



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 March 3, 2020 – 12:00p.m.

AGENDA

I. CALL TO ORDER / INTRODUCTIONS

II. REVIEW OF AGENDA

III. 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.*

IV. APPROVAL OF MINUTES

A. February 13, 2020 Policy Committee Minutes

V. PRESENTATION OF POLICIES FOR SECOND REVIEW

- A. 9002 Facilities Master Plan
- B. 9210 Site Acquisition
- C. 9232 Educational Specifications
- D. 9350 District Wide Asbestos Plan

VI. PRESENTATION OF POLICIES FOR FIRST REVIEW

- A. 9035 Property, Plant and Equipment Records
- B. 9055 Operation and Maintenance of District Facilities
- C. 9150 School Closure
- D. 9460 Naming School Facilities, Spaces and Programs

VII. SUPERINTENDENT'S REPORT / BOARD COMMENTS

VIII. ADJOURNMENT:

**Next Meeting:
March 3, 2020
MBC Conference Room**



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

Board of Trustees – Policy Committee Meeting

May Butler Center | 55 S. Rodney Ave

Thursday, February 13, 2020

MINUTES - DRAFT

Committee:

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

Others:

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

I. CALL TO ORDER / INTRODUCTIONS

The meeting was called to order at 12:00pm 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 01.07.2020 POLICY COMMITTEE MINUTES

There were no requested changes.

V. PRESENTATION OF POLICIES FOR SECOND REVIEW

A. Policy 9000: Facility Goals

According to Ms. Ridgway, the only change to this policy was the deletion of the word “aggressive.”

Mr. Beaver questioned how Line 19 pertains to the old Warren School and questioned its benefit to children. Ms. Kind answered that, though it was on the registry of historic buildings, it was not a building in which staff or students should be. She said she will be locking it up to ensure no one enters it.

Ms. Goldes suggested adding within the Facilities Series the Facilities Department's ability to periodically review to determine if buildings are being used for the benefit of children, and if not, to determine what should be done with them.

Ms. Ridgway recommended adding an additional bullet point in Policy 9001 allowing those decisions to be made. Ms. Kind added that all buildings, not just schools, were encompassed in her regular building assessments of roofs, boilers, etc. Ms. Goldes recommended the committee view procedures that align with those policies.

Mr. Beaver asked why we were keeping buildings like the old Warren School if Policy 9000 required buildings be used for the benefit of children. Ms. Kaleva clarified that "for the benefit of children" had a wide interpretation; there is no further statutory guidance on it.

Ms. Kaleva added additional clarification that the language in the policy mirrored that in statute. Ms. Ridgway confirmed the statutory reference should be 20.6.602.

Mr. Beaver requested the addition of "security" to Lines 20-21. The committee concurred.

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

B. Policy 9001: Facility Planning

Ms. Ridgway provided an overview of the policy and listed changes since the first reading as:

- The addition of "the evolving" to the first bullet point
- The addition of community input and historical factors to bullet point one
- The addition of regulations and building codes to the second bullet point

Ms. Goldes asked if there was a standard operating procedure for when repairs are made on buildings. Ms. Kind answered that the Facilities Department's priorities are warm, safe, dry, and accessible. She added that all repairs are based on the age of the building and the urgency of the repair.

Ms. Goldes recommended adding a bullet point regarding ongoing assessment of buildings per current procedures.

Ms. Kind referenced the inclusion of community input and asked if the community had input on how district buildings were to be maintained. Ms. Goldes clarified inclusion of that language was regarding community input at the board level to maintain transparency.

Mr. McEwen requested the addition of maintaining value engineering and existing building design. Ms. Kind said that was included in current procedures. Ms. Ridgway clarified the additional bullet point as "utilization of lifecycle costing and value engineering in the design of new facilities and the maintenance and operation of existing facilities to achieve optimal initial cost along with long-term operating efficiencies."

The committee discussed whether the additions placed a greater burden on the district. It was decided to send this policy to the board, with changes, for a second reading.

VI. PRESENTATION OF POLICIES FOR FIRST REVIEW

A. Policy 9002: Facilities Master Plan

Ms. Ridgway stated, after a brief discussion at the last committee meetings, questions arose regarding the length of time required to establish a master plan. Mr. McEwen asked if a three-year plan was too ambitious. Ms. Kind questioned whether the master plan was an external document that would include bonds or whether it was a master plan at the district facilities level. She continued she couldn't project projects over a three-year period based on ongoing assessments. Dr. Ream added the master plan was meant to be dynamic to allow for urgent projects.

Dr. Ream suggested changing "completed" in Line 16 to "assessed and evaluated." Ms. Goldes recommended changing "priority" to "a listing of."

Ms. Ridgway referenced Line 9 and recommended stating a rolling plan instead of a master plan. Ms. Goldes read the proposed revision as "The master plan will cover a three-year period and will include, at a minimum, the following."

The committee agreed to forward this policy to the board for a first reading.

B. Policy 9350: District-Wide Asbestos Plan

Ms. Ridgway said that, along with lead, there is a new law requiring districts to have a policy regarding asbestos. Ms. Kaleva added it's a federal law, with funding attached, outlining if an asbestos is found, it must be remedied.

The committee agreed to forward this policy to the board for a first reading.

C. Policy 9210: Site Acquisition

Ms. Ridgway prefaced this as a first review of a new policy regarding how the district acquires sites. Ms. Kind provided clarification that if land is contiguous to current property, the policy does not apply. If the property is not contiguous to existing school district property, the purchase must receive voter approval.

Ms. Kind referenced property the county would like to gift the district. She asked if that instance, or one similar need be included in this policy. Ms. Kaleva answered it was covered under the donation/gifting policy already established. She provided additional clarification that the existing gifting policy pertained to the passive reception of gifts, while Policy 9210 pertained to the affirmative purchase of sites.

The committee agreed to forward this policy to the board for a first reading.

D. Policy 9232: Educational Specifications

Ms. Kaleva referenced the non-discrimination policy as it pertains to Policy 9232. She added clarification that as it relates to this policy, facilities must be comparable for genders per Title IX. Ms. Kind added that all buildings also are required to comply to code. Ms. Goldes requested removing language after “statutory requirements,” striking Lines 17-20.

The committee agreed to forward this policy to the board for a first reading.

VII. SUPERINTENDENT’S REPORT / BOARD COMMENTS

Mr. McEwen asked if district representatives have provided comments on Montana Administrative Rules meetings. Ms. Kaleva answered that she has attended. Ms. Ridgway answered she watches them, and district officials have attended meetings and are occasionally asked to provide input.

VIII. ADJOURNMENT

Committee Chair, Ms. Goldes, adjourned the meeting at 1:07pm.

Next Meeting: March 3, 2020 | MBC Conference Room

3
4 **SCHOOL FACILITIES**

5
6 Facilities Master Plan

7
8 ~~The Board requires a~~ A facilities master plan will be developed for the efficient and
9 effective management of current facilities and the determination of future needs. ~~The~~
10 ~~master plan will cover a five (5) – three (3) year period, will be reviewed annually by the~~
11 ~~Board, and will include at a minimum the following:~~ The master plan will cover a three
12 (3) year period and will include, at a minimum, the following and will be reviewed
13 annually by the Board Facilities Committee:

- 14
15 • a cost analysis of the financial ability of the District to implement its facilities
16 program;
17
18 • a ~~priority~~ listing of projects to be ~~completed~~ considered each year; ~~of the five~~
19 ~~three year period;~~
20
21 • an ongoing assessment of buildings per district procedures;
22
23 • existing and projected student enrollment figures;
24
25 • an inventory of undeveloped property and developed facilities, including an
26 analysis of the number of students and/or staff in each facility and whether a
27 facility is overcrowded or underutilized;
28
29 • an analysis of the appropriateness of facilities to meet student and/or staff needs
30 including accessibility for those with special needs;
31
32 • ~~recommendations~~ consideration regarding for the possible sale or other
33 disposition of District property deemed as not being needed in the future; and
34
35 • ~~recommendations for~~ consideration regarding the possible acquisition,
36 construction, or modification of new sites for facilities, including how they may
37 better meet student needs and the educational program of the District.
38

39
40 Legal References:

41
42 Cross References:

43
44 Policy History:

45 Adopted On:

46 Revised On:

2
3 **SCHOOL FACILITIES**

4
5 Site Acquisition

6
7 The district shall attempt to acquire building sites substantially in advance of the actual
8 construction of facilities in order to minimize delay in construction projects and to realize
9 financial savings to the district. The trustees shall periodically review its inventory of
10 land in light of growth trends in the district and make such transactions as it determines
11 shall best meet the future needs of the district.

12
13 In acquiring a new site, the trustees must first secure the approval of the qualified electors
14 before any contract for the purchase of such a site is entered into, except that trustees may
15 take an option on a site prior to the site approval election. Trustees may acquire property
16 contiguous to a school site in use without such vote.

17
18 ~~Site approval also is not necessary if it was specifically mentioned in a fund raising issue,~~
19 ~~which was subsequently approved by the electorate.~~

20
21 A site approval election is not required when the site was specifically identified in an
22 election at which an additional levy or the issuance of bonds was approved for the
23 purchase of the site.

24
25
26 Legal Reference: 20-6-621 M.C.A. Selection of School Sites, Approval Election

27
28 Cross References:

29
30 Policy History:

31 Adopted On:

32 Revised On:

33

2
3 **SCHOOL FACILITIES**

4
5 Educational Specifications

6
7 Facilities shall be designed to accommodate the educational and instructional needs
8 of the District. The professional experience and judgment of staff shall be solicited in
9 developing such educational specifications.

10
11 The Board shall provide for educational facilities which are functional and safe for
12 the conduct of the educational and extracurricular activities of students, and which
13 meet federal accessibility standards. School facilities shall be of sufficient size and
14 arrangement to meet all programs' educational goals.

15
16 The Superintendent shall see that all construction projects comply with ~~the~~ all
17 ~~statutory requirements. for accessibility for individuals with disabilities and~~
18 ~~comparability between the genders. The architect shall be responsible for ensuring~~
19 ~~compliance with state and federal laws, including access for individuals with~~
20 ~~disabilities and requirements for gender comparability.~~

21
22 When the Board considers major remodeling or building a facility, it shall seek
23 facility expertise in all affected program areas as well as comments from faculty,
24 students, and community.

25
26
27 Legal Reference: 10.55.908, ARM School facilities

28
29
30 Policy History:
31 Adopted on:
32 Revised on:

2

3 **SCHOOL FACILITIES**

4

5 District Wide Asbestos Plan

6

7 It is the intent of the District that the Asbestos Hazard Emergency Response Act
8 (AHERA) and all of its amendments and changes be complied with by all District
9 employees, vendors, and contractors.

10

11 The Superintendent shall appoint a designated person as required in 40 CFR Part 763.80.
12 This person shall be fully cognizant of the AHERA act and specifically shall ensure
13 compliance with all requirements.

14

15 Legal Reference: 15 USC § 2641 Congressional findings and purpose

16

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

21

2

3 ~~OPERATIONAL SERVICES~~ **SCHOOL FACILITIES**

4

5 Property, Plant and Equipment Records

6

7 All District land, buildings, improvements, inventories, and equipment shall be
8 inventoried and the valuation shall be updated as necessary. Assets of the District may be
9 acquired through donation, purchase, or self-constructed. Asset valuation will be
10 determined in accordance with generally accepted accounting principles (GAAP).

11

12 Capital assets are defined by the District as assets with an initial individual cost of more
13 than \$5,000 and an estimated useful life in excess of two years.

14

15 Property, plant, and equipment of the primary government are depreciated using the
16 straight line method over the following estimated useful lives. Salvage valued is not used:

17

Assets	Years
19 Land Improvements	80
20 Buildings	80
21 Building Improvements	80
22 Vehicles	5
23 Instructional, Computers, Audio Visual Equipment	3
24 Musical, Athletic, Playground Equipment, Other	10

25

26 Cross References:

27

28 Policy History:

29 Adopted on: 4.14.2015

30 Revised on:

31

2

3 ~~OPERATIONAL SERVICES-~~ SCHOOL FACILITIES

4

5 Operation and Maintenance of District Facilities

6

7 The District seeks to maintain and operate its facilities in a safe and healthful condition.

8 The Superintendent shall provide for a program to maintain the facilities of the District.

9 The Board shall provide for educational facilities, which are functional and safe for the
10 conduct of the educational and extracurricular activities of students.

11

12 Legal References: 10.55.908, ARM School Facilities

13

14 Cross References:

15

16 Policy History:

17 Adopted on: 6.14.2016

18 Revised on:

2
3 ~~NON INSTRUCTIONAL OPERATIONS~~ SCHOOL FACILITIES

4
5 School Closure

6
7 Prior to the Board adopting a resolution closing an operating school, the Board shall
8 consider the impact of such school closure on the education community. In evaluating the
9 impact, the Board shall consider at a minimum the following factors:

- 10
11 1. Projected or actual enrollment declines and the likelihood that they will
12 remain permanent.
- 13 2. The effect the school closure will have on other facilities and on the district's
14 educational program offering.
- 15 3. Potential for alternative use of the facility, including the potential for revenue
16 for sale or lease of property.
- 17 4. Financial considerations including operation and maintenance costs,
18 anticipated capital improvements, and the costs of closure and transferring
19 operations elsewhere in relation to other schools in the district.
- 20 5. The effect the school closure will have on district staffing, and on the costs of
21 instruction, administration, transportation and other support services.
- 22 6. Student safety factors, including travel, school building features, and school
23 grounds, in relation to other schools in the district. Ability of other schools in
24 the affected district to safely accommodate pupils if a school closes.
- 25 7. Such other facts as the Board deems necessary and appropriate in light of the
26 circumstances.

27
28 During the ninety days before a final decision is made on a school closure, the board shall
29 conduct hearings to receive a testimony from the public.

30
31 A separate hearing may be held for each school that is being considered for closure.

32
33 Notice of each hearing shall be published once each week for two consecutive weeks in a
34 newspaper of general circulation in the area. The last notice of hearing shall be published
35 not later than seven days immediately before the final hearing.

36
37 The School District may close a school for emergency reasons without complying with
38 the public hearing set forth above.

39
40 The Board is not required to make specific findings with respect to the criteria.

41
42 Comments received from public hearings are for advisory purposes only. The weight to
43 be given any of the criteria is left to the complete and sole discretion of the Board. The
44 final determination of whether a facility shall remain open and what alternative the
45 district shall take shall be made by the Board.

47	Legal References:	
48		
49	Cross References:	
50		
51	Policy History:	
52	Adopted On:	6.22.1999
53	Revised On:	
54		

2
3 ~~NONINSTRUCTIONAL OPERATIONS~~ SCHOOL FACILITIES

4
5 Naming School Facilities, Spaces and Programs

6
7 *Purpose*

8
9 The purpose of this policy is to provide the framework and criteria for the naming of
10 facilities, space(s) and programs within the district.

11
12 *General Statement of Policy*

13
14 The Board of Trustees shall have sole authority to name or rename district facilities,
15 including but not limited to, buildings, athletic fields, stadiums, fields, tracks,
16 gymnasiums, playgrounds, auditoriums, libraries, media centers, child development
17 centers, multipurpose rooms, cafeterias, lounges, conference rooms and offices. The
18 Helena School District welcomes the opportunity to honor those who have rendered
19 extraordinary service or support to the District. Facilities, spaces and programs may be
20 named for individuals or entities whose accomplishments or generosity has advanced the
21 academic mission of the District.

22
23 *Guidelines and Criteria*

24 A. In naming a facility after a person, primary consideration should be given to
25 individuals who have given their time and energy in promoting excellence in
26 education in the community. If the proposed honoree is deceased, the naming
27 should not occur sooner than five (5) years following the honorees death. The
28 Board may make an exception to the above in response to the request of a
29 significant donor or sponsor, provided that the requested name is not that of a
30 current employee of the school district or a public official currently holding an
31 office with influence on the operations of the school district.

32
33 B. Names which might contain or imply prejudice of a racial, religious, ethnic,
34 and/or political philosophy should be avoided.

35
36 C. A proposed honoree who has been employed by the District, or held office in
37 the District, shall have given extraordinary service to the District in a teaching or
38 administrative field with such exceptional distinction that his or her contributions
39 are widely recognized by his or her peers, both in the district and elsewhere.
40 These prospective honorees must have ceased service from the District for one (1)
41 full year prior to the naming.

42
43 D. Recognized contributions and service:

- 44 1. Honorees must have made significant, lasting contributions that are
45 consistent with the educational mission of Helena School District to the
46 students, faculty, staff, or school district community.

47 2. Contributions should be commensurately related to the building, space,
48 or facility proposed for naming.
49
50 3. Contributions or service may have been through employment, volunteer
51 service, board service, or through significant gifts or money or property to
52 the School District.
53
54 The Board directs the Superintendent to appoint a committee, to include representation
55 from staff members, parents, students, and community members to discuss and evaluate
56 any proposal to name district buildings and grounds or any part thereof. The committee
57 will make a recommendation to the Board. The Board will make the final decision.
58
59 The Board of Trustees reserves the right to revoke naming designations.
60
61 Legal References:
62
63 Cross References:
64
65 Policy History:
66 Adopted on: 7.8.2014
67 Revised on: 7.19.2019
68