



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

## **Board of Trustees – Policy Committee**

May Butler Center | 55 S. Rodney Ave

Tuesday, December 3, 2019 – 12:00p.m.

---

### **MINUTES**

#### *Committee:*

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

#### *Others:*

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

#### **I. CALL TO ORDER / INTRODUCTIONS**

The meeting was called to order at 12:01pm by Committee Chair, Libby Goldes.

#### **II. REVIEW OF AGENDA**

There were no requested changes to the agenda.

#### **III. GENERAL PUBLIC COMMENT**

There was no public comment.

#### **IV. REVIEW OF 10.1.2019 POLICY COMMITTEE MINUTES**

No changes were requested to the minutes.

#### **V. PRESENTATION OF POLICIES FOR THIRD REVIEW**

##### **A. Policy 3010: School Admissions**

Ms. Ridgway stated following adjustments had been made to the third reading of Policy 3010:

- the addition of “and” in Lines 16-17,
- word choice adjustments to the language around immunizations,
- clarifying Lines 36-38 regarding immunization records,
- the removal of “personal exemptions” in Lines 45-47, and
- a change in language to Line 57 to include “subject to approval by Superintendent.”

Ms. Goldes asked for clarification as to what qualified as a medical exemption. Ms. Ridgway answered a note from a medical professional. Ms. Goldes asked who, at the schools, was

responsible for determining the credibility of the exemption. Ms. Ridgway answered the school nurses reviewed all medical exemptions.

Mr. Beaver addressed Lines 16-17 and asked for an estimate on the number of 19-year-olds who annually seek enrollment in the District. Ms. Kaleva answered that closed sessions would be required to ensure confidentiality for the student. Ms. Ridgway provided an example of the Board reviewing a list of 19-year-olds based on Superintendent recommendation within a closed session rather than reviewing each individual student. Mr. Beaver asked for clarification that it was not a Board issue if the 19-year-old enrolled in Access to Success. Dr. Ream clarified that a student must drop out of high school to enroll in Access to Success, so it would not require a Board vote.

Mr. McEwen asked for the number of readings the committee would see prior to the Board approving policy. Ms. Goldes answered that the number of readings was determined by whether additional issues or questions were raised at the Board meeting and if the language within policy required adjusting to mirror state statute.

The committee recommended the policy be presented to the full Board.

## **VI. PRESENTATION OF POLICIES FOR SECOND REVIEW**

### **A. Policy 7012: Procurement of Supplies, Materials, Equipment, and Services Using Federal Funds**

Ms. Ridgway said there had been no changes to this policy since the Board's first reading. She recommended sending it to the full Board for final approval, and the committee agreed.

### **B. Policy 7065: Contracts with Third Parties Affecting Student Records**

Ms. Ridgway described the changes to this policy as the result from new state legislation. Ms. Kaleva added the statute means the District must review all current contracts – as well as negotiate new contracts – to comply with the policy. Ms. Ridgway said that Gary Myers, the District's Education Technology Coordinator, was in the process of reviewing existing software company contracts to ensure compliance with the policy, and that all future contracts will be negotiated to include language per the policy.

The committee agreed to send this policy to the full Board.

## **VII. PRESENTATION OF POLICIES FOR FIRST REVIEW**

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

Ms. Kaleva detailed the primary change to this policy as updating language to align with federal statute. She continued that while it won't change daily procedures, the policy added language. She noted a separate policy regarding family engagement, which is the whole goal of Title I. Ms. Kaleva continued that Title I funding is contingent upon affirmative outreach to parents. Ms. Kaleva outlined the requirements of affirmative outreach as:

- having an annual meeting with students and parents, and
- having a parent/student Title I compact.

Ms. Goldes asked if some of the funding could be used for administrative costs. Ms. Ridgway answered that the funding currently was being used for administrative costs. Mr. McEwen asked how much Title I funding the District received. Dr. Ream answered that funding was down from last year and the business office would know dollar amount. Mr. McEwen asked how students

were identified as Title I, and Ms. Ridgway answered that it was based on free and reduced lunch qualifications. Ms. Ridgway estimated Title I funding at just under \$1,000,000. Ms. Goldes asked if the Title I funds had to be spent at the Title I schools. Mr. McKay answered that some funds were spent on Professional Development across the District.

Mr. McEwen questioned the difference between “the District” and “the Board” throughout the policies. Ms. Kaleva answered that the terms were interchangeable. Mr. McEwen questioned the inclusion of “drug and alcohol abuse education” within this policy. Ms. Kaleva replied the inclusion was required per statute.

Mr. McEwen asked for clarification Lines 16-20. Ms. Kaleva replied that students must receive comparable services regardless of whether a school is Title I.

Mr. McEwen referenced Line 54 and questioned what qualified as involving the parents in the program. Ms. Kaleva said qualifications included having an annual meeting with parents to discuss what they would like to see in the program. She added that there was a requirement to ask for feedback. Mr. McEwen questioned the language in the policy. Ms. Kaleva stated the language was taken directly from statute and the two should remain consistent. Dr. Ream added that, using a new survey tool, specific questions could be asked of Title I families to increase feedback.

Mr. McEwen questioned the language in Line 74. Ms. Kaleva said that by sending out a compact to families, the District demonstrates the importance of family involvement. She said the language was out of statute. Ms. Kaleva added Title I benefits were not contingent upon receiving a signed compact from the families.

Mr. Beaver asked if there was separate Title I funding for the elementary District and high school District. Ms. Ridgway answered there was funding for each District, but it was received in one allocation. Dr. Ream added Title I schools were determined by the percentage of socioeconomic families within that school and that Helena used 40%. He continued that if the percentage increased, fewer schools would be able to use the funding.

The committee recommended forwarding this policy to the full Board for a first reading.

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

Ms. Kaleva described this policy as being similar to Policy 2035 but not limited to Title I. She said it was detailed in the administrative rules of Montana that Districts were required to encourage family engagement and to provide opportunities to participate in educational programming. Ms. Kaleva said this is accomplished by noticing Board meetings and encouraging employees to interact with the community.

Mr. McEwen referenced Line 27 and recommended removing “continuous.” Ms. Kaleva answered the policy should reflect the language in statute.

The committee agreed to forward the policy to the full Board for a first reading.

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

Ms. Kaleva said the only change to this policy was adding legal reference. She summarized the policy as:

- prohibiting public employees – including trustees – from utilizing District equipment or time for personal business, and
- prohibiting relationships between a supervisor and employee.

Ms. Kaleva added this was especially important during an election season, noting specifically that neither District time nor equipment could not be used for campaigning. Mr. Beaver asked if marriage superseded the policy, and Ms. Kaleva replied it did not.

The committee agreed to forward the policy to the full Board pending correct legal reference.

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

Ms. Kaleva said changes to legal cross-references were the only changes to this policy. Mr. McEwen asked if an individual employee could be a vendor. Ms. Kaleva answered the determining factor was whether the individual was a vendor for him/herself or for a company. If for a company, then it was not allowed.

The committee recommended forwarding this policy to the full Board.

## **VIII. BOARD COMMENTS**

Mr. Beaver referenced an email received from a student regarding the 1.0 GPA requirement to participate in high school activities. Dr. Ream addressed the email as a class assignment for which students evaluated District policies and offered advice to a District official.

Ms. Ridgway agreed to finish the Facilities chapter of the policies and present them to the committee during the next committee meeting.

## **IX. SUPERINTENDENT'S REPORT**

No report was given.

## **X. ADJOURNMENT**

Committee Chair, Ms. Goldes, adjourned the meeting at 12:54pm.

Next Meeting: January 7, 2020 | MBC Conference Room