



Superintendent  
Jack Copps  
324-2001

Business Manager  
Janelle Mickelson  
324-2040

## AGENDA

### BOARD OF TRUSTEES MEETING & REORGANIZATION OF THE BOARD OF TRUSTEES

Ray Bjork Learning Center  
1600 8th Street  
Tuesday, May 9, 2017  
5:30 p.m.

#### I. CALL TO ORDER

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

#### III. REVIEW OF AGENDA

#### IV. TRUSTEE AND STUDENT REPRESENTATIVE RECOGNITIONS:

- Aidan Myhre – Trustee 2008-2017 (Chair 2015-2017, Vice Chair 2009-2012)
- Cherche Prezeau – Trustee 2008-2017 (Vice Chair 2012-2014)
- Tina Huffsmith – Trustee 2015-2017
- Aine Lawlor – Helena High School – 2016-2017 Student Representative for the Board of Trustees
- Jamie Seney – Capital High School – 2016-2017 Student Representative for the Board of Trustees

#### V. REORGANIZATION OF THE BOARD:

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

- a. Canvass of Election Results: (See Attached)
- b. Oath of Office for 2017-2018 New Trustees – Katrina Chaney, Lewis & Clark County Superintendent of Schools to administer

#### BREAK

- c. Reorganization of the Board of Trustees
- d. Reorganization of the Board Committees:
  1. Budget & Program Committee
  2. Policy Committee
  3. Community Advisory Committee – Ad Hoc
  4. Facility Committee – Ad Hoc
  5. Health Benefits Committee Board Member
  6. MTSBA Representative
- e. Appointment of Clerk

#### VI. RECOGNITION

- Science Bowl
- Harrison Writing Awards

*Helena Public Schools foster dynamic educational experiences that prepare all students for life.*

- HOSA Awards
- 2017 Environthon Natural Resource Conservation Competition
- Skills USA

## **VII. BUSINESS**

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

- i. Board Policies –  
Second Reading on the following policies: (See Attached)
  - 2120 Wellness Policy
  - 7052 Meal Charges
 First Reading on the following policies (See Attached)
  - 3050 Student Discipline
  - 5015 Criminal Background Investigations
- ii. Superintendent Contract
- iii. Appointment of Clerk
- iv. Election Certificate
- v. Final Vote Certification
- vi. HEA Tentative Agreement

### **B. Consent Action Items**

- a. Minutes from the March 9, 2017 Board of Trustees Special Meeting (See Attached)
- b. Minutes from the April 11, 2017 Board of Trustees Meeting (See Attached)
- c. Approval of Warrants:
- d. Personnel Actions: (See Attached)
- e. Approve Out-Of-District Attendance Agreements

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

- a. Board of Trustees 2016-17 / Meeting Dates
- b. Official District Calendar 2016-2017
- c. Official District Calendar 2017-2018

### **D. Reports**

- a. Student Representative Report
- b. Budget & Program Committee Report
- c. Health Benefits Committee Report
- d. Montana School Boards Association Report
- e. Helena Education Association Report
- f. Superintendent's Report

### **E. Bond Discussion**

### **F. Board Comments**

## **VIII. ADJOURNMENT**

*Helena Public Schools foster dynamic educational experiences that prepare all students for life.*

## **Student Recognition May 2017**

### **2017 Montana Regional High School Science Bowl**

Helena High School Team 1 won first place at the 2017 Montana Regional High School Science Bowl Competition held Saturday, March 11, at Montana State University-Billings. Helena High School Team 1 was among 24 teams, representing 16 different schools across Montana that competed in the bowl. Additionally, Helena Capital Team 1 placed second. The Science Bowl is a fast-paced question-and-answer competition in which students answer questions related to astronomy, biology, physics, chemistry, mathematics, Earth science and general science. Each team is made up of four students, a student alternate and a teacher who serves as an advisor and coach. The winning teams from all regional meets receive an all-expense-paid trip to Washington, D.C., to participate in the National Science Bowl, scheduled for April 27-May 1. In Montana, the second place winner receives the opportunity to attend and participate in the MSGC Student Research Symposium on April 8 at MSU-Bozeman.

**First Place** – Helena High Team 1: Seth Putnam, Devin Seyler, Kris Bosch, Elizabeth Rigby and Noah Jakovac; coaches: Jan Hill and Julie Ladd

### **Harrison Award 2017:**

The Harrison Award is a targeted conation to HEF in memory of Ethel Harrison by her daughter, Lee Harrison, who selected the award's purpose in order to focus the community's attention on the importance of good writing skills. All Helena Public School students in grades 9-12 are eligible and entries include both creative and expository submissions. The winners are selected by a pane of community volunteers, many of whom are professional writes. The Harrison Award includes a prize of \$250/student and the publication of each winning submission in the Pen & Ink magazine. This year the Harrison Award winners are:

#### **Capital High**

Collection of Poems-Abby Stifflier

We Marched- Mariah Thomas

The Truth Behind the Text-Francie Tupper

Collection of Poems-Arynn Cummings

### **2017 HOSA Spring Leadership Conference**

The 2017 HOSA Spring Leadership Conference took place in Helena at the Radisson Hotel. Nearly 400 students from around the state attended the event. In the months prior to the conference, students spent countless hours preparing for competitive and leadership events related to their career interests. Several universities and colleges from around the state also had representatives at the conference in order to recruit some of Montana's highest performing health science students. On the second day of the conference, students had the opportunity to attend symposia including Pediatric Neuroscience, Dental, Medevac Helicopter, Newborn Screening, and Public Health to name a few. The conference provides students with the opportunity to showcase their skills, make connections, and further their journey as future health professionals.

#### **Capital High School:**

**Kyer Frederick:** Montana HOSA State Vice President (Included because being elected a State Officer is quite the accomplishment) (Parents: Tom Frederick and Lisi Kho)

**Caleb Noble:** (Parents: Tony and Katy)

Gold: Pharmacology

Gold: Biomedical Lab Science

**Jamie Seney:** Gold- Medical Law and Ethics (Parents: Julie Bradshaw-Seney)

**Francie Tupper-** Gold: Extemporaneous Writing (Parents: John and Heather)

**Ethan McKay-** Gold-Dental Assisting (Eric and Lara)

#### **Helena High School:**

**Darby Winfield--**Gold Medalist in Sports Medicine. In this event, Darby took a written test and performed a range of motion test and a preventative taping technique. Darby is a senior who will be attending MSU next

fall. She will be looking at getting into medical school. She is a two year member of HOSA. She holds a 3.87 GPA while taking several honors, AP, and college credit courses.

**Alex Fasbender and Sealy Raymond**--Gold Medal in Career Health Display, which is a research project where they studied the Oncology field. Alex and Sealy are sophomores that are in the Biomedical Pathway. This is their first year in HOSA. Both students plan on taking more Health Science courses to help prepare them for college.

#### **2017 Environthon Natural Resource Conservation Competition:**

We had a great time in Lewistown this weekend at the Environthon natural resource conservation competition. Each student on the winning team earned a **\$500 scholarship** prize. Another exciting honor is the opportunity to attend the national conservation competition this summer in **Emmitsburg, Maryland** near the Chesapeake Bay. The event takes place on **July 23-29** and will include teams from around the US and Canada as well as some international teams. We're considering whether or not to attend based on previous commitments and travel costs: an estimated \$700 per student for airfare. Meals and lodging at the national event is provided through a grant from the Montana Association of Conservation Districts.

**Helena High Team** of Kris Bosch, Devin Seyler, Claudia Downing, Emma Beaver, and Taylor White. Coached by Claire Pichette and Tyler Hollow. won the Montana state championship for the second year in a row and took first place in Aquatics.

**The CHS "A team"** of Caleb Noble, Madeline Ulmer, Rob Tabaracci, Kipton Giddings and Emily Burke took first place in forestry and placed 3<sup>rd</sup> overall while their B team was in the top 3 for the final presentation (scoresheet attached).

#### **HHS - Skills USA**

Skills USA is a National student organization that celebrates students that work and train in CTE (Career & Technical Education) areas. Skills, formerly known as VICA (Vocational Industrial Clubs of America) and is still widely recognized as that by many. The Skills USA clubs are more than 350,000 members strong throughout the U.S. Skills USA promotes training and educating students to be skilled, workforce ready, individuals that will be highly sought after in today's ever changing trades and industry job market.

In Montana, there are 35 different chapters with over 540 members. Students attend chapter meetings, and perform varieties of community services and fundraising projects throughout the school year. For example, funds raised by our Helena High Chapter go toward expenses associated with attending regional and state competitions. The annual State Conference is held in Havre, MT on the Montana State University Northern campus. Students compete in two types of competitions: Skill-based competitions, such as welding, carpentry, and automotive diagnosis; and Leadership-based competitions such as job interview, extemporaneous speaking, and job skill demonstration.

At our recent State Competition, there were over 350 contestants qualified to compete in their respective areas. Robert Worthy competed against 17 other carpenters in his field and ranked # 1 for the state of Montana. The Carpentry competition required the contestant to build an accurate scale version of a structure: including a framed floor, walls and roof rafters.

By placing first at State, Robert qualified to go to the National Leadership and Skills Conference in Louisville KY in June. He will compete against some of the best carpenters in the country, and gain valuable experience at a national level. We are proud to have Robert representing our chapter, our school, and Montana. We wish him the very best of luck in his endeavor.

2  
3 **STUDENT INSTRUCTION**

4  
5 **Wellness**

6 ~~As part of the student fundamental mission, the District's goal is to provide young people with~~  
7 ~~the knowledge and skills they need to become healthy and productive adults.~~

8 Recognizing that good health and wellness are positively correlated to success in school, the  
9 Helena Public Schools Board of Trustees is committed to providing learning environments that  
10 promote children's health, well-being and ability to learn. This commitment includes nutrition,  
11 education, physical activity and other school-based activities that are designed to promote  
12 student wellness.

13 ~~The Board of Trustees is committed to:~~

- 14 ~~1. Providing a comprehensive learning environment for developing and practicing lifelong~~  
15 ~~wellness behaviors.~~  
16 ~~2. Supporting and promoting proper dietary habits contributing to students' health status~~  
17 ~~and academic performance.~~  
18 ~~3. Promoting new opportunities for students to engage in physical activity.~~  
19 ~~4. Improving academic performance through student wellness.~~  
20 ~~5. Establishing and maintaining a district-wide School Health Advisory Council that makes~~  
21 ~~recommendations to the Superintendent.~~

22 *Nutritional Standards for Foods Available to Students.*  
23

24 The District will serve meals that, at a minimum, meet the nutritional requirements established  
25 by the United States Department of Agriculture.  
26

27 The District strongly encourages that all foods and beverages individually sold outside the school  
28 meal programs (including those sold through vending machines, student stores, fundraising, or  
29 through programs for students after the school day) will meet nutrition and portion size  
30 standards. Schools are discouraged from using foods and beverages, especially those that do not  
31 meet the nutrition standards and are sold individually, as rewards for academic performance or  
32 good behavior. In addition, foods and beverages will not be withheld as a form of punishment.  
33

34 Schools are encouraged to limit the number of celebrations during the school day that involve  
35 food. Each celebration should include healthy foods and beverage choices, including water.  
36 Foods and beverages offered and sold at school events should include choices that meet the  
37 nutrition standards for meals and beverages sold individually.  
38  
39  
40  
41

Development, Review, and Implementation of the Policy

The Superintendent or designee will establish a committee comprised of both staff members, parents, educators, and the public. The committee shall be responsible for the development of procedures that support wellness for both students and staff and are necessary to implement this policy. Members may include but are not limited to parents, students, school food service staff, health and physical education educators, school and community health professionals, trustees, administrators and members of the general public.

The District will assess the implementation of this policy and inform and update the public every three years, at a minimum, regarding compliance with the policy, how it compares to model wellness policies, and progress in attaining the goals of the wellness policy.

Legal References:	P.L. 108-265	Child Nutrition and WIC Reauthorization Act of 2004
	P.L. 111-296	The Healthy, Hunger-Free Kids Act of 2010
	10.55.701, ARM	Board of Trustees

Cross References:

Policy History:

Adopted on: 2.28.2012

Revised on:

2  
3 **OPERATIONAL SERVICES**

4  
5 **Meal Charges**

6  
7 The District recognizes that students may forget or lose lunch money or may have an  
8 unpaid meal account balance. The District endeavors to treat all students with dignity  
9 regarding unpaid meal charges; however, unpaid meal charges create a significant financial  
10 burden for the District. To ensure that students do not go hungry but also minimize the  
11 financial burden, the District shall charge meals and collect on meal account charges in all  
12 schools consistent with this policy.

13  
14 Students who are eligible to receive free meals do not have a meal account and, therefore,  
15 are not subject to this policy. Free lunch status students may pre-pay for or purchase a la  
16 carte items with cash or check.

17  
18 Parents may restrict their child's ability to charge by sending the school written notice  
19 either stating their child cannot charge or limiting the amount their child can charge.  
20 However, they will need to send a lunch with their child.

21  
22 *K-12 Students*

23 Students will pay for meals at the full rate as established by the District in accordance with  
24 federal law. Eligible students will pay a reduced rate as established by the District in  
25 accordance with federal law. Students will pay for meals at the rate established by the  
26 District in accordance with federal law. Meals must be **pre-paid** on a **bi-weekly** basis.  
27 Students will be permitted to charge a maximum of ~~\$15.00~~ **\$30.00** once his or her meal  
28 account reaches zero. Once a student has charged the maximum number of meals, the  
29 student will no longer be permitted to charge and parents will be contacted directly by  
30 phone or in person. The school will offer the student an emergency meal at the standard  
31 rate.

32  
33 ~~Students who are eligible to receive meals at a reduced rate will be charged for meals at the~~  
34 ~~reduced rate consistent with federal law. Meals must be pre-paid on a weekly basis.~~  
35 ~~Students eligible for meals at a reduced rate will be permitted to charge a maximum of~~  
36 ~~\$15.00 once his or her meal account reaches zero. Once a student has charged the~~  
37 ~~maximum number of meals, he/she will be offered an emergency meal at the reduced rate.~~

38  
39 *Adults Employees*

40  
41 Adult-e Emloyees are not permitted to charge meals or a la carte items.

42  
43 **Payment of Meal Account**

44  
45 Each school shall maintain records regarding student meal balances. The District will send  
46 out notices to parents/guardians informing them of low or negative meal account balances.

1.3.2017 Policy Committee -- 1<sup>st</sup> Reading

4.11.2017 Full Board -- 1<sup>st</sup> Reading

3.7.2017 Policy Committee -- 2<sup>nd</sup> Reading -- No Quorum

5.9.2017 Full Board -- 2<sup>nd</sup> reading

4.4.2017 Policy Committee -- 2<sup>nd</sup> Reading

Parents/guardians may also check a student meal account balance online at mymealtime.com.

Parents/guardians must submit payment for meal accounts with a credit card or debit card at mymealtime.com OR pay in person with a check or cash ~~or debit card~~ at their student's school. Payment must be submitted ~~40~~ 30 days from date of notice of deficit balance. If the District has not received payment within 30 days the payment is considered overdue and is a delinquent debt.

The District will use reasonable efforts and which may include the use of collection agencies and other means as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

Legal References:     2 C.F.R. § 200.426  
                              7 C.F.R. Part 210  
                              7 C.F.R. § 245.5

Cross References:     Board Policy 5030  
                              Board Policy 7050

Policy History:

Adopted on:

Revised on:

1.3.2017 Policy Committee – 1<sup>st</sup> Reading  
3.7.2017 Policy Committee – 2<sup>nd</sup> Reading – No Quorum  
4.4.2017 Policy Committee – 2<sup>nd</sup> Reading

4.11.2017 Full Board – 1<sup>st</sup> Reading  
5.9.2017 Full Board – 2<sup>nd</sup> reading



STUDENTS

Student Discipline

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
4. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
6. Disobeying directives from staff or disobeying rules governing student conduct.
7. Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism.
11. Misconduct of any sort on any means of District transportation.
12. Hazing or bullying, including cyberbullying.

13. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
3. Travel to and from school or a school activity, function, or event;
4. Anywhere if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

#### *Gun Free Schools*

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm ~~or any object that can reasonably be considered or looks like a firearm~~, for a definite period of time of at least one (1) calendar year, except that the Board may permit the Superintendent to modify the disciplinary action. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis.

#### *Possession of a Weapon in a School Building*

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only,

1. "School Building" means all buildings owned or leased by the District **that are used for instruction or for student activities;**
2. "Weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles, **or any other article or instrument possessed with the purpose to commit a criminal offense.**

The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

#### *Legal References:*

§ 16-11-302, MCA

Definitions

§ 20-1-220, MCA

Use of tobacco product in public school building or on public school property prohibited

93	§ 20-4-302, MCA	Discipline and punishment of pupils
94	§ 20-5-202, MCA	Suspension and Expulsion
95	§ 45-8-361, MCA	Possession of a weapon in school building
96	§ 45-8-317, MCA	Exceptions
97	§§ 50-46-301 et seq., MCA	Montana Marijuana Act
98	20 USC §§ 7101 et seq.	Safe and Drug-Free Schools & Communities Act
99	20 USC § 7151- <b><u>7961</u></b>	Gun-Free requirements

100

101

102 Cross References:

103

104 Policy History:

105 Adopted on: 3.26.2013

106 Revised on:

107

PERSONNEL

Criminal Background Investigations

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency ~~before consideration of the recommendation for employment or appointment by the Board~~. Any subsequent offer of employment or appointment will be contingent on results of the fingerprint criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is assigned to the District, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law.

Legal References:	42 USC 5119a	National Child Protection Act
	10.55.716, ARM	Substitute Teachers
	10.57.201a, ARM	Criminal History Background Check

Cross References:

Policy History:

Adopted on: 8.13.2013

Revised on:

3.7.2017 Policy Committee – 1<sup>st</sup> Reading – No Quorum  
 4.4.2017 Policy Committee – 1<sup>st</sup> Reading  
 5.2.2017 Policy Committee – 2<sup>nd</sup> Reading

5.9.2017 Full Board – 1st Reading

## **Helena Education Association (Teachers) Negotiated Agreement for 2017-2019**

A copy of the tentative agreement for the proposed 2017-19 Negotiated Agreement between the Helena Education Association and Helena School District #1 is enclosed. This proposed agreement is submitted to the trustees for ratification.

### **Superintendent's Recommendation:**

Approve the tentative agreement for the proposed 2017-19 Negotiated Agreement between the Helena Education Association and Helena School District #1.

# **HEA Tentative Agreement For 2017-2019**

## **Committee Work:**

1. We have a general agreement that combining the career development plan and the PLC process could be beneficial to both the Union membership and the District. Therefore, we will be establishing a committee to explore this premise during the course of on-going negotiations over the next year (2017-2018) and hopefully we will have a plan in place to be effective for the 2018-19 school year. This committee will also examine the learning academies in an effort to make those days more meaningful for both non-tenured and tenured staff.

## **Salary & Benefit Changes:**

1. 2017-2018 Step Increase, but due to legislative funding there will be no increase to the salary matrix
2. 2018-19 Step Increase and if the mill levy is run and approved by the voters (in both Districts) a 1.5% increase will be added to the salary matrix as a flat rate of \$780 to each step on salary matrix. If mill levy is run and fails (in either District) then a 1/2% will be added to the salary matrix as a flat rate of \$260 to each step on the salary matrix. Should the Board of Trustees decide to not run the mill levy, then the District agrees to reopen negotiations for the 2018-19 year for salary only.
3. A 1% increase to the Cafeteria Benefit Amount will occur for both 2017-18 (\$73 per year) and 2018-19 (\$80 per year).
4. Implementation of the Sick Leave/Retirement Redemption Plan for any new teachers employed after July 1, 2017. Voluntary election to the Sick Leave/Retirement Redemption plan for teachers employed by the District prior to July 1, 2017 will commence after July 1, 2018.

# Language Changes

## 2.10 Retirement Benefit

Teachers employed after July 1, 2017 and Teachers who voluntarily elect to participate in the SickLeave/Retirement Redemption Plan (Article 5.2A) are not eligible for this Retirement Benefit (Article 2.10).

Any retiring teacher in good standing with 20 years or more of Helena School District #1 experience will be eligible for the following if notification of their retirement is given the Human Resource office:

- Option 1: Current Year Notification: Teachers who intend to retire at the conclusion of the current school year will provide written notification to the District on or before January 15. The teacher shall receive \$9,000 in termination pay and part-time teachers will receive a pro-rated amount equivalent to their FTE amount. This pay is in addition to any other termination pay for which the teacher may qualify.
- Option 2: Prior year Notification: Teachers may announce their binding retirement one school year in advance. The teacher will provide written notification to the District on or before January 15 of their penultimate year. At the end of that year the teacher will receive a \$5,000 stipend and part-time teachers will receive a pro-rated amount equivalent to their FTE amount.. At the conclusion of their final contract year the teacher shall receive \$7,000 in termination pay and part-time teachers will receive a pro-rated amount equivalent to their FTE amount.. This pay is in addition to any other termination pay for which the teacher may qualify.
- Good standing requires successful completion of all PCAP requirements for the two years immediately prior to retirement for educators on the PCAP salary schedule.
- Issues and/or concerns regarding a teacher's eligibility or hardship situations for the "Retirement Benefit" may be brought forth to the District Superintendent by the HEA President.

## ARTICLE V - LEAVES FROM DUTY

### 5.1 Leave Increments

Any type of leave listed in Article V can only be utilized in increments of no less than one-half day.

## 5.2 Sick Leave and Personal Leave

Fifteen (15) days annually, at full salary, shall be provided each full-time teacher for a combination of sick leave and personal leave. Part-time teachers shall be entitled to pro-rata sick leave and personal leave based on the number of days and portion of days worked. In the event that a temporary part-time teacher who has been permitted to utilize sick leave in excess of entitlement under this provision should leave the employ of the District, the teacher shall be liable to the District for any sick leave pay beyond the employee's entitlement.

Sick leave and personal leave may be used for personal illness or disability, personal medical appointments, quarantine or communicable disease, maternity, post-adoptive care, or illness in the family. The administration shall make the final decision whether the illness in the family falls within this category.

A maximum of five (5) days a year of the combined sick leave and personal leave may be used for personal leave provided the teacher has followed the stipulations for personal leave listed in this article.

Any unused combined sick leave and personal leave shall be allowed to accrue to the teacher's sick leave balance at the end of each school year if the teacher is on the traditional sick leave plan. If the teacher is in the sick leave/retirement redemption plan please refer to Article 5.2A for information on unused sick leave and personal leave.

~~At the end of each school year if a teacher has a balance of more than ten (10) days of their annual combined sick leave and personal leave allotment, they may elect to receive a minimum cash payment of \$75.00 per day for any day(s) beyond ten, rather than allowing the days beyond ten to accumulate as sick leave. Part-time employees who elect the same leave cash-out will receive a pro-rated portion of the minimum cash payment \$75.00 which will be based on their FTE. At the time of termination of employment or retirement, accumulated sick leave earned after July 1, 1974, shall be paid all teachers with ten or more years of service within the Helena school system at the rate of one-fourth (1/4) the daily rate of the teacher's salary at the time of termination of employment. Sick leave earned prior to July 1, 1974, shall be drawn against first when a teacher is away due to illness.~~

The District may at its own discretion, provide for other voluntary buyouts of accumulated sick leave. The District would determine the terms and conditions of any other voluntary buyouts.

During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day, of sick leave to another District employee who is in need and shall exhaust sick leave due to a personal illness,



temporary disability, or a serious health condition of the employee's spouse/domestic partner or minor child (under age 18). Sick leave donations may not be used for parental leave purposes. The total of such donated sick leave shall not exceed sick leave accrued by the recipient at the time the illness began. Limitations herein shall not prevent the Administration from allowing greater consideration if extenuating circumstances exist. Any such donor shall notify the Superintendent on forms provided by the District of the intention to make such donation. The donor and recipient have no later than five (5) working days after the recipient's return to work to notify the Superintendent of the requested leave transfer. Donated leave shall be drawn in order of date of such receipt. A drawing shall be conducted to determine order of usage for donations bearing identical dates of receipt. Any unused sick leave shall be returned to the donor(s). For teachers in the sick leave/retirement redemption plan utilization of the teacher's own sick leave accumulation and the teacher's available balance in the sick leave bank must be utilized first before the sick leave donations can be utilized.

Seniority shall accumulate while a teacher is utilizing accumulated sick leave credits. Further, seniority shall continue to accumulate for a teacher who has exhausted accumulated sick leave provided the teacher is absent for personal sickness or injury and returns to the position as soon as the teacher is able to work.

Personal leave shall have the following additional stipulations:

1. Personal leave shall be granted in no less than one-half (1/2) day increments.
2. The review and granting process shall reside with the teacher's principal or immediate supervisor and the Superintendent and shall provide for uniform treatment of the professional staff.
3. A teacher seeking personal leave to extend a vacation must submit a request no less than five (5) days prior to the leave day. For other personal leave, at least two (2) working days written notice shall be required except in the case of an emergency.
4. The teacher's principal or immediate supervisor shall have the right to deny personal leave immediately preceding or immediately following school vacation when in the opinion of the principal or immediate supervisor a qualified substitute is not available and/or the teacher's contracted responsibilities or activities cannot be properly carried out by substitute personnel. Denial of such leave may be appealed to the Superintendent or the Superintendent's designee.
5. The number of teachers on personal leave at any one time may be limited by the availability of substitutes.
6. Extenuating circumstances which are unanticipated and unpreventable may be afforded consideration by the Superintendent.

7. The building principal has the discretion to allow other teachers within the same school to cover a class for a short period of time (no more than two class periods) for another teacher within the same school on an occasional basis. Teachers covering the class must do so on a voluntary basis. The teacher being relieved will not be required to expend personal leave in this instance. Implementation of this provision is at the discretion of the building principal whose decision will be based on the best interests of the school and the students affected. This provision is not subject to the Arbitration provision of the grievance procedure contained in this negotiated agreement.

A teacher shall accumulate seniority during a period of personal leave.

#### **5.2 A. Sick Leave/Retirement Redemption Plan.**

1. Starting July 1, 2017, newly hired teachers will be placed under the Sick Leave/Retirement Redemption Plan. Starting July 1, 2018 current teachers can voluntarily join the Sick Leave/Retirement Redemption plan however, they must remain on that plan once they opt to join the plan.
2. The Sick Leave/Retirement Redemption plan is designed to provide a retirement benefit that will be significantly better for teachers who participate in this plan than the current retirement benefit/sick leave termination pay added to their Montana Teacher Retirement System retirement calculation. The earlier a teacher gets started in this plan the greater the retirement benefit that can be achieved. The plan allows yearly conversion of leave accumulation into a retirement plan (403B) provided the teacher has contributed a matching dollar amount to their retirement plan (403B). This plan also provides an opportunity to ensure the teacher has adequate leave available for an extended illness through the establishment of an accelerated sick leave bank.
3. Before a teacher can voluntarily redeem any leave they must first accumulate 420 hours (60 days) of their own accumulated sick leave. A Teacher's individual sick leave accumulation will be capped at 595 hours (85 days) and at that point (the cap) the teacher must start to redeem any excess leave or the leave will be lost.
4. Leave Redemption Plan: Upon reaching the minimum participation sick leave accumulation (420 hours) a teacher may voluntarily participate in the redemption or upon reaching the mandatory maximum sick leave accumulation cap (595 hours) any yearly sick/personal leave allotment not utilized at the end of each school year can be redeemed and allocated in the following manner:

**Voluntary:** According to the schedule below any unused annual personal/sick leave can be redeemed at 50% of the Average Teacher's salary daily rate as a contribution to the teacher's 403b retirement plan. The teacher must have a matching contribution to their 403b retirement plan. Only the redemption schedule listed below can be utilized, other combinations will not be allowed.

- 15 days unused = 5 days redeemable, 5 days Sick Leave Bank, 5 days Sick Reserve/Lost if maxed.
- 14 days unused = 5 days redeemable, 5 days Sick Leave Bank, 4 days Sick Reserve/Lost if maxed.
- 13 days unused = 4 days redeemable, 5 days Sick Leave Bank, 4 days Sick Reserve/Lost if maxed.

- 12 days unused = 4 days redeemable, 4 days Sick Leave Bank, 4 days Sick Reserve/Lost if maxed.
- 11 days unused = 4 days redeemable, 4 days Sick Leave Bank, 3 days Sick Reserve/Lost if maxed.
- 10 days unused = 3 days redeemable, 4 days Sick Leave Bank, 3 days Sick Reserve/Lost if maxed.
- 9 days unused = 3 days redeemable, 3 days Sick Leave Bank, 3 days Sick Reserve/Lost if maxed.
- 8 days unused = 3 days redeemable, 3 days Sick Leave Bank, 2 days Sick Reserve/Lost if maxed.
- 7 days unused = 2 days redeemable, 3 days Sick Leave Bank, 2 days Sick Reserve/Lost if maxed.
- 6 days unused = 2 days redeemable, 3 days Sick Leave Bank, 1 day Sick Reserve/Lost if maxed.
- 5 days unused = 2 days redeemable, 2 days Sick Leave Bank, 1 day Sick Reserve/Lost if maxed.
- 4 days or less unused = no redemption unused goes to Sick Reserve/Lost if maxed and can't be utilized for Sick Leave Bank.

**Mandatory (Reached 595 hours cap):** Remaining unused sick leave will be donated to the Teacher Sick Leave Bank. Utilization of the Sick Leave Bank is according to the following contributions (utilization of sick leave bank must comply with rules for utilization of individual sick leave and individual sick leave reserve must be exhausted before bank is utilized):

- 0 to 9 days contributed allows up to contributed amount from the Bank.
- 10 to 15 days contributed allows up to 25 days from the Bank
- 16 to 25 days contributed allows up to 50 days from the Bank
- 26 to 50 days contributed allows up to 90 days from the Bank
- 51 to 75 days contributed allows up to 120 days from the Bank
- Over 75 days contributed allows up to 180 days from the Bank.

## **5. Teachers in this plan are not eligible for the Retirement Benefit (Article 2.10).**

### **5.3 Emergency Leave**

In the event of death in the family, each teacher shall be granted up to five (5) consecutive days, leave of absence at full salary. An additional five (5) consecutive days may be granted by the teacher's principal or Superintendent's designee. In the event of a life threatening illness in the family, any teacher who has exhausted all of their accumulated sick leave and their sick leave bank accumulation may be granted up to ten (10) days of emergency leave. The Superintendent or Superintendent's designee shall have the final decision as to whether the emergency is life threatening and falls under this section. Language herein shall not prevent administrative consideration which would allow a teacher to attend the funeral of a close friend.

A teacher shall accumulate seniority during the period of an emergency leave.

### **5.4 Professional Leave**

At the discretion of the Superintendent, teachers may be granted leave without loss of pay and a substitute provided for the following activities when such activities are directly related to the teacher's academic assignment or extra-curricular duty: Attendance at a professional meeting, workshop, conference or seminar sponsored by an instructional organization; service on committees; intra-school or inter-school visitation or observations; other activities deemed appropriate by the

Superintendent. One (1) day of professional leave may be granted for a teacher to take required comprehensive exams or to defend a thesis or professional paper.

A request for professional leave shall be filed with the teacher's immediate supervisor who shall recommend approval or denial. The decision, however, shall reside with the Superintendent or the Superintendent's designee and may be contingent upon budget allowances or the availability of substitutes or the frequency of teacher absence. The District may allow use of professional leave of up to five (5) days per year. Compelling reasons may exist for additional days of professional leave. Written justification of compelling reasons shall be submitted to their principal for approval, prior to granting any professional leave days beyond the five (5).

Seniority shall accrue during approved terms of professional leave.

## **5.5 Leave of Absence**

Leaves of absence without salary approved for a time in excess of twenty (20) working days shall not be included in computing seniority or advancement on the salary schedule unless otherwise provided in negotiated language or law.

An extended leave of absence, without pay, shall be granted to tenured educators upon application for such reasons as family illness, maternity, post-adoptive care, advanced educational- or vocational-related preparation, or the election to a full-time political or professional office. An extended leave of absence, without pay may be granted, at District discretion to tenured educators for the acceptance of a temporary (one year) licensed position at another accredited elementary or secondary institution provided a written request is received by the District Personnel Office on or before May 1<sup>st</sup> of the school year preceding the school year of the leave. A tenured educator who accepts a temporary (one year) teaching position at another elementary or secondary institution shall accrue seniority and gain an advancement increment on the salary schedule.

The length of a leave period shall be commensurate with the reasons for absence with a maximum of one (1) year granted for each extended leave. Exceptions to maximum leave may be granted in unusual circumstances, such as elected political or professional office. An educator on leave of absence may participate in the School District group health insurance at the educator's expense. The educator must notify the Superintendent in writing no later than March 1 of the intent to return the following school year. Failure to provide timely notification may result in forfeiture of the educator's right to return the following school year.

Non-tenured educators will only be granted an extended leave of absence without pay if the District is required to provide such leave under current federal or state laws or is in the best interest of the District, as determined by the District.

## **5.6 Legislative Leave**

Legislative leave shall be available to a teacher who has been elected or appointed as a Legislator in the Montana House of Representatives or Senate. The length of a legislative leave shall be commensurate with the legislative session, including any extensions or special sessions that may be imposed.

During a legislative leave, the teacher shall receive full contract salary from the District, continue to accrue seniority, and receive all fringe benefits to which said teacher is entitled. In return, the teacher on legislative leave agrees to reimburse the District for all teacher-replacement costs, salary and benefits, up to but not exceeding an amount equal to the total salary and per diem received for legislative service during the leave.

## **5.7 Association President's Leave**

Based on Association funding, the President of the Association shall be granted leave for his or her tenure in office. The length of such leave may be full-time or any portion of the duty day, but in no circumstances shall it be less than one half (1/2) of the duty day. The Association shall reimburse the District for the cost of the President's salary, fringe benefits and all payroll tax pro-rated for the period of time on leave. The Association must notify the District, not later than June 1 of the year prior to the leave, of the length of the leave and the name of the President. The President shall retain all other benefits of full-time employment while on leave. The President and the Superintendent shall agree on any part-time work/leave schedule.

## Helena Public Schools 2017-19 Salary Schedule

<u>Step</u>	<u>CURRENT</u>	<u>2017-18</u>	<u>2018-19 .5%</u>	<u>OR</u>	<u>2018-19 1.5%</u>
<u>Grandfathered</u>	<u>\$76,978</u>	<u>\$76,978</u>	<u>\$77,238</u>	<u>OR</u>	<u>\$77,758</u>
<u>Step 24</u>	<u>\$76,273</u>	<u>\$76,273</u>	<u>\$76,533</u>	<u>OR</u>	<u>\$77,053</u>
<u>Step 23</u>	<u>\$74,923</u>	<u>\$74,923</u>	<u>\$75,183</u>	<u>OR</u>	<u>\$75,703</u>
<u>Step 22</u>	<u>\$73,573</u>	<u>\$73,573</u>	<u>\$73,833</u>	<u>OR</u>	<u>\$74,353</u>
<u>Step 21</u>	<u>\$72,223</u>	<u>\$72,223</u>	<u>\$72,483</u>	<u>OR</u>	<u>\$73,003</u>
<u>Step 20</u>	<u>\$70,873</u>	<u>\$70,873</u>	<u>\$71,133</u>	<u>OR</u>	<u>\$71,653</u>
<u>Step 19</u>	<u>\$68,524</u>	<u>\$68,524</u>	<u>\$68,784</u>	<u>OR</u>	<u>\$69,304</u>
<u>Step 18</u>	<u>\$67,174</u>	<u>\$67,174</u>	<u>\$67,434</u>	<u>OR</u>	<u>\$67,954</u>
<u>Step 17</u>	<u>\$65,824</u>	<u>\$65,824</u>	<u>\$66,084</u>	<u>OR</u>	<u>\$66,604</u>
<u>Step 16</u>	<u>\$64,474</u>	<u>\$64,474</u>	<u>\$64,734</u>	<u>OR</u>	<u>\$65,254</u>
<u>Step 15</u>	<u>\$63,124</u>	<u>\$63,124</u>	<u>\$63,384</u>	<u>OR</u>	<u>\$63,904</u>
<u>Step 14</u>	<u>\$60,069</u>	<u>\$60,069</u>	<u>\$60,329</u>	<u>OR</u>	<u>\$60,849</u>
<u>Step 13</u>	<u>\$58,719</u>	<u>\$58,719</u>	<u>\$58,979</u>	<u>OR</u>	<u>\$59,499</u>
<u>Step 12</u>	<u>\$57,369</u>	<u>\$57,369</u>	<u>\$57,629</u>	<u>OR</u>	<u>\$58,149</u>
<u>Step 11</u>	<u>\$56,019</u>	<u>\$56,019</u>	<u>\$56,279</u>	<u>OR</u>	<u>\$56,799</u>
<u>Step 10</u>	<u>\$54,669</u>	<u>\$54,669</u>	<u>\$54,929</u>	<u>OR</u>	<u>\$55,449</u>
<u>Step 9</u>	<u>\$51,615</u>	<u>\$51,615</u>	<u>\$51,875</u>	<u>OR</u>	<u>\$52,395</u>
<u>Step 8</u>	<u>\$50,265</u>	<u>\$50,265</u>	<u>\$50,525</u>	<u>OR</u>	<u>\$51,045</u>
<u>Step 7</u>	<u>\$48,915</u>	<u>\$48,915</u>	<u>\$49,175</u>	<u>OR</u>	<u>\$49,695</u>
<u>Step 6</u>	<u>\$47,565</u>	<u>\$47,565</u>	<u>\$47,825</u>	<u>OR</u>	<u>\$48,345</u>
<u>Step 5</u>	<u>\$46,215</u>	<u>\$46,215</u>	<u>\$46,475</u>	<u>OR</u>	<u>\$46,995</u>
<u>Step 4</u>	<u>\$44,317</u>	<u>\$44,317</u>	<u>\$44,577</u>	<u>OR</u>	<u>\$45,097</u>
<u>Step 3</u>	<u>\$42,967</u>	<u>\$42,967</u>	<u>\$43,227</u>	<u>OR</u>	<u>\$43,747</u>
<u>Step 2</u>	<u>\$41,617</u>	<u>\$41,617</u>	<u>\$41,877</u>	<u>OR</u>	<u>\$42,397</u>
<u>Step 1</u>	<u>\$40,267</u>	<u>\$40,267</u>	<u>\$40,527</u>	<u>OR</u>	<u>\$41,047</u>
<u>Step 0</u>	<u>\$38,917</u>	<u>\$38,917</u>	<u>\$39,177</u>	<u>OR</u>	<u>\$39,697</u>

For HEA:

 4/21/2017  
Paul Phillips HEA President

For District:

 4/21/17  
Bill Rasor HR Administrator



**Superintendent**  
Jack Copps  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2007

## AGENDA

### BOARD OF TRUSTEES SPECIAL MEETING

MAY BUTLER CENTER  
55 S RODNEY

**Thursday, March 9, 2017**

**12:00 noon**

## AGENDA

**Present:** Aiden Myhre, Sanjay Talwani, Libby Goldes, Terry Beaver, Tyler Emmert, Sarah Sullivan, Cherche Prezeau, Jack Copps, Janelle Mickelson, Sue Bender.

**Guests:** per sign in sheet

- I. CALL TO ORDER.** Chair Myhre called the meeting to order at 12:04pm. A quorum was present.
- II. PUBLIC COMMENT:** None.
- III. BUSINESS:**
  - A. Approval of amendments / conditions set for demolition permit of Central School by City Commission.**
    - Commissioner Haladay moved the approval of the demolition of the permit be contingent on the approval of the bond currently set for May 2, 2017, based on the bond language as of February 27<sup>th</sup>.
    - Commissioner Haladay moved that when the school district establishes a community committee to discuss the design that the HPO be invited to be part of the committee.
    - Commissioner Haladay moved that the Helena School will have until March 14<sup>th</sup> to provide in writing to the City Manager the boards approval and acceptance of the conditions.

**Motion to approve the amendments and conditions for the demolition permit as requested by the City Commission made by Sarah Sullivan and seconded by Cherche Prezeau. Chair Myhre called for any further discussion, as stated below.**

**Discussion:**

Libby Goldes provided definition for "HPO" as noted above to be an acronym for Helena Preservation Officer.

Cherche Prezeau attended the first half of the meeting and watched the second half online. She was impressed by public show of support and stated that she supports the amendments.

Terry Beaver questioned whether bullet #3 should state more specifically Helena Elementary School District #1 as intent not what is stated. Myhre stated we can specify in our reply.

Sanjay Talwani stated he supports inclusion of the "HPO" on the community committee.

*Helena Public Schools foster dynamic educational experiences that prepare all students for life.*

Copps did state that the above language was given to him by the city commission and their attorney and recommended making no changes.

**Following discussion, motion passed unanimously.**

**IV. BOND DISCUSSION:** Copps stated his intent to provide architect recommendations at the March 14, 2017 Board Meeting. Copps and Myhre will speak at the Helena Realtors Association meeting on March 14, 2017.

“Supt & Coffee” meetings continue through the community to inform and address questions regarding the Bond Election.

**V. BOARD COMMENT:**

- Chair Myhre will remove Significant Writing from the March 14, 2017 agenda.
- Trustee Tyler Emmert requested a copy of breakdown for out-of district tuition. Janelle will provide this.
- Trustee Terry Beaver asked how many times and how often may general funding levies be run. Once. It used to be runnable three times but that is no longer the case. Election can be postponed during legislative years to June if requested by the deadline set prior to legislative session.

**“Be watchful for the Amazon Prime delivery drone!”**

**VI. ADJOURNMENT: 12:30 P.M.**



**BOARD OF TRUSTEES MEETING**

Ray Bjork Learning Center

1600 8th Avenue

Helena, Montana

Tuesday, April 11, 2017

5:30 p.m.

The Board of Trustees Meeting of the Board of Trustees was called to order by Vice Chair Sara Sullivan at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Avenue, Helena, Montana, at 5:30 p.m.

**ATTENDANCE** -- Present unless otherwise noted.

Libby Goldes

Cherche Prezeau

Aidan Myhre, **excused**

Terry Beaver

Sarah Sullivan

Tyler Emmert

Sanjay Talwani

Karen Goldsberry, Trustee for High School District

Kristina Huffsmith, Trustee for High School District, **excused**

Jamie Seney, Capital High School Representative, **excused**

Aine Lawlor, Helena High School Representative

Jack Copps, Interim Superintendent of Schools

Greg Upham, Assistant Superintendent of Schools

Janelle Mickelson, Business Manager

Barb Ridgway, Staff & Student Services Administrator

Joslyn Davidson, Curriculum Administrator, **excused**

Jilyn Oliveira, Data and Assessment Administrator

Pat Boles, Technology Administrator

Jim Opitz, Activities Administrator

Kallie Kind, Director of Support Services

Bill Rasor, Personnel Service Administrator

Lisa Lowney, Special Education Services Administrator

Carole Byrnes, Recording Secretary

**GUESTS:**

Steve Thennis, MaryAnn Antonioli, Connor Morrison, Terri Norman, Walt Chancy, Robert Worthy, Luke Muszkiewicz, Eric Peterson, Brandon Day, Ashley Fish, Kellie Hilborn, Maddie Mariegard, McKayla Kloker, Karman Hilborn, Heather Madsen, Elizabeth O'Halloran, Jonna Schwart, Anaka Ronan, Bob and Rhonda Ronan, Paul Phillips, Marga Lincoln.

**I. CALL TO ORDER – Pledge of Allegiance**

Sara Sullivan called the meeting to order at 5:35 p.m., and led the Pledge of Allegiance.

**II. GENERAL PUBLIC COMMENT**

None.

**III. REVIEW OF AGENDA**

- Recognition of High School Science Bowl will be moved to a later date due to a fundraiser they are holding today.
- Consent Action Items d & e referred back to the Budget Committee in May.

#### **IV. RECOGNITION –**

##### **AA State Girl's Basketball Champions**

Principal Thennis introduced Coach Eric Peterson. Coach Peterson introduced the students and recognized their achievement.

##### **Business Professionals of America**

Vice Principal Walt Chancy introduced Coach Terrie Norman. Coach Norman introduced the students and recognized their achievement. The team competed with 1300 other students in the state and placed 3<sup>rd</sup> in website design.

**Montana Regional High School Science Bowl** – moved to a later date.

**Poetry Out Loud** – Principal Steve Thennis introduced State Coordinator/Coach Jonna Schwartz. Coach Schwartz recognized CHS State Champion Senior Anaka Ronan. Anaka will be attending competition in Washington D.C. April 23-27. She recited the poem *Novel* by Arthur Rambo.

Break – reconvened at 6:05.

#### **IV. BUSINESS**

##### **A. Items for Action**

###### **a. Owners Construction Representative**

An owners construction representative has been hired to oversee large construction projects for the bond issue to represent the school district. Superintendent Copps stated it is his recommendation that he be given authority to enter into negotiations with the Hulteng CCM firm out of Billings and to follow up with a contract if negotiations are satisfactory. The firm would be representing all matters in this bond issue and will be atoned here for that period of time on the board's behalf.

**MOTION: Cherche Prezeau moved to authorize Superintendent Copps to negotiate with the construction firm and to offer a contract if negotiations are successful. Second by Tyler Emmert.**

Public comment – None.

Amended motion to allow the superintendent to negotiate with the **Owner's Representation Firm** and offer a contract if negotiations are successful.

The motion passed.

###### **b. Hogie Well Exchange Agreement –**

Recommendation to allow Jack Copps, Kallie Kind, Tyler Emmert, Terry Beaver, and architect to authorize the Superintendent to finalize the agreement pending satisfaction of the committee, answering all questions and reviewing the materials in order to proceed with this matter. This matter has to do with the development in the valley - the school district to vacate its current well that has been abandoned. In exchange, the school district will be awarded additional water

because of the increased size of school we are planning to build on that site. Both parties to benefit.

**Motion: Tyler Emmert moved to grant Superintendent Copps the authority to enter into this agreement pending the formation of a committee to include Terry Beaver, Tyler Emmert, Superintendent Copps, Kallie Kind, and the architect. Second by Libby Goldes.**

Public comment – none.

The motion passed.

**B. Consent Action Items**

- a. Minutes from the March 14, 2017 Board of Trustees Meeting
- b. Approval of Warrants
- c. Personnel Actions
- d. Accept Out of District Tuition Agreements – moved to May Budget Committee
- e. Acknowledge out of district Tuition Agreements – moved to May Budget Committee

**Motion: Cherche Prezeau moved to adopt the consent action items. Second by Karen Goldsberry.**

Public comments – None.

The motion passed.

**C. Items for Information**

**a. Board Policy**

**Policy #2120 Wellness Policy (First Reading)**

Barb Ridgeway reported this existing policy needed to be revised to meet new federal requirements taking out procedural language, adding nutritional standards, and the addition of a broad-based wellness committee.

**Policy #7052 Meal Charges Policy**

Barb Ridgeway reported this is a new policy on how to address meal charges. The district is not recommending as emergency meal than other students receive. It gives us language that spells out how much we can charge and how to collect on those charges. The emergency (overage amount) will still be charged against their account and students will still be fed.

Any changes for each of the policies will be brought back to the policy committee.

**b. Nicholson v. City of Helena Lawsuit**

Superintendent Copps invited Beth O'Halloran of the Kaleva Law Firm to give an overview of what the lawsuit contains. No legal strategies will be discussed. At the end of the meeting the board will go into Executive session and take action if deemed appropriate.

Beth O'Halloran provided a brief overview of the complaint that was filed in district court by Alan and Nancy Nicholson against the City of Helena and Helena Public School District No. 1. The demolition permit was granted by the City Commission on February 27, 2017 with certain conditions, such as passage of the bond, creation of design advisory committee, and inviting the Historic Preservation Office to become part of the committee. The suit was filed on March 29, 2017 with two causes of action. One, declaratory relief that the demolition permit issued is

invalid due to proper procedure. The complaint states the City failed to follow the 2011 growth policy, the City's interpretation of Historic Ordinance, and departure from past practices was improper. The complaint also alleges the City commission members engaged in ex parte discussion. The declaratory action component seeks a declaration from the court or the judge that the complaint issued is null and void. The second count is for an injunction to refrain from demolition of Central school until a valid permit is issued.

The plaintiffs are also seeking an order preventing the district from engaging in constructive demolition of Central School. The plaintiffs believe that the school district should be prevented from not providing preventative maintenance or allowing the condition of Central School to unreasonably deteriorate. The complaint seeks invalidation of the currently issued permit and a declaration that the school district do not demolish Central School until a valid permit is issued. Currently the permit is valid as conditioned and stands. There are no court proceedings at this time. The complaint does not address or affect the bond election, only issuance and validity of demolition permit and whether or not School District No. 1 can demolish Central School.

#### D. Reports

##### a. Student Representative Reports

CHS - Aine Lawler gave the CHS report in Jamie's absence. The report discussed weighted grades, AP classes, powder puff football today, student faculty basketball game Friday, exams, valedictorians are writing their speeches; and DECA Nationals is coming up in Anaheim.

HHS - Aine Lawlor's report also discussed weighted grades which is not a strong issue at HHS. Juniors are taking AP tests. Sporting events are taking place, yearbook planning, prom is April 22, powder puff football Thursday, and valedictorians are writing their speeches. Thomas Nybo, CNN Reporter, will be speaker at graduation. The district writing assessment is tomorrow. Kevin Hines will be at HMS auditorium at 7pm on April 27<sup>th</sup>. Talk about instituting random drug testing which was not popular with student athletes. This week or next week the student committee will meet on suicide prevention. Jamie has been accepted to Dartmouth, Columbia, and Stanford – congratulations Jamie!

Cherche Prezeau would like to see weighted grades on the agenda as formal discussion. Superintendent Copps will meet with principals to hear proposals and come back to the board with a recommendation. His recommendation will give advantages and disadvantages.

##### b. Budget & Program Committee Report.

Tyler Emmert reported on the permissive levy and the Explorer School did well. Enrollment for the extra day was enough to support the teacher at the school. The SB307 permissive levy special meeting was canceled.

##### c. Health Benefits Committee Report.

Libby Goldes stated the committee did not have a quorum so items were approved via email. Wellness benefit was approved, health benefit same as last 6 or 8 years. Fewer people are taking advantage of vision care. The Plan is healthy. There are fewer claims, but claims are higher for retirees and dependents out of state.

##### d. Montana School Boards Association Report.

Libby Goldes reported on AA caucus bills currently still in action.

Bonds – to allow districts to bond for 30 years instead of 20 years.

Number of years of service for re-employment after retirement from 27 to 30.

HB 390 – One million dollars appropriated for providing matching funds for e-rate broad band program.

SB 227 – transportation to allow the definition of school year based on aggregate hours of instruction as opposed to 180 days.

HB 381 – School Districts to establish policies, procedures or plans for suicide prevention – no money attached to this bill.

Funding was approved for another year for YAMS program for this district in the amount of \$37,000 grant money.

Libby attended the National School Board Association meeting in Denver. Topics included strategic planning and community engagement. Astronaut Scott Kelly was a featured speaker.

e. Superintendent's Report

Superintendent Copps reported that all schools in this district have received regular accreditation.

Independent Record Candidate Forum on Wednesday with Q&A for Jack. The forum will take place at the lower level of Carroll College from 5:30-7:30.

Administrative position changes within the district –

CRA - Dave Thennis has been appointed principal

CRA - JJ Lamb, assistant principal

Bryant - Craig Crawford, principal

Kessler - Lisa Lowney, principal

Special Education Director - position open

Rossiter Principal - position open

Personnel – Bill Rasor is retiring

E. Bond Discussion

Superintendent Copps spent time this week introducing architects to neighborhood groups. He thanked the administration for helping set up the meetings. The architects did a great job explaining their assignments and stressed the design. He will be asking for the board's approval for the committee as recommended by the city and to preserve historic ornaments and that the building fits properly in that neighborhood. The committees will continue after the bond passes.

F. Board Comments

Terry Beaver reported on last Friday's negotiation meeting with 20+ school personnel. The entire group was in consensus philosophically with three items to be taken back to the negotiation committee and finalized. He is confident they will be negotiated successfully. Paul Phillips asked the board to keep rigor in classrooms, keep PLC in process.

G. Executive Session at 7:15 with Beth O'Halloran.

Reconvened at 8:01 – No action.

**V. ADJOURNMENT**

There being no other topics for future meetings and no public comments on issues not on the agenda, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Aidan Myhre, Chair

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Janelle Mickelson, Clerk

Date

**PERSONNEL ACTIONS**  
April 12, 2017 – May 9, 2017

**CERTIFICATED PERSONNEL**

**Appointments**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Alger, Anna	08/28/2017	Rossiter/Kindergarten	\$48,915/yr.
Andriolo, Morgan	08/28/2017	Bryant/Grade 2	\$TBD
Baker, Douglas	07/01/2017	Rossiter/Principal	\$TBD
Baranek, Susan	04/10/2017	CHS/English	\$299.84/day*
Blixt, Shelby	08/28/2017	Central/Grade 1	\$48,915/yr.
Briggs, Miranda	08/28/2017	TBD/Special Education/Resource	\$50,915/yr.
Burton, Brice	08/28/2017	Warren/Grade 1	\$TBD
Ford, Martel	08/28/2017	Central/Grade 2	\$TBD
Franklin, Stephanie	08/28/2017	Jefferson/Grade 1	\$TBD
Hatten, Teal	08/28/2017	HMS/Special Education/Resource	\$TBD
Harrington, Meghan	08/28/2017	SSC/Speech Pathologist	\$40,917/yr.
Jones, Angela	08/28/2017	Kessler/Grade 2	\$TBD
Jurva, Heather	08/28/2017	CHS/English	\$38,917/yr.
Kakuk, Camas	08/28/2017	RBLC/Part-time Gifted & Talented	\$TBD
Kuntz, Jamie	08/28/2017	Smith/Kindergarten	\$41,617/yr.
Lamb, Joseph	07/01/2017	CRA/Assistant Principal	\$TBD
Lowney, Lisa	07/01/2017	Kessler/Principal	\$TBD
McAlmond, Britney	08/28/2017	Kessler/Kindergarten	\$TBD
McCue, Patrick	08/28/2017	Bryant/Grade 1	\$TBD
Richardson, Raniece	08/28/2017	Smith/Kindergarten	\$TBD
Ryan, Kayla	08/28/2017	Bryant/Grade 5	\$48,215/yr.
Sund, Andrew	08/28/2017	Jefferson/Grade 5	\$TBD

\*Temporary Contract: Contract expires at the discretion of the District or 6/9/2017 whichever occurs first.

**Terminations**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Barenek, Susan	06/09/2017	CHS/English-Newspaper	Non-Renewal
Barrett, Edna	06/08/2017	Central/Resource	Non-Renewal
Belcourt, Elizabeth	06/08/2017	HMS/Computer Applications	Non-Renewal
Cooper, Barbara	04/30/2017	CRA/Spanish	Deceased
Curry, Crystal	06/08/2017	CHS/Physical Education	Non-Renewal
Gerken, Anne	06/08/2017	HHS/English	Non-Renewal
Gillin, Emily	06/08/2017	Kessler/Grade Four	Non-Renewal
Hathhorn, Siobhan	06/08/2017	LWOP	Personal
Klemp, Jennifer	06/08/2017	Warren/Grade Five	Non-Renewal
Krupa, Kristin	06/09/2017	HHS/English	Non-Renewal

Murphy, Beth	06/08/2017	CRA/Part-time Math	Personal
Nguyen, Thao	06/08/2017	Bryant/Grade 5	Personal
Simonson, Amanda	06/08/2017	Jefferson-Smith/Counselor	Personal
Speck, Mark	06/09/2017	HHS/Social Studies	Non-Renewal
Sybert, Vanessa	06/08/2017	Explore School	Personal
Terrio, Tara	06/08/2017	Kessler/Grade 2	Personal
Tooke, Rebecca	06/08/2017	HMS/Science	Non-Renewal
Waite, Morgan	08/25/2016	Rossiter/Temporary Librarian	Non-Renewal

### Leave

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Eickmeyer, Cody	2017-2018	Smith/Kindergarten	LWOP
Hageman, Reg	1 <sup>st</sup> Semester 2017-18	CHS/Physical Education	Sabbatical .50 FTE
Hanson, Courtney	2017-2018	SSC/Physical Therapist	LWOP .40 FTE
Holter, Rob	2 <sup>nd</sup> Semester 2017-18	HHS/Theatre	Sabbatical .50 FTE
Leaphart, Rebecca	2017-2018	CHS/English	LWOP .50 FTE
Miller, Karla	2017-2018	HMS/Social Studies-Science	LWOP
Reiter, Samantha	2017-2018	LWOP	LWOP

### Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Barnes, Lindsey	1.00 FTE	.50 FTE	8/28/2017
Humbert, DeLacy	.50 FTE	1.00 FTE	8/28/2017
Orzechowski, Sheila	.50 FTE	1.00 FTE	8/28/2017

*\*Temporary Assignment*

### CLASSIFIED PERSONNEL

#### Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Ekness, Adam	04/10/2017	CRA/Day Custodian	\$14.58/hr.
Fleming, Adam	04/17/2017	HMS/Building Lead Custodian	\$16.33/hr.
Hiett, Daniel	05/18/2017	Maintenance/Carpenter	\$22.81/hr.
Vasquez, Romana	04/11/2017	Smith-HHSCRA/Custodian	\$14.58/hr.
Williams, Michael	04/21/2017	HMS/Custodian	\$14.58/hr.

*\*Temporary Assignment*

#### Terminations

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Blair, Amber	04/07/2017	CRA-CHS/Para Educator	Discharge



Bottenfield, Georgette	05/01/2017	Rossiter/Secretary	Personal
Evans, Cherryl	06/15/2017	CHS/General Secretary	Retirement
Hoxie, Kimberly	05/08/2017	Hawthorne/Para Educator	Personal
Jackson, Jonathan	05/04/2017	MBC/Student Assistance & Safety Program Manager	Personal
Kallin, Karl	05/15/2017	Maintenance/Cent. Maint/Grounds	Retirement
Osborne, Jeanice	06/08/2017	Jim Darcy/Day Custodian	Retirement
Sears, Kristie	04/21/2017	Transportation/Administrative Sec.	Personal
Wallace, Whitney	04/25/2017	CHS/Head Dance Coach	Personal

### Leaves

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

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
Cleveland, Rebecca	Track-Asst Girls Track	CRA Middle	\$553.00
Fisher, Jesika	Track-Asst Girls Coach	HMS	\$553.00
Goebel, Stephanie	Track-Asst Girls Coach	HMS	\$553.00
Graham, Susan	Track-Asst Girls Coach	CRA Middle	\$578.00
Hagengruber, Leslie	Track-Asst Girls Coach	CRA Middle	\$578.00
Hunt, Jared	Track-Asst Girls Track	CRA Middle	\$553.00
Johnson, Michelle	Track-Asst Girls Coach	HMS	\$553.00
Knox, Bradley	Track-Asst Boys Coach	HMS	\$553.00
Koch, Cassie	Track-Asst Girls Coach	HMS	\$553.00
Madsen, Michael	Track-Asst Boys Coach	CRA Middle	\$553.00
McGinley, Michael	Track-Asst Boys Coach	CRA Middle	\$578.00
McMahon, Kelle	Track-Head Girls Coach	HMS	\$927.00
Norbeck, Casey	Track-Asst Boys Coach	CRA Middle	\$553.00
North, Dawn	Track-Asst Girls Coach	CRA Middle	\$578.00
Reiter, Tyson	Track-Asst Boys Coach	HMS	\$553.00
Robertson, Scott	Track-Asst Boys Coach	HMS	\$553.00
Sheridan, James	Track-Head Girls Coach	CRA Middle	\$743.00
Shockley, Roxanne	Track-Asst Girls Coach	HMS	\$553.00
Smith, Lori	Track-Asst Girls Coach	HMS	\$553.00
Stergar, David	Track-Head Boys	HMS	\$927.00
Wall, Glenn	Track-Asst Girls Coach	CRA Middle	\$553.00
Ybarra, Austin	Track-Asst Boys Coach	CRA Middle	\$553.00
Zepeda, Haendel	Track-Asst Boys Coach	HMS	\$553.00

**HELENA PUBLIC SCHOOLS  
BOARD OF TRUSTEES  
2016-2017**

**ELEMENTARY SCHOOL TRUSTEES**

Aidan Myhre, Chair	(2014-2017)
Sarah Sullivan, Vice Chair	(2015-2018)
Cherche Prezeau	(2014-2017)
Libby Goldes	(2016-2019)
Terry Beaver	(2015-2018)
Tyler Emmert	(2016-2019)
Sanjay Talwani	(2016-2019)

**HIGH SCHOOL TRUSTEES**

Karen Goldsberry	(2015-2018)
Tina Huffsmith	(2015-2017)

**HIGH SCHOOL REPRESENTATIVES**

Jamie Seney – CHS	(2016-2017)
Aine Lawlor – HHS	(2016-2017)

**SUPERTINDENT**

**Jack Copps**

**2016-2017 Board Meeting Dates**

**5:30 Start Time**

Tuesday, July 12, 2016	Ray Bjork Learning Center
Tuesday, August 9, 2016	Ray Bjork Learning Center
Tuesday, September 13, 2016	Ray Bjork Learning Center
Tuesday, October 11, 2016	Ray Bjork Learning Center
Tuesday, November 8, 2016	Ray Bjork Learning Center
Tuesday, December 13, 2016	Ray Bjork Learning Center
Tuesday, January 10, 2017	Ray Bjork Learning Center
Tuesday, February 14, 2017	Ray Bjork Learning Center
Tuesday, March 14, 2017	Ray Bjork Learning Center
Tuesday, April 11, 2017	Ray Bjork Learning Center
Tuesday, May 9, 2017	Ray Bjork Learning Center
Tuesday, June 13, 2017	Ray Bjork Learning Center

**2016-2017 Board Work Sessions Dates**

**4:00 pm Start Time (School Tour at 3:30pm)**

Tuesday, September 27, 2016	Warren Elementary School
Tuesday, October 25, 2016	Jefferson Elementary School
Tuesday, January 24, 2017	Project for Alternative Learning (PAL)
Tuesday, February 28, 2017	Broadwater Elementary School
Tuesday, March 21, 2017	Hawthorne Elementary
Tuesday, April 25, 2017	C.R. Anderson Middle School
Tuesday, May 23, 2017	Helena High School

# 2016 District



## July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August 2016

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September 2016

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					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October 2016

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2016

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## December 2016

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Holiday and Student Dismissal Dates

August 26 & 29	Staff Orientation
August 30	First Day of School
Grs 1-5, Gr 6 CRA & HMS, Grs 9-12 PAL, Gr 9 CHS & HHS	
August 31	First Day of School
Grs 7-8 CRA & HMS, Grs 10-12 CHS & HHS	
September 5	Labor Day - No School - District Closed
September 6	First Day of School for Kindergarten
October 20 & 21	State Conventions-No School
November 7	2nd Quarter Begins
November 23-25	Thanksgiving Break-No School
November 24 & 25	District Closed
December 23 - Jan. 2	Winter Break-No School
December 26, 27 & Jan. 2	District Closed
January 16	Martin Luther King Jr. Day-No School
January 17-19	HS Semester Testing
January 19	K-8 12:00 p.m. Early Dismissal P.M. K-8 Staff Records Day
January 20	No School K-12, HS Staff In-Service-Records Day
January 23	3rd Quarter Begins
February 20	President's Day-District Closed-No School
March 27-31	Spring Break-No School
April 3	4th Quarter Begins
April 17	Holiday No School
May 12	Vigilante Day-No school Grades 9-12/11:00 AM Dismissal K-8
May 29	Memorial Day-No School-District Closed
June 3	High School Graduation
June 6-8	HS Semester Testing
June 8	Last Day & 12:00 p.m. Early Dismissal Students K-8 P.M. K-8 Staff Records Day Last Day for Staff K-8
June 8	Last Day for Students 9-11
June 9	HS Staff In-Service-Records Day Last Day for 9-12 staff

**All Mondays are Professional Release days for HSD staff.  
School will dismiss early every Monday~please see below  
for your school's Professional Release schedule.**

**\*Elementary:** 8:30-2:30

**\*Middle School:** 8:05-2:15

**\*High School:** 8:20-2:30

**\*\* Buses will run according to above schedule on Mondays**



Holiday or Break- No School-All Grades



Staff Orientation



Last Day of School 9-12 Students



High School Semester Testing



Early dismissal Students K-8/halfday K-8 Records Day



HS staff In-service-records day-No School K-12



Vigilante Day-K-8 released 11:00 AM/HS No School

# Calendar 2017

# Official

## January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## March 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## May 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Board of Trustees Approval  
DATE 2/9/16

# 2017 District



## July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	(28)	(29)	30	31		

## September 2017

S	M	T	W	T	F	S
						1 2
3	(4)	5	6	7	8	9
10	(11)	12	13	14	15	16
17	(18)	19	20	21	22	23
24	(25)	26	27	28	29	30

## October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	(9)	10	11	12	13	14
15	(16)	17	18	(19)	(20)	21
22	(23)	24	25	26	27	28
29	(30)	31				

## November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	11
12	(13)	14	15	16	17	18
19	(20)	21	(22)	(23)	(24)	25
26	(27)	28	29	30		

## December 2017

S	M	T	W	T	F	S
						1 2
3	(4)	5	6	7	8	9
10	(11)	12	13	14	15	16
17	(18)	19	20	21	22	23
24	(25)	(26)	(27)	(28)	(29)	30
31						

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HS staff in-service-records day-No School K-12



Vigilante Day-K-8 released 11:00 AM/HS No School

# Calendar 2018

# Official

## January 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	(7)	8	9	10	11	12
13	(14)	(15)	(16)	(17)	(18)	(19)
20	(21)	(22)	23	24	25	26
27	(28)	(29)	30	31		

## February 2018

S	M	T	W	T	F	S
					1	2
3	(4)	5	6	7	8	9
10	(11)	(12)	13	14	15	16
17	(18)	(19)	20	21	22	23
24	(25)	(26)	27	28		

## March 2018

S	M	T	W	T	F	S
					1	2
3	(4)	5	6	7	8	9
10	(11)	(12)	13	14	15	16
17	(18)	(19)	20	21	22	23
24	(25)	(26)	(27)	(28)	(29)	(30)
31						

## April 2018

S	M	T	W	T	F	S
1	(2)	3	4	5	6	7
8	(9)	10	11	12	13	14
15	(16)	17	18	19	20	21
22	(23)	24	25	26	27	28
29	(30)					

## May 2018

S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	(11)
12	(13)	(14)	15	16	17	18
19	(20)	(21)	22	23	24	25
26	(27)	(28)	29	30	31	

## June 2018

S	M	T	W	T	F	S
						1 2
3	(4)	(5)	(6)	(7)	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30