



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 Meeting

Ray Bjork Learning Center | 1600 8th Ave | Helena MT 59601
Tuesday, December 10, 2019 - 5:30 p.m.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. EDUCATOR & STUDENT RECOGNITIONS

- A. **Capital High Bruin Volleyball Team**, Capital High, Back-to-Back State AA Volleyball Champions
- B. **Caroline Southworth**, Capital High, National Merit Scholarship Semi-Finalist
- C. **Claire Pichette**, Helena High, selected as a 2017 national award winner for the prestigious Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST)
- D. **Ryan Schulte**, Helena High, accepted into the Case Method Project at the Harvard Business School

IV. GENERAL PUBLIC COMMENT

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

V. NEW BUSINESS

A. Action Items

- 1. Elementary General Fund Budget Amendment Proclamation Due to an Unanticipated Enrollment Increase (see attached)
- 2. HSD Policy 3010: School Admissions (see attached)

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair
Siobhan Hathorn
Trustee

Terry Beaver
Vice Chair
Jeff Hindoiin
Trustee

John E McEwen
Trustee
Sarah Sullivan
Trustee

Libby Goldes
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Jennifer Walsh
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3. HSD Policy 7012: Procurement of Supplies, Materials, Equipment and Services Using Federal Funds (see attached)
4. HSD Policy 7065: Contracts with Third Parties Affecting Student Records (see attached)

B. Consent Items

1. Board of Trustees November 12, 2019 Meeting Minutes (see attached)
2. Board of Trustees November 26, 2019 Special Session Minutes (see attached)
3. Approval of Personnel Actions (see attached)
4. Approval of Warrants
5. Resolution to Dispose of Personal Property – Technology Surplus (see attached)

C. Items for Information

1. HSD Policy 2035: Federal Funding and Title I (see attached)
2. HSD Policy 4040: School, Student, Parent, Family and Community Engagement in Education (see attached)
3. HSD Policy 5105: Conflicts of Interest (see attached)
4. HSD Policy 7053: Food Service Procurement (see attached)
5. 2019/2020 Enrollment and Demographics Update (see attached)

D. Reports

1. Budget & Finance Committee Report
2. Policy Committee Report
3. Facilities & Maintenance Committee Report
4. Teaching & Learning Committee Report
5. Health Benefits Committee Report
6. Montana School Boards Association Report
7. Helena Education Association Report
8. HHS / CHS Student Representatives Report

VI. SUPERINTENDENT’S REPORT

VII. BOARD COMMENTS

VIII. ADJOURNMENT

The next Board of Trustees meeting has been scheduled for January 14, 2020.

Board of Trustees Meeting

Elementary General Fund Budget Amendment Proclamation



V. NEWBUSINESS

A. Action Items

1. Elementary General Fund Budget Amendment Proclamation due to an Unanticipated Enrollment Increase
-

Background:

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 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.

Considerations:

Based on the October 7, 2019 enrollment count, Helena Elementary District No. 1 has experienced an unanticipated increase in ANB of approximately 80 and qualifies for additional Direct State Aid of \$93,311.07.

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 of their intent.
5. Trustees adopt the budget amendment by a majority vote.

Estimated Timeline:

December 10, 2019 – Budget Proclamation passed by majority vote
December 11, 2019 – Petition submitted to the State Superintendent
By December 31, 2019 – Public notice provided
January 14, 2020 – Budget Amendment adopted

Superintendent recommendation:

Approve of the attached budget amendment proclamation to the Helena Elementary District No. 1 general fund and direct the Business Services Administrator to petition the State Superintendent for permission to adopt a resolution for a budget amendment.

**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 December 10, 2019, 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 \$93,311.07 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 2020 in the amount of \$93,311.07 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 January 14, 2020 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 \$93,311.07 will affect the Helena Elementary School District No. 1 general fund budget for fiscal year 2020. 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)	\$10,000 _____	\$ _____	\$ _____
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
<u>Luke Muszkiewicz</u>	_____	_____

Print Trustee's Name

Signature of Trustee

Date

Terry Beaver

Libby Goldes

Siobhan Hathhorn

Jeff Hindoien

John McEwen

Sarah Sullivan

**Policy Background – Items for Action
Board of Trustees Meeting
December 10, 2019**

The following policies are being presented for action.

- A. **3010 School Admissions** - This policy has been updated to reflect the change in law adopted by the 2017 Legislature in SB 11 which defines a pupil as an individual who reaches age 5 on or before September 10th and removes the references to age 6.

- B. **7012 Procurement of Supplies, Materials, Equipment and Services Using Federal Funds** - This new policy is recommended to provide the standards applicable under federal law for the procurement of goods and services using federal funds. It incorporates state limits but includes the information required by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- C. **7065 Contracts with Third Parties Affecting Student Records** - This new policy must be adopted to enter into contracts with providers of educational software and applications that will be used in schools. The Montana Legislature passed HB 745, which is entitled the Montana Pupil Online Personal Information Act. The intent of the law is to protect student information from being gathered and used by third party providers to engage in targeted advertising. While the legislation largely focuses on these third parties and the requirements that apply to their protection and use of student information, the law also requires that districts must have a policy to contract with these providers and the contracts must contain the provisions specified by law.

The above policies have had at least two readings by the Policy Committee.

2
3 STUDENTS

4
5 School Admissions

6
7 *Age*

8
9 No pupil may be enrolled in the kindergarten or first grade whose 5th ~~or 6th~~ birthday does not occur
10 on or before September 10 of the school year in which child registers to enter school. A parent may
11 request a waiver of the age requirement. All waivers are ~~in~~ at the discretion of and subject to the
12 approval of the Board. ~~A student who meets the 6-year-old requirement to enter 1st grade, but~~
13 ~~who has not completed a kindergarten program, will be tested and placed at the discretion of~~
14 ~~the administration.~~ No pupil may be enrolled in the District if that pupil has reached his or her 19th
15 birthday on or before September 10 of the school year in which the child registers to enter school. A
16 student may request A waiver of the age limitation, ~~which~~ must be reviewed and approved by the
17 Board in an executive session.

18
19 *Entrance – Identity and Immunization*

20
21 Students enrolling in the District for the first time must present a birth certificate or other reliable
22 proof of identity and age within 40 days, as well as proof of residence. ~~and immunization from~~
23 ~~disease as required by Montana.~~ Students must also provide additional student records including
24 original immunization records within 30 days. If the parent of the student does not provide proof of
25 identification within 40 days, the District shall notify the Missing Children Information Program and
26 a local law enforcement authority of the fact that no proof of identity has been presented for the
27 child.

28
29 Students who are homeless, in foster care, or are the child of a military family are entitled to
30 immediate enrollment regardless of presentation of the required documentation. Nonresident
31 students shall be admitted when required by law or as permitted by District policy.

32
33 A student who transfers from one school district to another may photocopy immunization records in
34 the possession of the school of origin. The District shall accept the photocopy as evidence of
35 immunization. ~~Within 30 days after a transferring pupil ceases attendance at the school of origin, the~~
36 ~~District should have the original immunization records.~~ When a student enrolls in the Helena School
37 District the school the student left must send the original immunization records within thirty (30)
38 days after the student has transferred out.

39
40 ~~When a parent signs and files with the District, prior to the commencement of attendance each~~
41 ~~school year, a notarized affidavit on a form prescribed by the State of Montana stating that~~
42 ~~immunization is contrary to the religious tenets and practices of the parent. Immunization of the~~
43 ~~student seeking to attend in the District will not be required prior to attendance.~~

44
45 Parents who choose not to immunize their child based on religious tenets or personal practices must
46 annually submit to the District a signed and notarized affidavit on the form prescribed by the State of

47 Montana. The form must be presented to the District prior to the child's first day of attendance. The
48 statement must be maintained as part of the student's immunization records. The District will also
49 accept medical exemptions as required by law.

50

51 *Placement*

52

53 The goal of the District shall be to place students at levels and in settings that will enhance the
54 probability of student success. Developmental testing, together with other relevant criteria,
55 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
56 may be considered in the placement of all students. Final disposition of all placement decisions rests
57 with the Principal subject to review by the Superintendent. ~~and the Board.~~ If a student is assigned to
58 a school in the District outside of the adopted school boundaries applicable to that student, this
59 decision is subject to the District's Uniform Grievance Procedure. Upon completion of these
60 procedures, the Board's decision regarding the assignment is final.

61

62 *Transfer Students*

63

64 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
65 terms of this policy. The District will request the student's records from the prior school district
66 prior to making any final decision on placement.

67

68 Elementary students shall be placed at their current grade level on a probationary basis for a period
69 of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level
70 placement of the student, the student shall be subject to an educational assessment to determine
71 appropriate grade and level placement

72

73 High school students shall be placed according to the number of credits earned in their previous
74 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
75 procedures for earning credit.

76

77

78	Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
79		§ 20-5-101, MCA	Admittance of child to school
80		§ 20-5-403, MCA	Immunization requirements
81		§ 20-5-404, MCA	Conditional attendance
82		§ 20-5-405, MCA	Medical or religious exemption
83		§ 20-5-406, MCA	Immunization record
84		§ 20-5-502, MCA	Enrollment by caretaker relative -- residency -- 85 affidavit
86		§ 20-7-117, MCA	Kindergarten and preschool programs
87		§ 44-2-511, MCA	School enrollment procedures for missing children
88		10.55.701, ARM	Board of Trustees
89		10.55.906, ARM	High School Credit

90

91	Cross References:	Policy 1085	Uniform Grievance Procedure
92		<u>Policy 1065</u>	<u>Board Meetings</u>

93		
94	<u>Policy History:</u>	
95	Adopted on:	2.12.2013
96	Revised on:	10.8.2013
97		

2

3 OPERATIONAL SERVICES

4

5 Procurement of Supplies, Materials, Equipment and Services Using Federal Funds

6 Procurement of all supplies, materials, equipment, and services paid for from federal funds or
7 District matching funds shall be made in accordance with all applicable federal, state, and local
8 statutes and/or regulations, the terms and conditions of the federal grant, Board policy, and
9 administrative procedures. Procurement of any supplies, materials, equipment or services not
10 using federal funds shall be subject to Board Policy 7010 and state law.

11 The Superintendent shall maintain a procurement and contract administration system in
12 accordance with the requirements for the administration and management of Federal grants and
13 Federally-funded programs. The District shall maintain a contract administration system that
14 requires contractors to perform in accordance with the terms, conditions, and specifications of
15 their contracts or purchase orders. Except as otherwise noted, procurement transactions shall
16 conform to the provisions of the District’s general purchasing policy.

17 The District shall take affirmative steps to assure that minority businesses, women's business
18 enterprises, and labor surplus area firms are used when possible.

19 All District employees, officers, and agents who have purchasing authority shall abide by the
20 standards of conduct covering conflicts of interest and governing the actions of its employees,
21 officers, and agents engaged in the selection, award, and administration of contracts.

22 The District will avoid acquisition of unnecessary or duplicative items and shall give
23 consideration to mechanisms to obtain a more economical purchase (i.e., consolidating or
24 breaking out procurements where permitted under state law). Where appropriate, the District
25 shall conduct an analysis of lease versus purchase alternatives and any other appropriate options
26 to determine the most economical approach.

27 To foster greater economy and efficiency, the District may engage in cooperative purchasing
28 where appropriate for procurement or use of common or shared goods and services.

29 **Competition**

30 All procurement transactions paid for from federal funds or District matching funds shall be
31 conducted in a manner that encourages full and open competition and that is in good
32 administrative practice and sound business judgment. To promote these purposes, the District
33 shall exclude any contractor that has developed or drafted specifications, requirements,
34 statements of work, or invitations for bids or requests for proposals from competition for such
35 procurements.

36 Further, the District does not use statutorily or administratively imposed state, local, or tribal
37 geographical preferences in the evaluation of bids or proposals under this policy, unless (1) an

38 applicable federal statute expressly mandates or encourages a geographic preference; or (2) the
39 District is contracting for architectural and engineering services, in which case geographic
40 location may be a selection criterion provided its application leaves an appropriate number of
41 qualified firms, given the nature and size of the project, to compete for the contract.

42 To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire
43 goods and services that are subject to this policy, the pre-qualified list shall include a sufficient
44 number of qualified sources as to ensure maximum open and free competition. The District
45 allows vendors to apply for consideration to be placed on the list at any time and they must re-
46 qualify every twenty-four (24) months in accordance with administrative procedures established
47 by the Superintendent.

48 **Solicitation Language**

49 The District shall require that all solicitations made pursuant to this policy incorporate a clear
50 and accurate description of the technical requirements for the material, product, or service to be
51 procured. Such description shall not, in competitive procurements, contain features which unduly
52 restrict competition. The description may include a statement of the qualitative nature of the
53 material, product, or service to be procured and, when necessary, shall set forth those minimum
54 essential characteristics and standards to which it shall conform if it is to satisfy its intended use.
55 Detailed product specifications will be avoided if at all possible.

56 When it is impractical or uneconomical to make a clear and accurate description of the technical
57 requirements, a "brand name or equivalent" description may be used as a means to define the
58 performance or other salient requirements of procurement. The specific features of the named
59 brand which shall be met by offers shall be clearly stated; and identify all requirements which the
60 offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

61 The Board shall not approve any expenditure for an unauthorized purchase or contract.

62 **Procurement Methods**

63 The District shall utilize the following methods of procurement:

64 *Micro-Purchases*

65 Purchases of supplies, materials, services, or equipment using federal funds less than
66 \$10,000 shall be "Micro-Purchases." The District is not required to use a formal bidding
67 process for Micro-Purchases, but it shall ensure that purchases are reasonable and equitably
68 distributed among all qualified sources. The District shall maintain all procurement
69 documentation to ensure the cost is less than \$10,000 for a Micro-Purchase.

70

71 *Small Purchases*

72 Purchases of supplies, materials, services, or equipment using federal funds between
73 \$10,000 and \$80,000 shall be considered "Small Purchases." The District is not required to
74 use a formal bidding process for Small Purchases, but it shall use a competitive process to
75 ensure fairness. For any Small Purchase, the District shall obtain at least two or more price

76 quotes. The District shall maintain all procurement documentation to ensure the cost is less
77 than \$80,000 but more than \$10,000 for a Small Purchase.

78

79 *Sealed Bids*

80 Sealed bids shall be used when the procurement lends itself to a firm fixed price contract
81 and the selection of the successful bidder can be made principally on the basis of price.

82 Sealed, competitive bids shall be obtained when the purchase of, and contract for supplies,
83 materials, or equipment (including construction projects) which exceeds \$80,000 and
84 would utilize federal funds or District matching funds.

- 85 1. Bids shall be solicited in accordance with the provisions of state law and
86 board policy. Bids shall be solicited from an adequate number of qualified
87 suppliers, providing sufficient response time prior to the date set for the
88 opening of bids. The invitation to bid shall be publicly advertised.
- 89 2. The invitation for bids will include product/contract specifications and
90 pertinent attachments and shall define the items and/or services required in
91 order for the bidder to properly respond.
- 92 3. All bids will be opened at the time and place prescribed in the invitation for
93 bids; bids will be opened publicly.
- 94 4. A firm fixed price contract award will be made in writing to the lowest
95 responsive and responsible bidder.
- 96 5. The Board reserves the right to reject any or all bids for sound documented
97 reason.

98

99 *Competitive Proposals*

100 Procurement by competitive proposal, normally conducted with more than one source
101 submitting an offer, is generally used when conditions are not appropriate for the use of
102 sealed bids.

103 If this method is used, the following requirements apply:

- 104 1. Requests for proposals shall be publicized and identify all evaluation factors and
105 their relative importance. Any response to the publicized requests for proposals
106 shall be considered to the maximum extent practical.
- 107 2. Proposals shall be solicited from an adequate number of sources.
- 108 3. The District shall use its written method for conducting technical evaluations of
109 the proposals received and for selecting recipients.
- 110 4. Contracts shall be awarded to the responsible firm whose proposal is most
111 advantageous to the program, with price and other factors considered. Price may
112 not be considered where procuring architectural/engineering services;
113 compensation is subject to negotiation of a fair and reasonable fee after selection.

114

115 *Noncompetitive Proposals*

116 The District may only solicit a proposal from a sole source when one or more of the following
117 circumstances apply:

- 118 1. The item is available only from a single source;

- 119 2. The public exigency or emergency for the requirement will not permit a delay
120 resulting from competitive solicitation;
121 3. The federal awarding agency or pass-through entity expressly authorizes
122 noncompetitive proposals in response to a written request from the District; or
123 4. After solicitation of a number of sources, competition is determined to be
124 inadequate.

125 **Contract/Price Analysis**

126 The District shall perform a cost or price analysis in connection with every procurement action in
127 excess of \$80,000, including contract modifications. A cost analysis generally means evaluating
128 the separate cost elements that make up the total price, while a price analysis means evaluating
129 the total price, without looking at the individual cost elements.

130 The method and degree of analysis is dependent on the facts surrounding the particular
131 procurement situation; however, the District shall come to an independent estimate prior to
132 receiving bids or proposals.

133 **Time and Materials Contracts**

134 The District uses a time and materials type contract only (1) after a determination that no other
135 contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at
136 its own risk. A time and materials type contract is a contract whose cost to the District is the sum
137 of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect
138 wages, general and administrative expenses, and profit.

139 **Suspension and Debarment**

140 The District will award contracts only to responsible contractors possessing the ability to
141 perform successfully under the terms and conditions of the proposed procurement. All
142 purchasing decisions shall be made in the best interests of the District and shall seek to obtain the
143 maximum value for each dollar expended. When making a purchasing decision, the District shall
144 consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of
145 past performance; and (4) financial and technical resources.

146 The Superintendent shall have the authority to suspend or debar a person/corporation, for cause,
147 from consideration or award of further contracts.

148 The District shall not subcontract with or award subgrants to any person or company who is
149 debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is
150 not debarred or suspended by verifying such status.

151 **Maintenance of Procurement Records**

152 The District maintains records sufficient to detail the history of all procurements. These records
153 include, but are not limited to the following: rationale for the method of procurement, selection

154 of contract type, contractor selection, or rejection, and the basis for the contract price (including
155 a cost or price analysis).

156	Legal References:	§ 18-1-101 et seq., MCA	Public Contracts
157		§ 20-9-204, MCA	Conflicts of interest, letting contracts and
158			calling for bids
159		2 C.F.R. Part 180	
160		2 C.F.R. 200.317	
161		2 C.F.R. 200.318	
162		2 C.F.R. 200.319	
163		2 C.F.R. 200.320	
164		2 C.F.R. 200.321	
165		2 C.F.R. 200.322	
166		2 C.F.R. 200.323	
167		2 C.F.R. 200.324	
168		2 C.F.R. 200.325	
169		2 C.F.R. 200.326	
170		48 C.F.R. chapter 1	

171			
172			
173	Cross References:	Policy 5105	Conflicts of Interest
174		Policy 7010	Purchasing

175

176 Policy History:

177 Adopted on:

178 Revised on:

179

2
3 OPERATIONAL SERVICES

4
5 Contracts with Third Parties Affecting Student Records

6
7 The Board may enter into a contract with a third-party provider of digital educational software or
8 services:

- 9
- 10 - For the digital storage, management, and retrieval of student records (including through
- 11 cloud-based services); or
- 12 - Authorizes a third-party digital software provider to access, store, and use student records in
- 13 accordance with the provisions of any such resulting contract.

14
15 “Student records” include the student record maintained by the District in accordance with the
16 Family Educational Rights and Privacy Act (“FERPA”) and board policy and any information
17 acquired directly from the student through the use of instructional software or applications
18 assigned to the student by a teacher or other District employee.

19
20 District personnel may utilize digital educational software or services in accordance with this
21 policy. Personnel are not authorized to use third party digital educational software or services
22 for which the District has not entered into a contract pursuant to this policy.

23
24 All contracts entered into by the Board under this policy shall provide for the following at a
25 minimum:

- 26
- 27 1. All student records are and continue to be the property and under the control of the District;
- 28 2. A description of the means by which students may retain possession and control of their own
- 29 student-generated content if applicable, including the options through which a student may
- 30 transfer his or her own generated content to a personal account;
- 31 3. The third party is prohibited from using any information from a student record for any
- 32 purpose other than what is specifically authorized by the contract;
- 33 4. A description of the procedures through which a parent/guardian or adult student may review
- 34 personally identifiable information in the student’s record and correct erroneous information;
- 35 5. A description of the actions the third party shall take to ensure the security and confidentiality
- 36 of student records, including the designation and training of responsible individuals;
- 37 6. A description of the procedures for notifying the parent/guardian or adult student in the event
- 38 of an unauthorized disclosure of the student’s records;
- 39 7. Certification and a description of how certification will be verified that the third party shall
- 40 not retain or access the student records upon completion of the terms of the contract;
- 41 8. A description of how the District and third party will jointly ensure compliance with FERPA;
- 42 and
- 43 9. The third party is prohibited against using personally identifiable information in student
- 44 records to engage in targeted advertising.



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 November 12, 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 5:33 p.m.

ATTENDANCE – Present unless otherwise noted

Luke Muszkiewicz, Board Chair
Terry Beaver, Board Vice Chair
Sarah Sullivan, Trustee
Jeff Hindoién, Trustee
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 Maharg, Special Education Administrator
Sean Morrison, Special Education Administrator
Tim McMahan, Activities Administrator
Kalli Kind, Director of Support Services
Pat Boles, Technology Administrator

Jane Shawn, Helena Education Association President

Guests:

Lisa Cordingley, Helena Education Foundation

Brett Zanto, Capital High School Principal

Steve Thennis, Helena High School Principal

Bill Kaiser, Helena Public Schools Teacher

Tyler Manning, Helena Independent Record

Lisa Lee, No Kid Hungry

Ann Waickman, No Kid Hungry

Tim Meldrum, SMA Architects

Robert Worthy, Sodexo

Linda Paul, HHS Cross Country Coach

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

No changes.

III. EDUCATOR & STUDENT RECOGNITIONS

- A. Claire Pichette, Helena High School teacher, was unable to attend the meeting. She was selected as a 2017 national award winner for the prestigious Presidential Award for Excellence in Mathematics and Science Teaching. This is the nation's highest honor for U.S. math and science teachers in grades K-12.
- B. Hayden Ferguson, Helena High School student, was introduced by Helena High School Principal, Steve Thennis. Hayden is a semi-finalist for the National Merit Scholarship.
- C. Lea Hohenlohe, Capital High School student, was introduced by Capital High School Principal, Brett Zanto. Lea is a semi-finalist for the National Merit Scholarship.
- D. Caroline Southworth, Capital High School student, was unable to make the meeting. Caroline semi-finalist for the National Merit Scholarship.
- E. Kylie Hartnett, Helena High School student, was introduced by Helena High School Principal Steve Thennis and Coach Linda Paull. Kylie is a State Girls Cross Country Champion.

IV. GENERAL PUBLIC COMMENT

None

V. NEW BUSINESS

A. Items for Information

- 1. Annual Sodexo Report: Robert Worthy and his team served a wonderful meal to the trustees before the meeting. During his presentation Mr. Worthy

introduced the staff members that accompanied him to the meeting and presented his presentation to the Board of Trustees. Mr. Worthy spoke on locally made products that are within the school breakfast and lunch selections. These products are locally grown within 500 miles of Helena, ranging from milk to apples to grains. Mr. Worthy spoke on the “Future Chefs” program that allows children to compete with their own recipes on a national level. Mr. Worthy spoke about the breakfast program changes, expressing the reduction of waste and making fresh food on site. Sodexo has salad bars and offers an all you can eat fresh fruits and veggies selection. They run a Try it Tuesday program, adding new and different things for children to try. Mr. Worthy spoke about the design of the cafeterias and how to appeal to the children more at the high school level. Amongst those changes they have offered new a la carte areas, hand made pizzas, deli sandwiches made to order, Asian and Mexican service bars, amongst many other things. Sodexo creates 3-5 main event meals at the base kitchen, from scratch soups, and new breakfast bars on site. Sodexo is going green by using washable trays and silverware at all Elementary Schools, using foam plates at the High Schools, and new washable bowls at the new schools. Mr. Worthy teaches on a variety of levels to include ServSafe certification for district and Sodexo staff, Ag Day at Jim Darcy Elementary, college, DECA, and Culinary classes. Mr. Worthy explained the impact that the “Munchtana” food truck had on the community with serving over 24,000 meals to children over the summer. They had 9 sites and were visited by Governor Bullock to help serve the kids. Mr. Worthy spoke on the needs of Sodexo, expressing need for more freezer space. They had to turn down commodities due to it surpassing the available room. With less room, comes more risk to injury to staff members. Sodexo has donated over \$100,000 to the Helena district in equipment over a 5-year span.

Libby Goldes, Trustee, asked how the kitchens at the new schools are working. Mr. Worthy expressed that the kitchens are great, it’s a bit of an adjustment because the space is huge, and cleanup becomes tougher.

Hannah Muszkiewicz, Student Representative, asked how to rid the stigma of eating in the cafeteria. Mr. Worthy explained that this is something that has gone on for years and Sodexo is trying to do anything they can to lessen the stigma.

Siobhan Hathorn, Trustee, asked about comfort foods and not offering the items that are less healthy. Mr. Worthy explained that those comfort items are actually becoming healthier and they have also reduced how often that item is served.

2. Wellness Committee Report on School Nutrition: Presented by Lisa Lee with the district’s wellness committee. Ms. Lee presented that nutrition is just as important as food access. She talked about data points and the district getting

on board with healthy, wholesome, food changes. The number one death of heart disease is tied to food. With funding availability, it can help with central kitchen in order to make these changes, as well as providing better education with these healthier food options.

Siobhan Hathorn, Trustee, asked about moving towards an exercise program. Ms. Lee explained that the committee will be making a subset group for physical activity.

John McEwen, Trustee, asked if there was a way for parents to come in to eat the food that is offered. Sodexo runs a program that does offer the parents to come in what their children are eating.

3. 7th Avenue Gymnasium Feasibility Study: Tim Meldrum with SMA Architects presented the possibility future of 7th Avenue Gym. Mr. Meldrum pointed out that the report is very lengthy, however, it is very thorough. The building is behind on code, but functionally sound. The smokestack needs addressed and needs to be reinforced. It is functioning and safe, but it is at the end of its serviceable life. Mr. Meldrum explained that the alternatives for this building are use as is, demolition, partnership, or ownership. Page 96 of the report named, “Conclusions and Recommendations” is the page of the report that is most useful in understanding the alternatives. The report can be found at helenaschools.org/district-facility/.

A short break was called at 8:05p.m. The meeting was called back to order by Board Chair Luke Muszkiewicz at 8:12p.m.

B. Consent Action Items

1. Board of Trustee Meeting – October 8, 2019 minutes
2. Approval of Personnel Actions
3. Approval of Warrants

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

Public Comment: None

Board Comment: None

Vote: 9-0 The motion carried.

C. Reports

1. **Budget & Program Committee Report**

Trustee Jeff Hindoien reported the committee is reviewing staffing structures and retirement status. Beginning to run the finances on the retirement program. The committee is projecting things differently than last year amongst trends and enrollment numbers. We are seeing a significant impact at the High School level. Todd Watkins will also continue working on the budget projections. The next meeting is December 6, 2019.

2. **Policy Committee Report**

Trustee Libby Goldes reported that the committee did not meet.

3. **Facilities & Maintenance Report**

Board Vice Chair Terry Beaver reported that the committee did meet. The bond update was delivered by Kalli. The committee was able to make contact about the demographics. Dr. Ream found, with contact, there is a follow up report that we have not taken advantage of that was included with the first report. They are willing to take on the additional contract and present it mid-January.

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

Trustee Sarah Sullivan reported that the final demographic metrics will be ready to present at the December meetings. Dr. Ream identified a company that will help with surveys amongst the students. At the next meeting we will speak about the options and bring it to the board for approval.

5. **Health Benefits Committee Report**

Trustee Libby Goldes reported that there is no new information to report.

6. **Montana School Boards Association Report**

Board Chair Luke Muszkiewicz reported that MTSBA opposed transferring district funds to a non-profit. The AA caucus meeting will be hosted by Dr. Ream at the district and offered to provide lunch to those Superintendents in attendance.

7. **Helena Education Association Report**

Jane Shawn, HEA President, reported that three Helena Educators, Maria Foot, Holly Goody, Laura Ortman were given the Teacher Leadership Institute award at the MFPE conference in Belgrade. Jim McArby Scholarship program awardees were Severena Samuelson (4Gs), Jonna Schwarts (adult Ed), Glen Wall (CR)

8. **Student Representative Reports**

Hannah Muszkiewicz, Helena High School Representative, reported that they have a new spirit club and had a fun run that was very successful. They took a spirit bus to the playoff game in Bozeman. Touched on all of the athletic events, choir, and speech and debate events that are going on. HHS student council is planning a basket program to donate to families in needs and they are also planning the winter formal event. Counseling concern with too many students to student counselors. Question of an implementation of an advisory committee to help with the overall well being of the student body.

Zyanne Cervantes, Capital High School Representative, reported that Jeremy Robinson and Jake Warner were recently named to participate in HEF's Great Conversations. Reported on CHS choir, speech and debate, and sporting

events. The Green Club is looking to implement a district wide recycling program. A needs drive for those in needs including basic human needs to deliver to the Friendship Center or any other places that could have people in need. Vaping awareness was brought up in hopes to help students understand the impacts of vaping. Feminine product resolution was presented by Kalli Kind. The product dispensers will be placed in the restrooms.

VI. SUPERINTENDENT’S REPORT

Dr. Tyler Ream spoke about the Rossiter situation. Dr. Ream and Assistant Superintendent Josh McKay met with Lewis and Clark Sheriff’s department to go over the after-action review. Dr. Ream thanked the response of law enforcement, First Student, and parents. The district learned a lot about the communication and the staging process at the evacuation process. Dr. Ream introduced Stacy Collette, Human Resources to present on the retirement incentive. Ms. Collette stated that 40 retirement incentives were offered, 55 applied. The ones selected are spread out amongst the buildings. We are looking at internal staffing opportunities for movement that will produce great professional development opportunities for staff members. There are some hard to fill positions with four of those positions in resource and six in Physical Education. There were different factors to include seniority, placement on salary matrix, TRS eligibility, and when the application was submitted. The majority of the folks that applied were higher on the seniority list. There were also some people who did not apply.

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 9:17 p.m. The next Regular Board Meeting will be held on December 10, 2019.

Respectfully submitted,

Luke Muszkiewicz, Chair

Jessica Evans, Recording Secretary

Date



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 – Special Board Meeting

May Butler Center | 55 S. Rodney Ave
Tuesday, November 26, 2019 – 11:00am

MINUTES - DRAFT

ATTENDEES

Trustees: Others:

Luke Muszkiewicz, Board Chair	Tyler Ream, Superintendent
Terry Beaver, Board Vice Chair	Barb Ridgway, Chief of Staff
Libby Goldes, Trustee	Janelle Mickelson, Business Services Administrator
Jeff Hindoiem, Trustee	Troy Shockley, Member of the Public

Trustees via Conference Call:

Sarah Sullivan, Board Past Chair
Jennifer Walsh, Trustee
John McEwen, Trustee

I. CALL TO ORDER

Boar Chair, Luke Muszkiewicz, called the meeting to order at 11:03am.

II. REVIEW OF AGENDA

No changes were requested.

III. GENERAL PUBLIC COMMENT

None was offered.

IV. NEW BUSINESS

A. Item for Action

1. HB 387: Montana Advanced Opportunity Act proposal

Ms. Ridgway provided an overview of the Montana Advanced Opportunities Act. She said the district intended to apply on behalf of the high school district, which could apply for 20% of the district's total quality educator payment. For the Helena high school district, that equates to \$144,166.

Ms. Ridgway detailed the specific uses of the funds detailed in the supporting document. She said that while the district doesn't have to submit a plan now, it must compete with all Montana

school districts in a first-come-first-serve rush at 8:00 on Monday, December 2, to receive the funds. Mr. Hindoien asked for confirmation that the funds were not merit-based, and Ms. Ridgway confirmed. Ms. Ridgway added that, once awarded, the funds could extend and increase annually through 2024. Mr. McEwen asked if the district had to apply each year, and Ms. Ridgway answered that she did not believe the District would be required to reapply.

Mr. Beaver asked why the elementary district was not applying. Ms. Ridgway answered that the decision was made to apply on behalf of the district where it would have the largest impact. The maximum amount the elementary district could apply for was approximately \$40,000. Mr. Beaver asked if the district would be competing with elementary districts. Ms. Ridgway stated the district would be competing all other districts.

Mr. Beaver asked if the 60%/40% split was predetermined and required by the state, and Ms. Ridgway answered that it was.

Ms. Goldes asked for the justification behind the decision to use a portion of the 60% of the funds to cover AP exams. Ms. Ridgway answered that the high school principals were consulted, and AP exam costs were flagged as an area that would reduce out-of-pocket costs for students and families. Ms. Goldes asked for an estimated number of students who did not attempt the AP exams because of costs. Ms. Ridgway said the district didn't know, so it would be interesting to see if the number attempting the exam increased if additional funding was available. Dr. Ream added that if a student mentioned to a staff member that he/she needed assistance with paying for the exam, assistance was available, but the district couldn't track students who didn't mention costs being a factor.

Mr. McEwen asked if the district could receive just a percentage of the requested \$144,166. Dr. Ream answered that full amounts were awarded until all the money was gone.

Ms. Walsh asked if there were any financial requirements to apply for the funds. Ms. Ridgway answered that the funds are on a first-come-first-serve basis. She added that areas of need were identified with the high school principals and that additional communication would occur if the funds are received.

V. BOARD COMMENT

Mr. Muszkiewicz voiced his appreciation to Ms. Ridgway and Dr. Ream for their work on identifying the funds and their work through the application process. He noted the importance of making the AP exams accessible to all students. Ms. Goldes referenced the Teaching & Learning Committee's discussions around research showing the attempt of the AP exams and classes translated to success in other academic areas. She added that it was important to emphasize some of the funds will apply toward CTE curriculum costs.

VI. VOTING

Mr. McEwen moved to accept the proposal as presented. Ms. Goldes seconded the motion. There was no discussion. The motion passed unanimously.

VII. ADJOURNMENT

Mr. Muszkiewicz adjourned the meeting at 11:17am.

PERSONNEL ACTIONS

November 13, 2019 – December 10, 2019

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Allen, Amy	11/21/2019	Central/FLS Resource	\$31,224.14*
Mock-Stutz, Christy	12/16/2019	HMS/Literacy Coach	\$34,651.78*

*Temporary Contract: Contract expires at the discretion of the District or 6/10/2020 whichever occurs first.

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location</u>	<u>Assignment</u>	<u>Reason</u>
Lehman, Eric	11/01/2019	Hawthorne	Grade 4/5 Teacher	Resigned

<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>
Casne-Jones, Connor	11/11/2019	Central/SACC Para Educator	\$12.23/hr.
Forsman, Emily	11/13/2019	Bryant-Smith-Hawth-Central/Tutor	\$14.73/hr.
Henze, Macy	12/09/2019	HHS/Para Educator-Interpreter	\$19.66/hr.
Morley, Susana	10/14/2019	Broadwater/Para Educator	\$12.49/hr.
Moyer, Karen	12/02/2019	Kessler/Para Educator	\$12.79/hr.
O'Brien, Shaun	11/13/2019	Warren/SACC Para Educator	\$12.23/hr.
Roope, Amber	12/02/2019	Hawthorne/Temporary Para Educator	\$13.91/hr.

Synness, Timothy	10/16/2019	CHS/Temporary Para Educator <i>*Temporary Assignment</i>	\$14.36/hr.
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Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Almayah, Therese	11/14/2019	Bryant/Para Educator	Discharge
Mann, Titia	01/03/2019	Smith/Elementary Secretary	Resigned
Randolph, Toni	11/26/2019	HMS/IEFA Academic Tutor	Retirement

Leaves

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

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
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HELENA SCHOOL DISTRICT NO. 1, LEWIS AND CLARK COUNTY
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of computers, no hard drives included, and other technology equipment.

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to dispose of computers because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall sell or otherwise dispose of the computers and technology equipment identified below:

- **Pallet #1**

HP EliteBook 8570p -QTY 8
HP X360 440 G1 Probook
HP EliteDesk 8300-QTY 27
Hub Switch
Epson ELPDC20 Doc Camera
IBM Monitor
KDS 700P Monitor
Acer AL1716 Monitor

HARD DRIVES HAVE BEEN PULLED FROM UNIT

- **Pallet #2**

HP Compaq Elite 8300- QTY 40
HP Compaq Elite 5000
Boyer Speaker
Alcatel Advanced Reflexes Phone
Alcatel East Reflexes Phone- QTY 20
HP Compaq Elite 5000
Califone Cassette Recorder
HP P221 Monitor- QTY 2
HP Monitor

HARD DRIVES HAVE BEEN PULLED FROM UNIT

- **Pallet #3**

HP Laserjet Printer
HP Desktop- QTY 10
HP EliteDesk- QTY 7
Epson Scanner
LightSpeed Audio System
Sanyo Projector
HP Monitor
HP 1901W Monitor
HP L1706 Monitor- QTY 3
HP L1710 Monitor- QTY 2
HP LE2001wMonitor

HARD DRIVES HAVE BEEN PULLED FROM UNIT

- **Pallet #4**

Alpha Smart Pro Keyboard- QTY 11
HP ProBook G1 – QTY 3
HP 650 G1 Laptop
Epson Powerlite 83+ Projector- QTY 2
HP Notebook- QTY 2
Epson Powerlite 62C
HP Monitor- QTY 5
HP L1706 Monitor- QTY 3
HP Desktop
Compaq Monitor
Samsung XE500C21 Chromebok- QTY 34

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #5**

HP Desktop- QTY 26
HP L1710 Monitor
Epson DC-10- QTY 2
HP Notebook-QTY 11
HP L1706 Monitor
Epson Projector

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #6**

HP Desktop- QTY 10
ATT Merlin 410 Control Unit
HP LaserJet Printer
HP InkJet

- **Pallet #6 (continued)**

HP Laser 4200N Printer

Epson 83+ Projector

HP L1955 Monitor

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #7**

Lexmark T460 Printer

HP Officejet Pro x551dw

Epson DC-10 Document Camera- QTY 2

Alcatel Easy Reflexes Phone

Epson PowerLite 83+ Projector- QTY 3

Epson ELPDC11 Document Camera

Renaissance Receiver

HP Laptop

HP Notebook- QTY 4

HP Desktop- QTY 2

Lexmark Printer T640N

HP Chromebook- QTY 18

HP ProBook- QTY 5

HP OJ4500 Printer

Alcatel Telephones- Qty 30

Magnavox DVD VCR Combo

Epson X12 Projector

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #8**

VT 595 Projector

Sansui TV

HP L1706 Monitor

Panasonic DVD VCR Combo

3M 9100 Projector/ Overhead

3M Projector/Overhead

InteliFax 2840 Fax Machine

Toshiba DVD VCR Combo

Hp Laserjet 1200 Printer

Belle and Howell 362 Projector/Overhead

3M Projector

- **Pallet #9**

Apple MacBook- QTY 28
Bentford MacBook Charging Cart
HP ProBook 650 G1
HP L1908 Monitor
Epson DC 11 Document Camera
HP Notebook
Apple iPad
HP Desktop

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #10**

RCA Auto Shot
JVC TV
Sanyo TV
Mitsubishi TV
Thompson Electronics TV

- **Pallet #11**

APC Surge Protector
Dell Monitor- QTY 2
HP Monitor- QTY 7
Chromebook- QTY 2
Alcatel Phone
HP Desktop- QTY 4

- **Pallet #12**

HP P4014N Printer
Alcatel Phone
HP ProBook- QTY 6
JVC VCR/DVD Combo

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #13**

3M Overhead Projectors- QTY 10
Elmo Overhead Projectors- QTY 2

- **Pallet #14**

HP Monitor- QTY 3
Toshiba VHS Player
3M Projector Overhead
HP Laser Printer

- **Pallet #14 (continued)**

Samsung VHS/DVD Player
E-Instruction Classroom Performance
Epson PowerLite 83+ Projector
3M 1800 Overhead Projector
Epson Projector
HP Printer- QTY 2

- **Pallet #15**

HP Desktop- QTY 10
HP Monitor- QTY 6
Acer Monitor
HP L1908 Monitor- QTY 2
HP L1710 Monitor
HP Monitor- QTY 2

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #16**

HP DesignJet 750C Printer
HP L1700 Monitor- QTY 3
HP L1706 Monitor- QTY 6
L1908w Monitor
HP Desktop- QTY 2
Model B800 Docking Station
HP Monitor- QTY 2
HP LE2001w Monitor- QTY 2
HP L2445w Monitor- QTY 2
Compaq 7020 Monitor
HP EliteBook 8570p Notebook
HP Server
HP Notebook- QTY 5
HP Desktop
TI Presenter

HARD DRIVES HAVE BEEN PULLED FROM UNITS

- **Pallet #17- N/A**

- **Pallet #18**

HP Notebook- QTY 28
Charging Cart for HP Notebooks

- **Pallet #19**

- HP Desktop- QTY 32
- HP Notebook- QTY 7
- Epson Scanner
- Dell Notebook- QTY 2
- HP Laser Printer- QTY 2
- HP Chromebook
- JVC TV
- HP L1710 Monitor
- Epson Powelite 83+
- Sanyo Projector
- HP L1706 Monitor
- HP L1740 Monitor

HARD DRIVES HAVE BEEN PULLED FROM UNITS

The items may be viewed at Helena Middle School Warehouse, located at 1010 Idaho Ave, Helena, MT, December 20th, 2019 between the hours of 1:00 pm and 3:00pm. Please call Pat Boles, Technology Administrator at 406-324-2121 for more information. Purchased by pallets, not individually. Purchasing parties are responsible for the pickup or shipping of purchased pallets no later than January 3rd, 2020. Interested parties must submit sealed bids to the Helena School District #1 Business Office, 55 S. Rodney, Helena, MT 59601 by 3:00 p.m. on December 30th, 2019. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for Surplus Technology Equipment. In the event that no bids are received for an item listed above, the District will dispose of the item(s) in any manner deemed appropriate.

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the sale or disposal of the above-described property. Money realized from the sale of any of the above-identified items shall be credited to the elementary and high school technology funds as deemed appropriate.

Adopted this 10th day of December 2019.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows: _____made the motion to approve this RESOLUTION TO DISPOSE OF PERSONAL PROPERTY and _____ seconded the motion; the following Trustees voted in favor of the motion: _____; the following Trustees voted against:_____; and the following Trustees were absent: _____

By:_____

Janelle Mickelson, District Clerk

Helena School District No. 1

**Policy Background – Items for Information
Board of Trustees Meeting
December 10, 2019**

The policies below are being presented for information only. All have had at least one review by the Policy Committee.

- A. **2035 Federal Funding and Title I** - This policy has been updated to incorporate the standards for Title I as amended by ESSA and the focus on family engagement.
- B. **4040 School, Student, Parent, Family and Community Engagement in Education** - This policy has been revised to reference coordination of family engagement required under Montana law with the requirement for family engagement under Title I as well as the requirements under Montana with respect to family engagement.
- C. **5105 Conflicts of Interest** - This policy has been revised to reflect the ethical standard whereby an employee may have a conflict of interest whereby a vote may result in an economic detriment for a competitor of an entity in which the employee may have a significant interest. It has also been updated with additional legal references.
- D. **7053 Food Service Procurement** - This policy has minor revisions to the cross-references section. Policies relating to procurement and purchasing, and conflicts of interest are cross-referenced.

2 STUDENT INSTRUCTION

3 Federal Funding and Title I

4
5 The Board may participate in federal programs which in the judgment of the administrative staff
6 shall be beneficial to the total school program. All projects written to secure federal funds shall
7 be on the recommendation of the Superintendent and approval of the Board. The Board shall
8 comply with all federal and state certification requirements for alcohol and drug abuse education
9 and prevention programs.

10
11 The Superintendent or designee shall pursue funding under Title I, ~~Improving the Academic~~
12 ~~Achievement of the Disadvantaged~~, of the Elementary and Secondary Education Act, to
13 supplement instructional services and activities in order to improve the educational opportunities
14 of educationally disadvantaged ~~or deprived~~ children.

15
16 All District schools, regardless of whether they receive Title I funds, shall provide services that,
17 taken as a whole, are substantially comparable. Teachers, administrators and other staff shall be
18 assigned to schools in a manner that ensures equivalency among the District’s schools.
19 Curriculum materials and instructional supplies shall be provided in a manner that ensures
20 equivalency among the District’s schools.

21
22 In keeping with the requirements of ~~ESSIA(1) and EDGAR(2)~~ federal law, the Board assures:

- 23 1. A salary schedule which applies to all instructional personnel,
- 24 2. Equivalence among schools in teachers, administrators, and auxiliary personnel,
- 25 3. Equivalence among schools in the provision of curriculum materials and instructional
- 26 supplies, and
- 27 4. Parental consultation in project planning, implementation and evaluation.

28
29 Parental ~~Involvement~~ and Family Engagement

30
31 ~~The District maintains programs, activities, and procedures for the involvement of parents of~~
32 ~~students receiving services, or enrolled in programs, under Title I. These programs, activities,~~
33 ~~and procedures are described in the District—School Parental Involvement Compact, which is~~
34 ~~hereby incorporated by reference.~~

- 35
- 36 1. ~~Elementary and Secondary School Improvement Amendments~~
- 37 2. ~~Education Department General Administrative Regulations~~

38
39 ~~The Superintendent shall develop District—School Parental Involvement Compact according to~~
40 ~~Title I requirements. The Compact shall contain:~~

- 41 1. ~~the District’s expectations for parental involvement,~~
- 42 2. ~~specific strategies for effective parent involvement activities to improve student~~
43 ~~academic achievement and school performance, and~~
- 44 3. ~~other provisions as required by federal law.~~

The Superintendent shall ensure that the Compact is distributed to parents of students receiving services, or enrolled in programs, under Title I.

District schools operating Title I programs shall undertake the following to engage parents and families:

- Host an annual meeting that accommodates parents’ needs to inform parents about Title I requirements and about the right of parents to be involved in the Title I program.
- Involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I program and the school-parent compact.
- Provide parents with timely information about the Title I program/services.
- Provide parents with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Provide opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
- Develop, with the assistance of parents and families, and conduct an effective evaluation process regarding the Title I program.

School-Parent Compact

The District will distribute to parents a school-parent compact for each school operating a Title I program. The compact, jointly developed with parents, explains how parents, the entire school staff, and students share the responsibility for improved student academic achievement. It shall describe specific ways the school and families will partner to help children achieve the State’s academic standards. It will address the following:

- The school’s responsibility to provide high-quality curriculum and instruction;
- The ways parents will be responsible for supporting their children’s learning;
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities .

It will also address any other matters determined in development of the compact.

Interactions with Parents and Families

The District will engage parents and families in meaningful interactions with schools operating Title I programs. It will support flexible opportunities for a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, schools will establish the following practices:

- Provide parents and families with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.
- Provide parents and families with materials and training to help them work with their children to improve their children's achievement.
- With the assistance of parents, educate staff members about the value of parent and family contributions, and in how to work with parents and families as equal partners.

2035 Continued

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- Coordinate and integrate the Title I parental and family engagement program with other programs, and conducts other activities, such as parent/family resource nights/activities, to encourage and support parents and families in more fully participating in the education of their children.
- Distribute information related to school and parent and family programs, meetings, and other activities to parents and families in a format and language that the parents understand.

To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs.

Accessibility

The District will provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and reports shall be provided in a format and language that parents understand.

Review

The District shall undertake activities to engage parents and families in the review and revision of this policy.

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301- 6514, as implemented by 34 C.F.R. part 200 of the No Child Left Behind Act of 2001 Agostini v. Felton, 521 U.S. 103 (1997)

Cross References: Board Policy 4040 School, Student, Parent, Family and Community Engagement in Education

Policy History:
Adopted on: 2.28.2012
Revised on:

2 SCHOOL/COMMUNITY RELATIONS

3 School, Student, Parent, Family and Community Engagement in Education

4
5 ~~The Helena Public Schools Board of Trustees believes that meaningful engagement of students,~~
6 ~~parents, families and the community in our schools contributes to the success of all students. The~~
7 ~~Board of Trustees further believes that sustained engagement throughout all levels of school~~
8 ~~ensures a lasting and positive impact on lifelong student achievement and attitudes about~~
9 ~~learning.~~

10
11 ~~The Helena School District commits to building partnerships by conducting outreach, supporting~~
12 ~~multi-directional communications, encouraging participation in each school’s improvement~~
13 ~~planning process, and creating opportunities to volunteer and collaborate at all levels in support~~
14 ~~of student achievement.~~

15
16 ~~The Board believes that students, parents, families and the community must be actively invited~~
17 ~~and encouraged at stakeholders in education.~~

18
19 The District’s Board of Trustees recognizes the importance of engaging families in the education of children.
20 The Superintendent and staff shall undertake activities designed to:

- 21
- 22 (1) encourage families to actively participate in the life of their children’s schools;
- 23 (2) ensure families feel welcomed, valued, and connected to one another, school staff, and to what
24 students are learning and doing in class;
- 25 (3) encourage families and school staff to engage in regular, two-way meaningful communication about
26 student learning;
- 27 (4) ensure continuous collaboration between families and school staff to support student learning and
28 healthy development both at home and at school and have regular opportunities to strengthen their
29 knowledge and skills to do so effectively;
- 30 (5) empower families to be advocates for their own and other children to ensure that students are treated
31 equitably and have access to learning opportunities that will support their success;
- 32 (6) allow families and school staff to partner in decisions that affect children and families and together
33 inform, influence, and create policies, practices, and programs; and
- 34 (7) encourage families and school staff to collaborate with members of the community to connect
35 students, families, and staff to expand learning opportunities, community services, and civic
36 preparation.
- 37

38 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and
39 family engagement strategies with other relevant federal, state, and local laws and programs, including but
40 not limited to Title I programs.

41
42 Cross Reference: Board Policy 2035 Federal Funding and Title I

43
44 Legal References: § 10.55.701, ARM Board of Trustees

45
46 Cross References:

47		
48	Policy History:	
49	Adopted On:	04.04.2006
50	Revised On:	

2 PERSONNEL

3 Conflicts of Interest

4 Employees shall refrain from any activity that can be reasonably seen as creating a conflict of
5 interest with their duties and responsibilities as employees of the District.

6 The following conduct is specifically prohibited:

- 7 • Using public time, facilities, equipment, supplies, personnel, or funds for the
8 employee's private business purposes;
- 9 • Engaging in a substantial financial transaction for the employee's private business
10 purposes with a person whom the employee inspects or supervises in the course of
11 official duties;
- 12 • Assisting any person for a fee, contingent fee, or other compensation in obtaining
13 a contract, claim, license, or other economic benefit from the District;
- 14 • Performing an official act directly and substantially affecting to its economic
15 benefit a business or other undertaking in which the employee either has a
16 substantial financial interest or is engaged as counsel, consultant, representative,
17 or agent;
- 18 • Soliciting or accepting employment, or engaging in negotiations or meetings to
19 consider employment, with a person whom the employee regulates in the course
20 of official duties without first giving written notification to the employee's
21 supervisor and Superintendent; or
- 22 • Engaging in an intimate relationship with another employee who is in a
23 subordinate position and for whom one employee has supervisory and evaluation
24 responsibility.
25

26 Employees who violate this policy will be subject to disciplinary action, up to and including
27 termination from employment.

28

29 Cross Reference:

30 Legal Reference: § 2-2-104, MCA Rules of conduct for public officers, legislators, and
31 public employees
32 § 2-2-105, MCA Ethical requirements for public officers and public
33 employees
34 § 2-2-121, MCA Rules of conduct for public officers and public
35 employees

36 Policy History:

37 Adopted on: 12.10.2013

38 Revised on: 3.12.2019

2
3 OPERATIONAL SERVICES

4
5 Procurement of School Food

6
7 The District will abide by the following requirements for any procurement related to its food
8 services:

9
10 *Purchases Greater than \$80,000*

11
12 Except as permitted below, whenever the cost of food service supplies, products, or
13 equipment exceed \$80,000, the District will call for formal bids by issuing public notice as
14 required by law. Specifications will be prepared and made available to all vendors interested
15 in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except
16 that the trustees may reject any or all bids. The Board, in making a determination as to which
17 vendor is the lowest responsible bidder, will take into consideration not only the amount of
18 each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful,
19 conscientious work and to promptly fulfill the contract according to its letter and spirit.

20
21 The District may enter into cooperative purchasing contracts with one or more districts for
22 procurement of food supplies or services. Such services and supplies may be purchased
23 without complying with the above stated bidding requirements if the cooperative purchasing
24 group has a publicly available master list of items available with pricing included and
25 provides an opportunity at least twice yearly for any vendor to compete, based on lowest
26 responsible bidder standard, for inclusion of the vendor’s supplies and services on the
27 cooperative purchasing group’s master list.

28
29 *Purchases Less than \$80,000 but Greater than \$3,500*

30
31 Purchases of food service supplies, products, or equipment between \$3,500 and \$80,000 shall
32 be considered “Small Purchases.” The District is not required to use a formal bidding process
33 for Small Purchases, but it shall use a competitive process to ensure fairness. For any Small
34 Purchase, the District shall obtain at least two or more price quotes. The District shall
35 maintain all procurement documentation to ensure the cost is less than \$80,000 but more than
36 \$3,500 for a Small Purchase.

37
38 *Purchases Less than \$3,500*

39
40 Purchases of food service supplies, products, or equipment less than \$3,500 shall be “Micro-
41 Purchases.” The District is not required to use a formal bidding process for Micro-Purchases,
42 but it shall ensure that purchases are reasonable and equitably distributed among all qualified
43 sources. The District shall maintain all procurement documentation to ensure the cost is less
44 than \$3,500 for a Micro-Purchase.

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Bid Specifications

The District will not award a contract to a potential vendor who has written any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference

As part of a Farm to School program, the District has the discretion to apply a geographic preference for procurement of unprocessed locally grown or locally raised domestic products only.

Buy American

The District shall procure domestic commodities and products (“Buy American”) for the use of its Child Nutrition Program to the maximum extent practicable. The District is permitted to buy foreign goods only when:

- Food preferences can only be met with foreign goods;
- A sufficient quantity and/or quality is not available through domestic commodities or products; or
- The cost of domestic commodities and products is significantly higher.

Debarment and Suspension

For any food service purchase in excess of \$25,000, the District shall obtain verification or certification from a vendor that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency.

Standard of Conduct

District employees engaged in the award and/or administration of food service contracts supported by federal funds are subject to the following code of conduct:

- No employee may participate in the selection, award, or administration of a food service contract supported by federal funds if he or she has a conflict of interest or can reasonably be perceived as having a conflict of interest.
- No employee may solicit any gratuities, favors, or anything else of monetary value from a potential vendor.
- No employee may participate in the selection, award, or administration of a food service contract supported by federal funds when the employee or member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these individuals has a financial interest in a vendor.
- Employees are expected to demonstrate integrity and honesty.

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Employees who fail to abide by this policy will be subject to disciplinary action up to and including discharge.

Bid Protest Procedures

Any vendor who desires to protest the award of a bid pursuant to this policy shall, within fifteen (15) days after award of the bid, give notice of their protest. The notice shall state in detail the basis of the claimant’s bid protest and the resolution requested. The bid protest shall be provided to the Business Manager or designee. The Business Manager or designee shall investigate the claim and issue a written decision within fifteen (15) days after receipt. If the claimant is not satisfied with the decision of the Business Manager or designee, the claimant may appeal the decision to the District’s Board of Trustees. The notice of appeal shall be filed with the Board of Trustees within fifteen (15) days after issuance of the decision from which the appeal is taken. The appeal shall state the basis of the appeal and provide to the Board the original bid protest, together with a copy of the decision being appealed from. The specific grounds for the appeal shall be stated in the appeal and shall not include additional claims or information not provided with the original bid protest.

The Board of Trustees at the next regular board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The Board may in its discretion render a decision based upon the information and records before the Board of Trustees or, in the Board’s discretion, may request the claimant and a representative of the District to each present information pertaining to the bid protest.

The Board shall issue a written decision within thirty (30) days of the meeting in which it considered the appeal.

Legal References:	2 C.F.R. § 200.318	General Procurement Standards
	7 C.F.R. § 210.21	Procurement
	7 C.F.R. § 220.16	Procurement Standards
	7 C.F.R. § 225.17	Procurement Standards
	MCA § 20-9-204	Conflicts of interest, letting contracts, and calling for bids

Cross References:	Board Policy 5035	Staff Ethics and Political Activity
	Board Policy 5070	Disciplinary Action
	<u>Board Policy 5105</u>	<u>Conflicts of Interest</u>
	Board Policy 7010	Purchasing
	<u>Board Policy 7012</u>	<u>Procurement of Supplies, Materials, Equipment and Services Using Federal Funds</u>

139 Policy History:
140 Adopted on: 2.14.2017
141 Revised on:

Updated – 12.09.19

Enrollment and Demographics Update

Board of Trustees Meeting – December 10, 2019

Data Disclaimer

Enrollment data is dynamic and may change daily.

Enrollment data contained within this presentation is focused purposefully on the fall (October) enrollment reports.

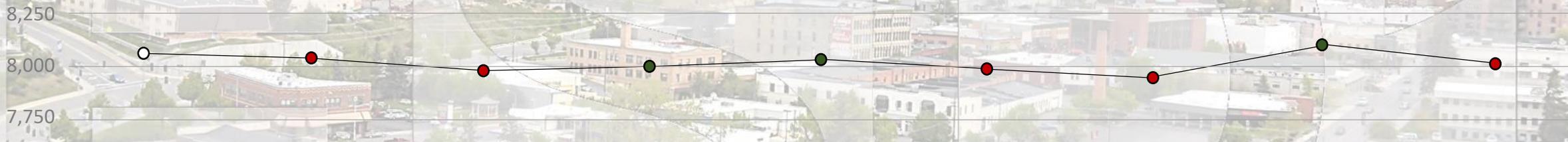
Additionally, data contained within this presentation report includes the adjusted enrollment numbers which factor out students with a part-time status.

Enrollment Stability

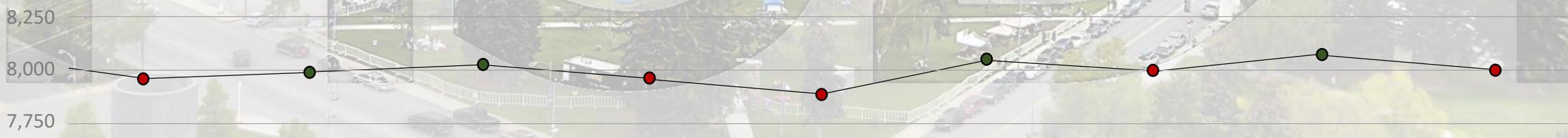


Considering enrollment trends since 2002, the Helena Public Schools have remained remarkably consistent.

10/07/02	10/06/03	10/04/04	10/03/05	10/02/06	10/01/07	10/03/08	10/05/09	10/04/10
8,090	8,084	7,977	7,992	8,016	7,993	7,981	8,107	8,006



10/03/11	10/01/12	10/07/13	10/03/14	10/08/15	10/03/16	10/06/17	10/05/18	10/04/19
7,976	7,990	8,028	7,965	7,774	8,046	7,997	8,088	7,993



Cohort Enrollment Trends

ADJUSTED FALL K-12 ENROLLMENT COUNTS FOR HELENA PUBLIC SCHOOLS
(Shaded to Cohort Gains/Losses)

GRADE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Grade Span	
K	558	578	543	572	600	575	542	583	539	582	600	3,553	
1	541	562	576	551	572	606	548	558	577	552	600		
2	549	545	539	560	540	570	567	573	569	590	550		
3	571	558	547	538	567	534	531	609	584	558	604		
4	559	566	542	543	554	565	509	569	610	622	584		
5	550	562	576	536	551	553	535	550	563	629	615		
6	552	556	559	578	550	562	542	572	545	582	643		
7	541	562	567	567	582	551	559	567	571	535	568		
8	604	522	567	565	571	591	550	571	559	577	545		1,756
9	789	814	731	770	761	722	782	732	752	739	646		
10	747	781	811	728	769	766	711	792	739	753	704		
11	796	706	750	772	683	724	723	693	752	674	712		
12	750	694	668	710	728	646	675	677	637	680	622	2,684	
Sum	8,107	8,006	7,976	7,990	8,028	7,965	7,774	8,046	7,997	8,088	7,993		7,993

2019 Elementary School Enrollment

School	Fall 2019 Enrollment	Adjustments for Part-Time Students	Fall 2019 Adjusted Enrollment	Fall 2018 Adjusted Enrollment
Broadwater	273	-1	272	280
Bryant	252		252	220
Central	282		282	234
Hawthorne	250	-45*	205	218
Jefferson	287		287	287
Kessler	255	-0.75	254	268
Rossiter	474	-0.75	473	480
Smith	282	-2	280	303
Four G's	469	-1	468	475
Jim Darcy	465	-2	463	441
Warren	317		317	326
Total Elementary	3,606		3,553	3,532

*Includes students that attend the Explore School Program at Exploration Works

2019 Middle School Enrollment

Grade Level	Helena Middle		CR Anderson Middle	
	2019	2018	2019	2018
Sixth	262	247	381	335
Seventh	232	196	336	339
Eighth	199	251	346	326
Totals (School)	693	694	1,063	1,000
Totals (HSD1)	2019		2018	
	1,756		1,694	

**All enrollment numbers are adjusted with part-time students removed from counts*

2019 High School Enrollment

Grade Level	Helena High		Capital High	
	2019	2018	2019	2018
Ninth	298	410	348	329
Tenth	379	389	325	364
Eleventh	351	341	361	332
Twelfth	307	381	315	299
Totals (School)	1,335	1,521	1,349	1,324
Totals (HSD1)	2019		2018	
	2,684		2,845	

Notes:

- All enrollment numbers are adjusted with part-time students removed from counts
- PAL students (62) are included in the enrollment counts for both Capital High School (36) and Helena High School (26)
- (HCC) Access to Success students (59) are not included in enrollment counts

Projections v. Actuals

The following tables compare current, fall enrollment data with projections the district received in 2015/16 from Cropper/McKibben

HELENA PUBLIC SCHOOLS
DEMOGRAPHIC STUDY

Helena Public Schools
Demographic Study

April 2016

HELENA PUBLIC SCHOOLS
DEMOGRAPHIC STUDY

Executive Summary

- The Helena Public School's resident fertility rates over the life of the forecasts are below replacement levels. (1.06 vs. replacement level of 2.1)
- Most of the in-migration to the district continues to occur in the 0-to-9 and 25-to-44 age groups.
- The local 15-to-24 year old population continues to leave the district, going to college or moving to other urbanized areas. This population accounts for the largest segment of the district's net migration flow.
- The primary factor causing the district's enrollment to grow is the increase in the turnover of "empty nest" households in the district, coupled with a strong level of in-migration of young households/families particularly to the northern areas of the district.
- Changes in year-to-year enrollment (at least after 2017) will primarily be due to larger cohorts entering and moving through the system in conjunction with smaller cohorts leaving the system.
- The elementary enrollment will begin a slight decline after 2022. However this will be offset by acceleration in the growth of the middle school and high school enrollments after 2015.
- The median age of the district population will increase from 40.2 in 2010 to 41.5 in 2025.
- As the district continues to have less new home construction, (as compared to the 2001-2008 time period) the rate and magnitude of existing home sales will become the increasingly dominant factor affecting the amount of population and enrollment change.
- Total enrollment is forecasted to increase by 81 students, or 1.0%, between 2015-16 and 2020-21. Total enrollment will grow by 300 students, or 3.5%, from 2020-21 to 2025-26.

HELENA PUBLIC SCHOOLS
DEMOGRAPHIC STUDY

Appendix C: Population Pyramids

Helena Public Schools Total Population - 2010 Census

HELENA PUBLIC SCHOOLS
DEMOGRAPHIC STUDY

Appendix D: Enrollment Forecast

Helena Public Schools - April 2016

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Total K-12	282	304	324	347	367	378	378	371	359	342	324	304	282	259	234
Total HS	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Total MS	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Total ES	160	172	192	214	235	246	256	260	267	270	272	272	270	267	262
Total K-12	282	304	324	347	367	378	378	371	359	342	324	304	282	259	234
Change	-	22	20	23	20	11	0	-7	-12	-18	-20	-20	-22	-25	-25
% Change	-	7.8%	6.5%	6.6%	5.4%	2.9%	0%	-1.9%	-3.4%	-5.0%	-5.8%	-6.2%	-6.7%	-7.3%	-7.3%

Projections v. Actuals

Grade Specific Comparison

	2015 Forecast of 2019 Enrollment	Actual 2019 October Enrollment	Difference	Percent Difference
K	584	600	+16	2.6%
1	589	600	+11	1.8%
2	582	550	-32	-5.8%
3	578	604	+26	4.3%
4	574	584	+10	1.7%
5	598	615	+17	2.7%
6	622	643	+21	3.2%
7	580	568	-12	-2.1%
8	541	545	+4	0.7%
9	769	646	-123	-19.0%
10	710	704	-6	-0.8%
11	686	712	+26	+3.6%
12	635	622	-13	-2.9%
District Total	8,048	7,993	-55	-0.6%

Projections v. Actuals

School Specific Comparison – Elementary (K-5)

	2015 Forecast of 2019 Enrollment	2019 ADM Enrollment	Difference	Percent Difference
Broadwater	273	272	-1	-0.3%
Bryant	253	252	-1	-0.4%
Central	273	282	+9	3.1%
Hawthorne	184	205	+21	10.2%
Jefferson	283	287	+4	1.4%
Kessler	233	254	+21	8.2%
Rossiter	453	473	+20	7.3%
Smith	300	280	-20	-7.1%
Four G's	498	468	-30	-6.8%
Jim Darcy	463	463	0	0.0%
Warren	292	317	+25	7.8%
ELEMENTARY TOTAL	3,505	3,553	+48	1.3%

Projections v. Actuals

School Specific Comparison – Middle School (6-8)

	2015 Forecast of 2019 Enrollment	2019 ADM Enrollment	Difference	Percent Difference
CR Anderson Middle	1,043	1,063	+20	1.9%
Helena Middle	700	693	-7	-1.0%
MIDDLE TOTAL	1,743	1,756	+13	0.7%

School Specific Comparison – High School (9-12)

	2015 Forecast of 2019 Enrollment	2019 ADM Enrollment	Difference	Percent Difference
Capital High	1,218	1,349	+131	9.7%
Helena High	1,582	1,335	-247	-18.5%
HIGH TOTAL	2,800	2,684	-116	-4.3%

The Bottom Line

Expected Elementary Growth: Growth in our elementary district continues a positive trend

- 2019 kindergarten class is only the second 600+ student incoming kindergarten class in last 20 years (2013, 2019)***

Expected High School Decline in Enrollment: Fall high school enrollment showed 161 fewer students than our high school enrollment numbers from last fall

High School Out-of-District Transfers

Transfers into our high schools vary year-by-year and have become increasingly difficult to predict.

	9 th	10 th	11 th	12 th
East Helena	20	98	81	78
Montana City	30	46	33	35
Clancy	6	7	14	11

In estimating forthcoming high school classes, we used a relatively conservative average of +40.

High School Attendance Trends



Capital High School

Kessler

Broadwater

Four Georgians

Hawthorne

Rossiter

Jim Darcy

CR Anderson Middle

Capital High School

High School Attendance Trends



Helena High School

Central

Bryant

Jefferson

Smith

Warren

Helena Middle

Out-of-District Transfers

Helena High School

High School Attendance Trends



Capital High School

20/21	1,355-1,365
21/22	1,310-1,320
22/23	1,355-1,365

With current east-west transfer restrictions in place, enrollment at Capital High School is projected to be relatively flat across the next three years.



Helena High School

20/21	1,245-1,255
21/22	1,155-1,165
22/23	1,070-1,080

Based on the sizes feeder classes from Helena Middle and an average number of out-of-district transfers (40), Helena High is expected to near 1,075 students by the 2022/23 school year

Feedback, Questions & Context

Thank you for your time, attention and input

