finals for underclassman. There is a weld-off between CHS and HHS to build awareness. Hannah also addressed the mold/water damage issue in the choir room.

VI. SUPERINTENDENT’S REPORT

Dr. Tyler Ream mentioned that there is no school for PAL tomorrow due to a septic line issue. He mentioned that CHS and HHS accumulative GPA for athletes is outstanding at both schools. Dr. Ream also stated there would be trivia supporting Helena Education Foundation at the Staggering Ox sponsored by the Rotary Club on January 16th.

VII. BOARD COMMENTS

None

VIII. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 8:47 p.m. The next Regular Board Meeting will be held on February 11, 2020.

Respectfully submitted,

Luke Muszkiewicz, Chair

Jessica Evans, Recording Secretary

Date