



*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, January 7, 2020 – 12:00p.m.

### MINUTES

#### *Committee:*

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

#### *Others:*

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

#### I. CALL TO ORDER / INTRODUCTIONS

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

#### II. REVIEW OF AGENDA

There were no requested changes to the agenda.

#### III. GENERAL PUBLIC COMMENT

There was no public comment.

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

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

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

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

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by the committee and the board, and no changes had been requested.

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

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

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

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

**B. Policy 4040: School, Student, Parent, Family, and Community Engagement in Education**

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by the committee and the board, and no changes had been requested.

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

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

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by the committee and the board, and no changes had been requested.

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

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

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

Ms. Ridgway provided an overview of the policy and stated it had been reviewed by the committee and the board, and no changes had been requested.

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

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

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

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

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

### **A. Move and Renumber the following existing policies to the new 900 Series**

Ms. Ridgway said she had received requests to add an additional series of policies related to facilities. She presented existing policies to the board – 4330, 7035, 7055, 7060, 8150, 8460 – for consideration into a newly created series. After reviewing every other AA District in Montana, she determined that some districts include a Facilities series, but not all. She added that Montana Schools Boards Association (MTSBA) does not have one, though similar policies did exist to use for boiler plates. Policies regarding the following were recommended to be included:

- Lead
- Asbestos
- ADA requirements

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

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

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

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

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

meeting. Dr. Ream clarified that Policy 9000 will be presented to the board for a first reading, and Policy 9001 will be brought back to the committee. Ms. Goldes confirmed.

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

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

**VIII. ADJOURNMENT**

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

Next Meeting: February 13, 2020 | MBC Conference Room