



Superintendent
Tyler Ream, Ed.D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Avenue

November 13, 2018

5:30 p.m.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. 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.*

III. REVIEW OF AGENDA

IV. RECOGNITIONS/PRESENTATIONS

1. HEF Grant - Podcast of Our Lives: Lisa Cordingly (HEF), Jeri Rittel (PAL), Clay Scott, and Jilyn Chandler
2. Special Education Update and Including New Programming: Sean Maharg and Sean Morrison
3. Bond/Project Update - Presentation of New School Design Boards: Rich Whitney (Hulteng CCM Inc), SMA Architects (Central), DSA Architects (Jim Darcy ES), and Mosaic Architecture (Bryant)

V. NEW BUSINESS

4. **Items for Action** (*The Board of Trustees will accept Public Comment on the Following Items*):
 - a. Approval of Minutes (See Attached)
 1. Board Meeting 10-9-18
 - b. Budget Amendment Proclamation and Petition to the State Superintendent (See Attached)
 - c. Personnel Matter – (*This portion of the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure. MCA 2-3-203*)
5. **Consent Action Items**
 - a. Personnel Actions (See Attached)
 - b. Ratification of Electricians, Plumbers, Pipefitters, and Mechanics Collective Bargaining Agreements (See Attached)
6. **Reports**
 - a. Budget & Program Committee Report
 - b. Policy Committee Report
 - c. Facilities & Maintenance Report

- d. Health Benefits Committee Report
- e. Montana School Boards Association Report
- f. Helena Education Association Report
- g. Student Representative Reports

VI. SUPERINTENDENT'S REPORT

VII. ADJOURNMENT

Next Work Session: November 27, 2018: PAL

Next Regular Board Meeting: December 11, 2018



HPS Special Education Programming Update

Topics for This Evening



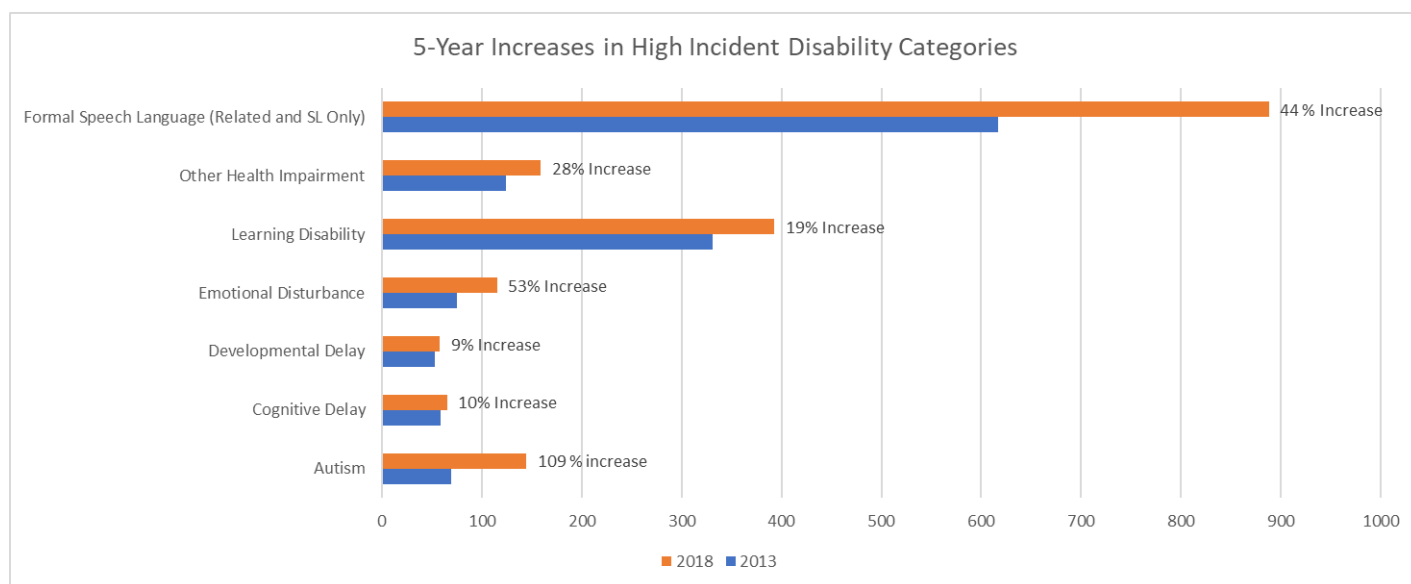
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- District, Building, and Trend Data
 - Planning to Address Increasing Needs
 - Spotlight on Day Treatment: Therapeutic Learning Center at Shodair
 - Spotlight on Functional Skills Programming: Trailhead
 - Continuous Improvement
-

Data and What It Is Telling Us



Percentage increases in high incident disability categories in HPS over 5 years

Disability Category	Number of Students in Category: 2013	Number of Students in Category: 2018	Percentage Increase Over Past 5 Years
Autism	69	144	109%
Cognitive Delay	59	65	10%
Developmental Delay	53	58	9%
Emotional Disturbance	75	115	53%
Learning Disability	331	393	19%
Other Health Impairment	124	159	28%
Formal Speech Language (SL only and SL as a related service)	617	888	44%



Percentages of students served in each building

School	Total Student Enrollment	% of Students in Special Education	% of Students with Resource Services	% of Speech Language Only Services
Broadwater	279	18%	7%	11%
Bryant	220	24%	13%	11%
Central	237	23%	13%	10%
Four G's	471	15%	9%	6%
Hawthorne	203	16%	8%	8%
Jefferson	290	12%	4%	8%
Jim Darcy	441	19%	11%	8%
Kessler	268	15%	10%	5%
Rossiter	481	12%	7%	5%
Smith	305	20%	12%	8%
Warren	323	13%	5%	8%
CRA	999	17%	14%	3%
CHS	1299	11%	10%	1%
HMS	720	20%	18%	2%
HHS	1493	12%	11%	1%
HPS Preschool	97	100%	65%	35%
DISTRICT	8126	16%	12%	4%

Planning to Address Increasing Needs



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- *Individual meetings with building administrators*
 - *Survey of all Special Education staff members*
 - *Round table meetings with all teachers and related service providers*
 - *Formation of a 41-member **strategic planning team***
 - *Team focus on increasing programming continuum to address **functional skills programming** and availability of **placements for students with therapeutic needs***

*see Strategic Planning 2017-18 End-of -Year Summary for details

Therapeutic Learning Center at Shodair



What's in a name?

- "TLC" distinguishes this day treatment service from other layers of care at Shodair
 - It emphasizes both the therapeutic and academic aspects of the programming
 - It's where kids receive Tender Loving Care every day
-

Program Features

- **Increases availability** for students who need a therapeutic, day treatment setting
 - Serves **elementary students**
 - Combines HPS **academic** curriculum with **therapeutic** support
 - **Cross training** for HPS and Shodair staff
 - **Family engagement** component
-



"My son told me the other day, 'Mom, they get me. I like school for the first time.'" *Mrs. Cochran*



Trailhead: Functional Skills Programming



What's in a name?

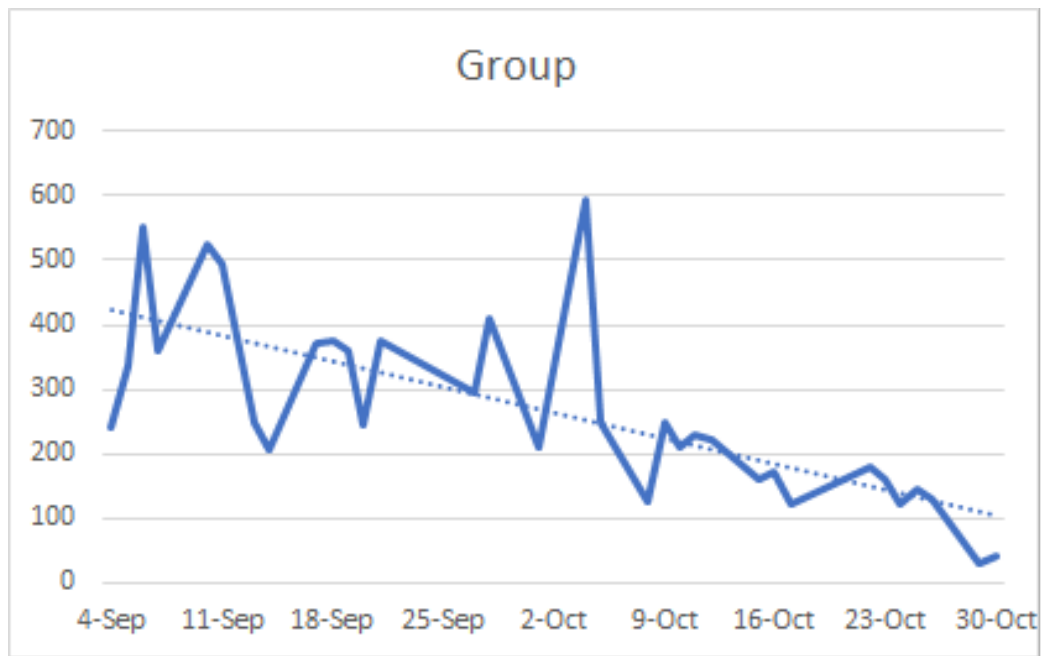
- “Trailhead” distinguishes this programming from other functional programming in HPS
 - It emphasizes the early intervention aspect of the programming
 - It's where the journey begins
 - From here, children embark on their individualized paths in education
 - It embodies the spirit of what we are doing for our kids
-

Program Features

- Provides **early intervention** for students age 3 to 1st grade
 - Serves students with low adaptive, social/emotional functioning, verbal and non-verbal ability, and communication skills, who show **observable cognitive abilities**
 - Shapes **positive behavior**
 - Focuses on **school readiness** skills
 - Applies a **professional learning community approach** with daily staff meetings around student data and staff response
-

Focuses on Shaping Positive Behaviors

- Staff use applied behavior analysis (ABA) to implement techniques based on principles of learning to change behavior
 - Our district's Board Certified Behavior Analyst helped plan the program and regularly consults with staff and families
 - It is staffed with specifically-trained employees, including a certified Special Education teacher and four para-educators
-



Total daily minutes of unexpected/challenging student behaviors

Focuses on Academic and Social Growth

- Students have opportunities throughout the day to learn and practice new social skills
 - Students are gaining school-readiness skills
 - Students have exposure to the district's core curricular resources
 - Pacing and differentiation is individualized for small groups and by student
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Family Testimonials

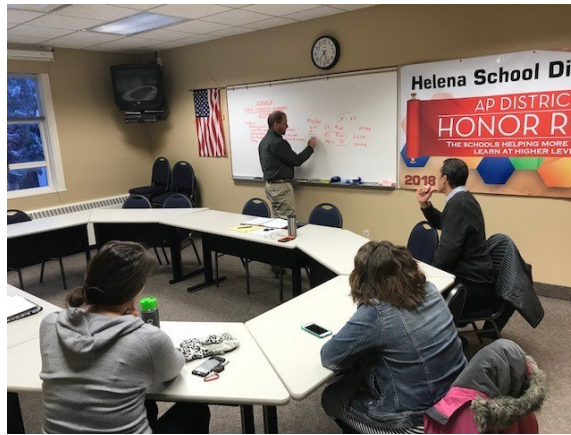
".... My daughter tends to live in her head. My experience as her parent has been an incredibly lonely journey. Since beginning the program, I immediately noticed a change in her. She started actively engaging in the world around her." -Larissa Reynolds

".... I see things in Dominick already that were issues previously that he's really been able to learn a better way. At times, it's hard to watch my son struggle with his words because I know just how intelligent he is.... We just want what's best for him and you guys have been wonderful to him as well as our family....." -John Turnage

".... I can tell Jaden is loving it in the Trailhead Program and he is doing awesome. It shows at home. Even in his school picture I can see how happy he is..... He is like a completely different kid. He communicates with us and tells us what he did at school and tells us how he is feeling. It is amazing, and I can't even put into words how impressed I am with how well he is doing. I love his school picture..... A huge part of his success is from everything you have done for him at Trailhead. We wouldn't be where we are today without you and I don't know how I will ever be able to thank you enough for that!" -Morgan Welker



Continuous Improvement



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- Our programming group is projecting needs for the future using district data
 - Our department is taking a fluid approach while planning programming to support the ever-evolving and specialized needs of our students
 - Our district has planned ahead to ensure that our new campuses and building updates will allow us to serve students in instructionally flexible ways while providing the necessary physical accommodations
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Questions



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 October 9, 2018
5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Sarah Sullivan at the Ray Bjork Learning Center, 1600 8th Avenue, Helena, Montana at 5:33 p.m.

ATTENDANCE – Present unless otherwise noted.

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee – Excused
Jeff Hindoién, Trustee – Excused
Luke Muszkiewicz, Trustee
Elizabeth “Libby” Goldes, Trustee
Sanjay Talwani, Trustee
Jennifer Walsh, Trustee – Excused
Aurora Boutin, Helena High School Representative
Mariah Thomas, Capital High School Representative – Excused

Dr. Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Pat Boles, Technology Administrator
Stacy Collette, Human Resources Administrator
Kalli Kind, Facilities Administrator – Excused
Jilyn Chandler, Data & Assessment Administrator
Sean Morrison, Special Education Administrator
Kim Stout, HEA President
Lisa Cordingley, Helena Education Foundation President
Brian Kessler, Helena High School Teacher

Patrick Rieley, Rossiter Elementary School Teacher
Angie Ford, Recording Secretary

Guests:

Anthony Cacace, Helena MT
Cara Orban, Helena MT

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Sarah Sullivan called the meeting to order at 5:33 p.m. and led the Pledge of Allegiance.

II. GENERAL PUBLIC COMMENT

Cara Orban, of Helena, Montana, addressed the Board regarding bus transportation for Montessori Students. The Board policy on the district website states that bus transportation is available for students that must leave their neighborhood to attend a Montessori Program at Smith, Broadwater or Central. “However, we know anecdotally at least four families living in the Jefferson neighborhood have been denied options for busing to Broadwater.” Due to the Montessori program being part of the district, there is disappointment that the Transportation Department has suddenly altered the policy and is not offering alternatives to parents whose children attend the Montessori Program. Would like to see some alternatives in the form of existing bus routes that could transport students to the Montessori programs. Concern is that parents may not be able to transport their children to this program and the school district should not assume that they are able to. Ms. Orban looks forward to further discussion and possible alternatives that may be offered to these students.

Anthony Cacace, of Helena, Montana, addressed the Board regarding the processes not being followed that are listed in the District Handbook, Page 38 “Changes will be noted to the District website”. At the beginning of the school year, the Montessori routes were still on the Transportation Department website. The query tool was not adjusted until mid-September for those Montessori routes to be dropped. Subsequently they were removed, but not until after the first month of school. Also, Page 39 of the District Handbook states “Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year.” “If the routes are on the website in August, the assumption should be that the Transportation Committee approved that.” Mr. Cacace has requested the Transportation Committee minutes but has not received them and would really appreciate being provided with copies of the approvals from back in June to show that those Montessori routes were dropped off. Thank you for your time and consideration to this matter.

III. REVIEW OF AGENDA

Move the Enrollment Report to (a) and renumber remaining reports.

IV. NEW BUSINESS

1. Items for Action (*The Board of Trustees will accept Public Comment on the Following Items*):

a. Approval of Minutes

- i. Board Meeting 9-11-2018: Libby Goldes requested changes to be made to the Minutes from 9-11-18.**

Motion: Luke Muszkiewicz moved to approve the 9-11-18 Minutes with amendments. Libby Goldes seconded the motion.

Public Comment: None

Vote: 5-0 The motion carried.

2. Consent Action Items

- a. Personnel Action Items
- b. Acknowledge Out-of-District Attendance Agreements for Helena resident students attending school at Cascade High School

Motion: Libby Goldes moved to approve the Consent Action Items. Luke Muszkiewicz seconded the motion.

Public Comment: None

Vote: 5-0 The motion carried.

3. Items for Information *(The Board of Trustees will not take public comment on items for information unless specifically noted with the agenda item; discussion only/no voting will occur)*

a. Board Policy

i. 4330 Community Use of Facility (first reading)

Barb Ridgway addressed the Board regarding the first reading of the revised Community Use of Facility Policy. This is a total rewrite of the existing policy that was created in the 90's. Trustee Luke Muszkiewicz thanked Barb for her excellent work on this policy. There was a discussion at the Facility Committee Meeting regarding when we charge, when we require insurance, how we prioritize open space and do we allow groups to continually use a space year to year, etc. Janelle has followed up with our insurance company and there are no riders for groups that are coming in and using our facilities. The changes made to Line 13 of the Policy are intended to not require insurance for all groups but to give Administration the discretion to adjust accordingly and follow procedures. Lines 17-22 are making sure that people using our facilities are following the processes to do so and that it is fair and equal. There were no questions on the policy, however Trustee Libby Goldes stated she is impressed with the thoughtfulness of the policy committee in preparing the new Facility Use Policy.

4. Reports

a. Enrollment Report

Dr. Tyler Ream states the first enrollment poll was done on October 1st. Jilyn Chandler worked with two rising leaders in our district to pull data and put together a presentation. Brian Kessler, teacher at Helena High School and Patrick Rieley, Fourth Grade Teacher at Rossiter Elementary presented the Enrollment Report. Patrick Rieley has been teaching for 12 years in the District and is currently teaching 4th grade at Rossiter. Brian Kessler is in his 7th year of teaching at Helena High School. Both are currently in their 2nd year at Montana State to obtain their Master Degree in Educational Leadership and Administration. The unofficial enrollment numbers are up this year, showing 2018-19 enrollment at 8,266 as compared to 8,074 students in 2017-18. The numbers in PowerSchool will be cross referenced with the State and HSD Finance numbers to ensure validity before an official enrollment number is finalized. Classes are growing substantially over the last year. A smaller sized senior class graduated last year and there are almost 100 more students K-12 enrolled this year. Enrollment numbers will change next year for the High School when the East Helena high school is constructed. Daily attendance is averaging 94.6% over the last 4 weeks. Several schools are promoting attendance with special incentives (for example, students at Rossiter with perfect attendance in October, will earn a small pumpkin charm.) Helena High recognizes students with perfect attendance by semester. These students are recognized at school assemblies and are awarded with items such as iPods, gift cards, etc. The school profile that is being worked on is what makes Helena a great place to live, work and learn. In comparison

to other cities in Montana, Helena is affordable to live in. The Chamber of Commerce trends report from 2016 shows Helena benefiting from lower unemployment rates. Helena School District students continue to match and/or outperform state assessment performance averages measured by the SBAC testing. Helena continues to outperform state ACT performance averages as measured by the 2018 administration of the ACT exam. Helena School District continues to grow and make necessary adjustments to courses. Helena School District offers the Early College Access Program to high school students. It is an awesome opportunity to obtain college credits while still in high school. Students have the ability to earn 6-12 credits before they ever leave high school. The Dual Credit opportunities for technical items is a great offering. Also, the AP offerings throughout the district have over 20 courses that students are able to obtain college credits in. Some students could potentially be sophomores in college when they graduate high school in terms of credits they've received. The bottom line is that Helena continues to be an exceptional place to live, learn and work. Helena Schools has welcomed students, families and educators that want to take advantage of all that Helena has to offer.

Trustee Sanjay Talwani asked about data for teacher attendance, which Dr. Tyler Ream will look into. When teachers are absent, they may be attending Professional Development opportunities and not just out. There are approximately 70 substitutes district wide daily. Trustee Talwani feels that we may need to focus on getting teachers to show up to work. Trustee Libby Goldes stated that the district is doing a great job attracting workers to come to our district. Trustee Luke Muszkiewicz stated that we are on the "verge of organic student population growth" and it will be interesting to see the numbers next October for students transferring in versus losing East Helena students versus organic growth of more families moving to Helena. Dr. Ream reminded the Board that the numbers are unofficial at this time and will still need to be verified against state data. Trustee Muszkiewicz appreciates the District encouraging and mentoring staff to be future Administrators. Brian Kessler added that Helena School District continues to be near the top of the AA schools for ACT's and has a much broader offering of elective courses over other AA schools.

b. Budget & Program Committee Report

Trustee Libby Goldes stood in for Trustee Tyler Emmert to give the report. There was a discussion of an assessment tool to be used to develop a program to enable the budget to be analyzed, for example, the cost per student/investment per student, core vs. non-core courses, determining average salary and have numbers not skewed by tenure teachers and staff. This would allow a deeper understanding of the budget and provide as much support as possible to Business Manager Janelle Mickelson. Board Chair Sarah Sullivan noted that the Board reviews the budget with no agenda, they are not looking to cut programs and wants to reassure the public with more specifics and further understanding. The Board applauds Janelle and hopes this will offer further support in her job functions.

c. Policy Committee Report

Trustee Luke Muszkiewicz stated that the next meeting for Policy Committee is November 6th. They are hoping to dial down to the bullying/harassment policies. There is an existing policy in the Student Section (3005) which needs to be revised. Currently there is no policy for Personnel and will be reviewing draft policy 5010 at the Personnel level. There needs to be policies in place for incidents that are student

to student, staff to staff, students to staff, etc. The policy needs to be as inclusive as possible.

d. Facilities & Maintenance Report

Trustee Terry Beaver reported that the committee would be meeting next Monday (October 15) to discuss possible land acquisitions.

e. Health Benefits Committee Report

Trustee Libby Goldes reported discussion of the usual case of more larger claims. Seems to be the nature of how things go, they are keeping an eye on it. In addition, the plan experienced some legal fees due to a complaint being filed in argument that the plan document did not allow for external review. Through negotiations, it was agreed that it would be made clear to participants that they had the right to do so and no fine was assessed. The legal fees for this were around \$30,000. A new chair was elected but unsure if accepted or not. Stacey Collette reported that the Third-Party Administrator was up for review this year. They will have a consultant to craft an RFP. Former Trustee, Ellen Feaver has volunteered to help. Hopefully this work will help how things are done in the future.

f. Montana School Boards Association Report

Trustee Luke Muszkiewicz reported that the focus is currently on preparing for the Montana Conference of Education Leadership in Missoula on October 17-19. The big meeting, in addition to Professional Development, will be the MTSBA annual meeting where they plan to ratify the legislative platform. Hearing continued chatter around the Governor's early education plan for the next legislative session. MTSBA and every other educational organization are strongly in support of additional funding for early childhood education. At last years meeting there was not enough representative districts to have a quorum so business was conducted via ballot. There is a chance this could happen again this year. All districts will receive a provisional ballot in the event they don't get quorum. It indicates a lack of engagement by districts. Working with MTSBA to help open two-way dialogue between MTSBA and member districts in hope that districts will want to attend the annual meeting and have their voices heard.

g. Helena Education Association Report

Kim Stout reported that the first bargaining meeting occurred last week. It went well and some key points were discussed that provide good starting point for the year. She has been spending time in the buildings. Trustee Luke Muszkiewicz asked who all is involved. Kim stated there is a representative from elementary, middle and high schools, an at large person, Dr. Ream, Stacy Collette, Josh McKay, Tim McMahon and herself. Dr. Ream mentioned that the first meeting was to get an idea of what they were going to be talking about and to determine who from the Administration side would be best suited to join them. Committed to having those individuals join at the next ongoing bargaining meeting. HEA meets monthly.

h. Student Representative Reports

Aurora Boutin, Helena High School Representative, reported that the high schools are about half way through their fall seasons of sports and playoffs are starting. There are students from France visiting the school for a month and staying with families in town. Those students are visiting Yellowstone today. Last week was college application week and students could apply to one Montana college with either

a free or deferred application fee. 102 students applied, with 46 applying to MSU. Helena High will be starting a leadership meeting at the school next month. Mr. Thennis gathers student leaders around the school (i.e.: sports captains, presidents of clubs, etc.) and they meet monthly. Students can anonymously submit items through a school app that they would like addressed with the Board. There has been talk about changing the graduation gowns so they are not based on gender. Students would like the opportunity to either choose the color they want or all wear one color.

5. Bond/Project Update

We are in the final stages of the regular written report that will include financials. Completed the first of the fall bond meetings with the community last week. The meeting was held at First Baptist Church. SMA Architects Tim Meldrum and Clint Fisher were there and did a terrific job of explaining the design of the school. Great feedback towards the end by community members. They appreciated everyone that came out to that meeting. Jim Darcy will be a little different. There is an old steel workers tradition of placing the final steel beam. A ceremony will be held on Thursday at 10:00 a.m. for the topping out ceremony. The beam is at Jim Darcy, painted white and available for anyone to sign it before it is placed. They are still working on the Bryant event. There is utility work being done below where the sky bridge is being placed at Bryant. Once the utility work is complete, the sky bridge can be placed. Continuing to work with the city on utility matters. There is sewer line below the parking lot for Central. Working with the city to determine what needs to happen before pavement is poured there. Bryant is at 48% completion currently. Masonry is ongoing, brick is placed on one side. There is drywall work that began on Monday. The internal work and roughing in is starting. The color boards for Bryant is complete. Jim Darcy is nearing completion and Central is ongoing. Bryant is scheduled to be roughed in by November. Jim Darcy is 43% complete. The final pouring of concrete is complete. Exterior stone work has started. There is work related to the storm water and sewer/wastewater on site that is ongoing. Jim Darcy is scheduled to be roughed in by December. Central is 35% complete and scheduled to be dried in by the first of the year. Central had to have 1,000 truckloads of soil hauled out and 1,000 truckloads of engineered soil brought back in so that the site is stable. There will be an easy transition to the new school for Central staff. Barb Ridgway has convened a group to assist in the transition project. Staff will need to be packed and ready to move on the last day of school. Bryant and Jim Darcy demolition process will begin a few days after school ends. Storage containers will be moved onto those campuses and will be packed. They will pack “first in, last out” so that items needed quicker at the beginning of the school year will be easily accessible.

V. SUPERINTENDENT’S REPORT

Dr. Ream reported that in relation to Budget and Finance, work started with Todd Watkins this week. He is helping frame out a long-term budget with long term projection from a budget standpoint and program costs. This will give us more data at our fingertips to make decisions quicker. State conferences will be next week. Thank you to the group of student teachers for what they do every day and welcome to the Helena Schools. Dr. Ream invited Stacy Collette to provide an update on the background checks and hiring processes for the district. There were well over 100 people hired last year, including teaching staff, para educators, secretaries, custodians, etc. Applicants go through a screening process, which includes being interviewed, doing reference checks, validation of credentials and certificates, etc. Once this is done an applicant is given a hire letter that is contingent on a criminal background check. Once the fingerprints are done and the applicant is cleared by the Department of Justice, employment can begin. The goal is to provide for the safety and security of our children. Policy 5015 ensures that the people in our buildings that have access to our children have background checks. In

order to determine eligibility to work in the Helena Public Schools there must not be any felony convictions in the last ten years involving child endangerment, violence or drug convictions including manufacture and distribution. Applicants that are listed on permanent registries such as violent or sexual offenses are excluded. We apply this to not only the folks working in our school district, but also to contractors, volunteers, parent volunteers, food service workers, bus drivers and programs that work with our students such as counseling agencies. Anyone that participates actively in our educational environment will have these standards applied. If they have access to students, they need to be fingerprinted and have background checks. Since August 2018, the district has completed 243 background checks. 101 of those were Helena Schools staff, 12 were Sodexo staff, 7 were First Student drivers, 75 were contractors and 48 were volunteers. Trustee Talwani asked if we do checking outside of the federal requirements such as google searches or checking social media. Stacy reported that there is hesitancy to rely on social media or google searches as there is no definitive way to tell if it is the correct person. Social media posts don't necessarily mean that the job duties would be affected. Stacy reports that we remain above the line in contextual reference checks. Our policy and practice to fairly assess our candidates needs to be above board and continue to be clear and transparent. Within the application, which will be modified this year, there will be specific questions asked about criminal history and background to better get an idea of what we are looking for in a candidate. It is a difficult area and we will continue to work on it. Trustee Talwani stated that some situations could easily be avoided with a simple online search to add another factor to the applications. If there are red flags on a reference check, we give the candidates an opportunity to explain. We use criminal background checks, the Office of Public Instruction and Board of Education to work through processes to have the most up to date information. The criminal background checks are very extensive, petty thefts, misdemeanors, deferred sentences are all shown. We are an Equal Opportunity Employer and have the highest level of discretion for our students. There is a continued opportunity for best practices.

VI. ADJOURNMENT

Chair Sarah Sullivan thanked the student teachers for coming and for choosing the profession of teaching. There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 7:19 p.m. The next Board Meeting is a work session at C.R. Anderson Middle School on October 23rd and the regular Board Meeting will be held on November 13, 2018.

Respectfully submitted,

Sarah Sullivan, Chair

Angie Ford, Recording Secretary

Date

BUDGET AMENDMENT DUE TO AN UNANTICIPATED ENROLLMENT INCREASE

Pursuant to 20-9-161, MCA, a school district that experiences an unanticipated enrollment increase over the prior school year enrollment used to calculate the current fiscal year budget, the district may adopt a budget amendment to pay for the increased costs associated with the increase in enrollment. If the increase in enrollment used to calculate the ANB for the current fiscal year is greater than the lesser of 40 students or 4%, the district is eligible for additional Direct State Aid.

Based the October 1, 2018 enrollment count, Helena Elementary District No. 1 has experienced an unanticipated increase in ANB of approximately 98 and qualifies for additional Direct State Aid of \$130,182.72.

BUDGET AMENDMENT PROCESS AND PROCEDURES

1. Trustees proclaim the need for a budget amendment by majority vote (attached).
2. Trustees petition the State Superintendent to adopt a resolution for a budget amendment (attached).
3. The State Superintendent approves the petition.
4. Not less than one week before the adoption of the budget amendment, the Trustees must provide public notice their intent.
5. Trustees adopt the budget amendment by a majority vote.

ESTIMATED TIMELINE

November 13, 2018 – Budget Proclamation passed by majority vote

November 14, 2018 – Petition submitted to the State Superintendent

By November 28, 2018 – Public notice provided

December 11, 2018 – Budget Amendment adopted

**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 November 13, 2018, at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8th Street, Helena MT 59601, 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 an unanticipated enrollment increase, the district's budget for the general 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 general fund budget in the amount of \$130,182.72 is necessary under the provision of Section 20-9-161(1), 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 additional Direct State Aid (DSA);

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 general fund budget for fiscal year 2019 in the amount of \$130,182.72 under Section 20-9-161(1), 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 meet at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8th Street, Helena MT 59601 on December 11, 2018 for the purpose of considering and adopting the budget amendment.



Ms. Elsie Arntzen
State Superintendent
Office of Public Instruction
P.O. Box 202501
Helena, MT 59620-2501

Dear Ms.Arntzen:

RE: Petition for Permission to Adopt a Resolution for a Budget Amendment

In accordance with Section 20-9-163, MCA, the Board of Trustees of the Helena Elementary School District No. 1, Lewis and Clark County, Montana, hereby petition for permission to adopt a resolution for a budget amendment under the provisions of Section 20-9-161(1), MCA.

As a result of an unanticipated enrollment increase, the district's budget for the general fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year. Therefore, the trustees have proclaimed a need for a budget amendment.

The district's current year enrollment count is on file with the Office of Public Instruction and was completed in accordance with the provisions of Section 20-9-311, MCA, and A.R.M. 10.20.102.

The budget amendment in the amount of \$130,182.72 will affect the Helena Elementary School District No. 1 general fund budget for fiscal year 2019. The anticipated source of financing that will be utilized to fund the budget amendment is additional Direct State Aid (DSA).

Pursuant to A.R.M. 10.22.204(1)(a), the following amounts were appropriated within the current year final budgets of each fund affected by the enrollment increase:

	General Fund	Transportation Fund	_____ Fund
capital outlay (700 object series)	\$ _____	\$ _____	\$ _____
addition to operating reserve	\$ _____	\$ _____	\$ _____

Sincerely,

The seven (7) members of the Board of Trustees of the Helena Elementary School District No. 1, Lewis and Clark County, Montana.

Print Chairperson's Name

Signature of Chairperson

Date

Sarah Sullivan

Print Trustee's Name

Signature of Trustee

Date

Terry Beaver

Tyler Emmert

Libby Goldes

Jeff Hindoien

Luke Muszkiewicz

Sanjay Talwani

PERSONNEL ACTIONS
October 10, 2018 – November 13, 2018

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Amos, Jennifer	11/30/18	Central/Librarian	\$238.60/day*
Ault, Kathryn	11/20/18	Warren/Fourth Grade	\$217.18/day*
Bartruff, Macaul	10/22/18	Warren/Third Grade	\$210.04/day*
Chaney, Kaytlen	10/16/18	Jim Darcy/Fifth Grade	\$210.04/day*
Chaney, Kaytlen	11/5/18	Jim Darcy/Counselor	\$18,468.66*
Hurley, Amy	10/31/18	CHS/Physical Education	\$287.80/day*
Kendrick, Sara	10/22/18	Jim Darcy/Second Grade	\$248.65/day*
Renshaw, Brittany	10/23/18	Jim Darcy/Third Grade	\$210.04/day*
Stevens, Selena	10/22/18	Smith/Fourth Grade	\$210.04/day*
Tabaracci, Wilma	11/6/18	Warren/Kindergarten	\$40,779.95

*Temporary Contract: Contract expires at the discretion of the District or 6/7/2018 whichever occurs first.

Terminations & Retirement

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
McKinley, Ellen	10/18/18	Warren/Kindergarten	Retirement
Chaney, Kaytlen	11/2/18	Jim Darcy/Fifth Grade	Temporary

Leave

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
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Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
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**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Bawden, Mercedes	10/08/18	Central/SACC Site Manager	\$14.36/hr.

Cathcart, Bethany	11/06/18	Bryant/Para Educator	\$13.42/hr.
Fitzpatrick, Jennifer	10/08/18	Central/Para Educator	\$13.42/hr.
Foster, Patricia	11/06/18	Broadwater/SACC Para Educator	\$12.25/hr.
Garrison, Theresa	10/01/18	Smith/Temporary Para Educator	\$10.95/hr.*
Guse, Katrina	10/12/18	Jefferson/Temporary Para Educator	\$11.45/hr.*
Hughes, Danielle	10/23/18	Rossiter/SACC Site Manager	\$14.01/hr.
Langsather, Paula	10/22/18	PAL-RBLC/Custodian	\$14.82/hr.
Murray, Kenja	10/15/18	Bryant/Para Educator	\$13.42/hr.
McRae, Kristy	10/01/18	Smith/Para Educator	\$10.95/hr.
McGurn, Christopher	10/22/18	HHS-HMS/Custodian	\$14.82/hr.
Nelson, Linda	10/08/18	Smith/Temporary Para Educator	\$14.12/hr.*
Rivers, Jacob	10/03/18	HMS/Temporary p-t EL Tutor	\$15.48/hr.*
Thompson, Kyler	10/22/18	Central/SACC Para Educator	\$10.95/hr.
Whetstone, Tim	10/29/18	HHS/Custodian	\$14.82/hr.
Thomas, Deana	11/12/18	RBLC/Secretary	\$13.98/hr.

**Temporary Assignment*

Terminations

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Kolar, Tiffany	10/08/18	RBLC/Para	Personal
McSpadden, Monica	11/9/18	RBLC/Secretary	Personal
Pedersen, Michael	10/17/18	HHS/Para Educator	Personal
Wolf, Ray	10/26/18	HHS/Custodian	Retirement
Wright, Marla	10/19/18	Bryant/Para	Personal
Thomas, Deanna	11/9/18	Hawthorne/Para	Personal

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
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SUPPLEMENTARY CONTRACT ASSIGNMENTS

Last Name	First Name	Assignment	School	Stipend
Carter	Lonzo	Track-Head Coach	Capital High	\$6,990.12
Darfler	Edward	Track-Asst Boys Coach	Capital High	\$4,581.73
Hunt	Jared	Track-Asst Boys Coach	Capital High	\$1,613.79
Rauch	Marie	Annual	PAL	\$1,018.08
Thompson	Ricknold	Track-Asst Boys Coach	Capital High	\$4,033.25
Bogard	Samuel	Wrestling-Asst Coach	HMS	\$555.00
Burke	John	Wrestling - Head Coach	HMS	\$738.00
Harris	Jason	Wrestling-Asst Coach	CRA	\$638.00

McKay	Clifford	Wrestling-Asst Coach	CRA	\$555.00
Mulvaney	Andrew	Soccer-Asst Coach	Helena High	\$505.00
Murgel	Jarrold	Wrestling-Asst Coach	HMS	\$555.00
Nay	Kyle	Wrestling-Asst Coach	CRA	\$555.00
Rivers	Jake	Soccer-Asst Coach	Helena High	\$505.00
Hanshew	Annie	Speech-Asst Coach	Helena High	\$1,236.00
Terhune	Benjamin	Speech-Asst Coach	Helena High	\$2,471.00

Last Name	First Name	Assignment	School	Stipend
Bignell	Mary	Basketball-Assist Girls	CHS	\$2910.00
Goebel	Allan	Basketball-6 th Grade	HMS	\$559.00
Dalton	Kaylee	Volleyball	HMS	\$559.00
Brooks	Karli	Basketball-6 th Girls	HMS	\$594.00
Dowdy	Connor	Basketball-7 th Girls	CRA	\$594.00
Dudek	Benjamin	Basketball-6 th Girls	CRA	\$594.00
Dugger	Jeffrey	Basketball-6 th Girls	CRA	\$594.00
Hansen II	Alan	Basketball-7 th Girls	HMS	\$594.00
Hogan	Anthony	Basketball-6 th Girls	HMS	\$594.00
Lyndes	Casey	Basketball-6 th Girls	CRA	\$626.00
McGinley	Michael	Basketball-6 th Girls	CRA	\$594.00
Miller	Lauren	Basketball-6 th Girls	CRA	\$594.00
Nicolson	Brayden	Basketball-7 th Girls	HMS	\$594.00
North	Dawn	Basketball-7 th Girls	CRA	\$775.00
Schulke	Valarie	Basketball-6 th Girls	CRA	\$594.00
Sheridan	James	Basketball-6 th Girls	CRA	\$626.00
Stanger	Daniel	Basketball-6 th Girls	CRA	\$594.00
BrassaniniSummers	Maria	Swim-Combined	HHS/CHS	\$4298.30
Walsh	Vicki	Basketball-6 th Girls	HMS	\$594.00
Shannon	Julia	Swim-Head Combined	HHS/CHS	\$4298.30

Electricians Negotiated Agreement for 2018-19

A copy of the tentative agreement for the proposed 2018-19 Negotiated Agreement between the International Brotherhood of Electrical Workers (IBEW) and Helena School District #1 is enclosed. This proposed agreement is submitted to the trustees for ratification.

Superintendent's Recommendation:

Approve the proposed 2018-19 Negotiated Agreement between the International Brotherhood of Electrical Workers (IBEW) Local 233 and Helena School District #1.

IBEW, Local 233, Electrical Workers Tentative Agreement for 2018-2019

Salary and Benefit Changes:

1. 2018-19 A flat rate of \$0.74 per hour. Hourly rate goes from \$29.79 to \$30.53 per hour.
2. A 1% increase to the Cafeteria Benefit Amount will occur for 2018-19 (\$84.00 per year)

Language Changes:

Article II

Employer Rights - Union Rights

- Sec. 1. Members of the Union, except those meeting the requirements of "Employer", as defined herein shall not contract for any electrical work.
- Sec. 2. All employees shall **not** be required to become and remain members of the Union as a condition of employment during the term of this Agreement. New employees hired after the effective date of the Agreement and former employees who are non-members of the Union returning to work after such date, shall **not** be required to become members of the Union on the 30th day following such date.
- Sec. 3. It shall be required to employ at least one Journeyman on a yearly basis. **The Union shall be notified when/if a new Bargaining Unit employee is hired.**

Craft Council Negotiated Agreement for 2018-19

A copy of the tentative agreement for the proposed 2018-19 Negotiated Agreement between the Helena School Craft Council (Plumbers and Pipefitters Local Union No. 41 and International Association of Machinist and Aerospace Workers Local No. 88) and Helena School District #1 is below. This proposed agreement is submitted to the trustees for ratification.

Superintendent's Recommendation:

Approve the proposed 2018-19 Negotiated Agreement between the Helena School Craft Council (Plumbers and Pipefitters Local Union No. 41 and International Association of Machinist and Aerospace Workers Local No. 88) and Helena School District #1.

Helena School Craft Council (Plumbers and Pipefitters Local Union No. 41 and International Association of Machinist and Aerospace Workers Local No. 88) Tentative Agreement for 2018-2019

Salary and Benefit Changes:

1. 2018-19 – A flat rate increase for the Plumbers of \$1.10 per hour. Hourly rate goes from \$31.48 to \$32.58 per hour.
2. 2018-19 – A flat rate increase for the Mechanic of \$1.10 per hour. Hourly rate goes from \$26.69 to \$27.79 per hour
3. A 1% increase to the Cafeteria Benefit Amount will occur for 2018-19 (\$80.00 per year)

Language Changes:

Article II

ARTICLE II. UNION RECOGNITION AND SECURITY

Section 1. This Agreement shall apply to all maintenance, repair and reconstruction of facilities of School District No.1 coming under the trade jurisdiction of the signatory craft union.

Section 2. The Employer agrees that in accordance with past practices, the Union will continue to be recognized as the exclusive bargaining agent for all employees performing work covered by this Agreement, and that such employees, if not already members of the Union of the effective date of this Agreement, ~~shall~~ may become members of the Union within thirty-one (31) days after the effective date of this Agreement or thirty-one (31) days after their respective employment; whichever is the lesser and shall maintain such membership in continuous good standing as a condition of employment throughout the life of this Agreement or their employment. ~~Provided, however, that such Union membership shall not be required if the Employer (a) has reasonable grounds for believing that such membership was not available to the employees involved on the same terms and conditions generally applicable to other members, or (b) has grounds for believing that membership was denied or terminated for reasons other than the failure of the employee(s) to render the periodic dues and initiation fees uniformly required by the Union as a condition of acquiring or retaining membership in the Union.~~

ARTICLE IX. TERM OF THE AGREEMENT

1. Section 3. Wages for employees covered by this agreement will be based on the total wage package of the Building Construction Contracts and the Machinist Contracts, in the City of Helena, Montana, as listed in Supplement "A" herein attached.

SUPPLEMENT "A"

2. Section 1. The wages for the Plumbers and Pipefitters craft shall be equal to the Building Construction Contract, and the Mechanics the average of Machinists contracts, plus all fringe benefits as noted in the individual tables (example: Health and Welfare, Pension, Apprentice Training, etc.) minus the school district fringe benefits (vacation, PERS, six (6) days sick leave and Health and Welfare, holidays) .

3. Retroactive to July 1, 2018 on all improvements.