



**Superintendent**  
Tyler Ream, Ed. D  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2040

## **Board of Trustees Meeting**

Ray Bjork Learning Center  
1600 8th Avenue

**Tuesday March 10, 2020**  
5:30 p.m.

### **MINUTES**

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

#### **ATTENDANCE – Present unless otherwise noted**

Luke Muszkiewicz, Board Chair  
Terry Beaver, Board Vice Chair  
Sarah Sullivan, Trustee  
Jeff Hindoién, Trustee  
Elizabeth “Libby” Goldes, Trustee  
Jennifer Walsh, Trustee  
Siobhan Hathhorn, Trustee  
John McEwen, Trustee  
Hannah Muszkiewicz, Helena High School Representative  
Zyanne Cervantes, Capital High School Representative

Dr. Tyler Ream, Superintendent  
Josh McKay, Assistant Superintendent  
Janelle Mickelson, Business Manager  
Barb Ridgway, Chief of Staff  
Stacy Collette, Human Resources Administrator  
Sean Morrison, Special Education Administrator  
Kalli Kind, Director of Support Services  
Jane Shawn, Helena Education Association President  
Pat Boles, IT Administrator  
Tim McMahon, Activities Director

Guests:

Steve Thennis, Helena High School Principal

Brett Zanto, Capital High School Principal

Julia Shannon, Helena High School Swim Coach

Jeff Mahana, Capital High School Wrestling Coach

Chloe Smith, Capital High School Speech and Debate Coach

Ben Terhune, Helena High School Speech and Debate Coach

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Luke Muszkiewicz called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

**II. REVIEW OF AGENDA**

No changes.

**III. EDUCATOR & STUDENT RECOGNITIONS**

- A. Christion Goetsch, Helena High School student, Swimming State Champion in boys 100-yard butterfly, was unable to attend the meeting.
- B. Parker Keller, Helena High School student, was introduced by Coach Shannon, who was introduced by HHS Principal Steve Thennis. Parker is the Swimming State Champion in boys 200-yard individual medley and boys 100-yard breaststroke. He is also academic all-state.
- C. Rob Wagner, Helena High School student, was introduced by Coach Shannon, who was introduced by HHS Principal Steve Thennis. Rob is the Swimming State Champion in boys 500-yard free-style.
- D. Helena High students, Christion Goetsch, Parker Keller, Rob Wagner, and Jacob Demmons were introduced by Coach Shannon. They are the Swimming State Champion in the 400-yard free-style relay.
- E. Noah Kovick, Capital High School student, was introduced by Coach Mahana, who was introduced by CHS Principal Brett Zanto. Noah is the State Champion in Wrestling, in the 182-pound weight class.
- F. Lea Hohenlohe, Capital High School student, was introduced by Coach Chloe Smith, who was introduced by CHS Principal Brett Zanto. Lea was a National Speech & Debate Meet Double Qualifier in International and US Extemporaneous Speaking.
- G. Jordyn Shaw, Capital High School student, was introduced by Coach Chloe Smith, who was introduced by CHS Principal Brett Zanto. Jordyn was a National Speech & Debate Meet Qualifier in Congressional Debate.
- H. Erin Heaton, Capital High School student, was unable to attend the meeting. Erin was a National Speech & Debate Meet Qualifier in World Schools Debate.
- I. Hannah Muszkiewicz, Helena High School Student, was introduced by Coach Ben Terhune, who was introduced by HHS Principal Steve Thennis. Hannah was a National Speech & Debate Meet Double Qualifier in Domestic Extemporaneous and International Extemporaneous Speaking.

- J.** Timothy Cuddy, Helena High School Student, was introduced by Coach Ben Terhune, who was introduced by HHS Principal Steve Thennis. Timothy was a National Speech & Debate Meet Qualifier in World Schools Debate.
- K.** Hayden Ferguson, Helena High School Student, was introduced by HHS Principal Steve Thennis. Hayden is a National Merit Finalist.
- L.** Lea Hohenlohe, Capital High School Student, was introduced by CHS Principal Brett Zanto. Lea is a National Merit Finalist.
- M.** Caroline Southworth, Capital High School Student, was unable to attend the meeting. Caroline is a National Merit Finalist.

Luke Muszkiewicz called a 5-minute break at 6:10pm. The Board resumed at 6:17pm.

**IV. GENERAL PUBLIC COMMENT**

None

**V. NEW BUSINESS**

**A. Items for Action**

- 1.** Approval of Resolution of Intent to Increase Non-Voted Levies  
 Janelle Mickelson presented the information to the board. trustees of a school district are required to adopt a resolution no later than March 31 and provide notice whenever the trustees intend to impose an increase in a Non-Voted levy in the ensuing year to support budgets in the following funds: transportation fund, bus depreciation fund, tuition fund, adult education fund, and building reserve fund. The resolution must include at a minimum, the estimated number of increased or decreased mills to be imposed compared to the current fiscal year, the estimated increase or decrease in revenue to be raised compared to the current fiscal year, and the estimated impact on a home valued at \$100,000 and a home valued at \$200,000. A copy of the resolution must be published in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and must be posted to the school district's website. All estimates are preliminary and expected to change and are based on the current year's taxable values. This is linked to identify projects. The increase in the tuition levy represents the estimated increase in payments made to detention facilities and the estimated actual cost of providing services to resident students with special needs in the current year. The estimated increase in the adult education fund will be based on any increases in salary and benefits and estimated operating needs for the ensuing year.

**Motion:** Sarah Sullivan moved to approve the resolution of intent to increase Non-Voted levies for the Elementary District, Jeff Hindoién seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

**Motion:** Sarah Sullivan moved to approve the resolution of intent to increase Non-Voted levies for the High School District, Siobhan Hathorn seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

**2. Approval of the RBLC Safety and Security Bid**

Kalli Kind presented the information to the board. The project bid recommendation is for the safety and security work to be completed at RBLC this summer. The base project bid includes, controlled public access, keyless entry, exterior cameras and speakers, electronic reader boards and integrated communications. Two bids were received and have been thoroughly vetted. The recommendation is to award the base bid to Wadsworth Builders in the amount of \$740,800.00.

**Motion:** John McEwen moved to approve the Ray Bjork Learning Center Safety and Security Bid; Libby Goldes seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried.

**3. Approval of the Kessler Partial Re-Roof Bid**

Kalli Kind presented the bid to the board. The project bid recommendation is for the Kessler Elementary School partial reroof project. The project includes six roof sections. There were three bids received and thoroughly vetted. Centimark is the lowest responsible bid, which is recommended to the Board at \$162,194.00.

**Motion:** John McEwen moved to approve the Kessler Partial Re-Roof Bid; Sarah Sullivan seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

**4. Approval of the Warren Partial Re-Roof Bid**

Kalli Kind presented the bid to the board. The project bid recommendation is for the Warren Elementary partial reroof project. The project includes one roof section. Six bids were received and thoroughly vetted. The recommended award for the project is Summit Roofing in the amount of \$69,900.00. The project will commence during the 2020 summer break.

**Motion:** Libby Goldes moved to approve the Warren partial reroof bid. Sarah Sullivan seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

5. Approval of the Helena High School Partial Re-Roof Bid

Kalli Kind presented the bid to the board. This project is for the Helena High School partial reroof bid. The project includes four roof sections. Six bids were received, however, the low bid from Advanced Contracting Services was disqualified due to the contractor not being certified to install and warranty the specified material. Summit Roofing is the next lowest responsible bid and has completed many successful roofing projects for the Helena School District. The recommendation award goes to Summit Roofing in the amount of \$144,030.00. The project will commence during the 2020 summer break.

**Motion:** Sarah Sullivan moved to approve the awarded bid for the Helena High School partial reroof, Libby Goldes seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

6. Approval of the Central Photovoltaic System Bid

Kalli Kind presented the bid to the board. The project bid recommendation is for the Central Elementary School Photovoltaic System project. The project includes installing a 50kW solar PV system on the gum roof of Central Elementary School. The HSD received a \$38,000 grant from NorthWestern Energy for the installation. In addition, the district received a grant from the Montana Solar Community Project in the amount of \$9,336 for the preparation of technical system design plans and bid documents for the installation of roof-mounted PV systems at Central, Bryant, and Jim Darcy Elementary Schools. Four bids were received and thoroughly vetted. The recommendation is to give the project to Bozeman Green Build in the amount of \$72,180.00. The project will commence during the 2020 summer break. Note was added from Trustee Hindoien that Madalyn Quinlan has been great with working on this for the new schools.

**Motion:** John McEwen moved to approve the award of the bid for the Central Elementary School Photovoltaic System, Sarah Sullivan seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 7-1 The motion carried; Trustee Beaver voted against.

7. HSD Policy 9210: Site Acquisition

Barb Ridgway presented the policy to the board. It is a policy that is being presented for action. This policy requires the trustees to periodically review District land holdings in concert with other factors like area growth and the state of existing facilities to determine and best meet the needs of the District.

**Motion:** John McEwen moved to approve and then withdrew his motion.

**Public Comment:** None

**Board Comment:** Trustee Beaver asked about line 16, the words “in use”. Can the Lincoln area be included in this? The Policy Committee will need to go back and check with the statute.

**Vote:** No vote on this Policy.

**8. HSD Policy 9350: District Wide Asbestos Plan**

Barb Ridgway presented the policy to the board. This policy requires action from the board. It requires the Superintendent to designate a person to ensure compliance with all requirements related to asbestos per federal and state statute.

**Motion:** Libby Goldes moved to approve Policy 9350; Siobhan Hathhorn seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried

**B. Consent Action Items**

1. February 11, 2020 Board of Trustees Minutes
2. Approval of Personnel Actions
3. Approval of Warrants
4. Approval of Out-of-District Attendance Agreements

**Motion:** Sarah Sullivan moved to approve the Consent Action Items. John McEwen seconded the motion.

**Public Comment:** None

**Board Comment:** None

**Vote:** 8-0 The motion carried.

**C. Items for Information**

1. HSD Policy 9640 Naming School Facilities, Spaces and Programs  
Barb Ridgway presented the policy to the board. This policy is being presented as information only, it has had an initial review by the Policy Committee. The policy is being revised to align with practice. The revision establishes that the Superintendent may appoint a committee but acknowledges that a committee may not always be necessary. Any naming recommendation must be approved by the board. The policy committee will take it back to reword and add verbiage to make it clearer.
2. Multi-Year Budget Projections Update  
Superintendent Tyler Ream presented the drafted information to the board. Grounded in historical trends and carefully calculated estimations, budget projections are helpful in aiding our collective understanding of our near-term fiscal future. Projections provide context to understand how the financial decisions of today impact the fiscal state of our district tomorrow. This is the draft of our five-year projections beginning with the forthcoming FY 2020-21 and extending through FY 2024-25. Also, this is pertaining to the former FY 2018-19 and the current FY 2019-20.

This information describes how specific, projected numbers were calculated. Many are based on calculated, near-term averages and/or related information

released by the Office of Public Instruction. This information is just a draft, it can and will change.

**Methodology to Calculate the Average Number Belonging (ANB):** FY2020-21: Utilized our ANB number as calculated by the OPI (based on October and February counts). FY 2021-22 through 2023-24: Internal enrollment projections were utilized based on actual student counts and near-term enrollment trends. Other adjustments include adding +60 students to ninth grade each year to account for out of district transfers. Additionally, at the end of each school year we subtracted -15 students from our tenth, eleventh, and twelfth grade enrollment counts as this represents our average mobility rate. The average part-time percentage was calculated based on six-year averages. This percentage was applied to each projected enrollment count. Negative fall to spring mobility rates were calculated for our high schools (-2%) and applied that to estimated spring counts. Based on those numbers, projections were made by averaging estimate fall/spring enrollment counts into one ANB number.

**Methodology to Calculate Budget Authority Limits:** An updated general fund model was obtained from the OPI with FY 2020-21 ANB updated along with special education rates and updated at-risk entitlement numbers. Projected ANB numbers for FY 2021-22 through 2023-24 were added to the model. These numbers supplanted former numbers that were informed by the OPI growth rate factor on ANB for those years. The incoming quality educator payment was decreased by 7.5 FTE each year for three consecutive years beginning in FY 2021-22 - this is due to the lagging nature of this payment.

**Methodology to Calculate Expenditure Budgets:** Decreased the composite high school salaries total as follows in accordance with expected enrollment declines. In 2020-21 – 7.5 FTE (salary \$48,000 and health benefit 821/mo.) \$433,890. In 2021-22 – 15 FTE (salary \$48,000 and health benefit 821/mo.) \$867,780. In 2022-23 – 22.5 FTE (salary \$48,000 and health benefit 821/mo.) \$1,301,670. This is a cumulate number which represents an estimated decline of 7.5 FTE each year for a composite of 22.5 positions over the next three years.

Paraeducator salaries were reduced each year by what we can levy (lagging one year) in the tuition fund - 1,247,473 in the elementary and \$497,642 in the high schools. This is not due to a reduction of positions but rather, specific employee salaries associated with special education services. In the following year, these salaries are funded by the tuition fund as opposed to the general fund. As these positions are associated with special education services, the amounts are expected to fluctuate.

Termination (end of contract/career) payouts were projected to be constant in alignment with yearly averages. However, with the FY2019-20 retirement

incentive, numbers could be reduced in the coming years. Worker's compensation was projected as constant in alignment with yearly averages. A 4.5% increase was projected for Operations and Management (O&M). These numbers were based on historical increases in recent years.

Other assumptions include the following: curriculum and technology projections are based on historical expenditures and planned technology purchases and maintenance (example: Chromebook refresh cycles by year). The superintendent contingency fund is set at 1% of total budget. This typically funds emergency, nonbudgeted expenditures including unplanned special education increases and overage paraeducators. Annual allocations including per enrollment library allotments are also funded from this account. The enclosed projections maintained the current 65/35% split between the elementary and high school budgets for centralized (cross-district) expenditures. Based the current enrollment, the split is 66% elementary students and 34% high school students.

The projections are dynamic vary with every input. The proposed next steps will vary on the scenario and can be forecasted by applying proposed inputs to this foundation. Over the coming weeks and months, we anticipate forecasting several different projections based on various discussions and/or inquiries.

Doing this report has been very helpful. The budgets projected does not include any levies, but it does include all the inflationary increases, per Janelle Mickelson. We could take our projections and place it in 2023-24 and see what the difference is. The budget projections will change.

This document was reviewed at the Budget and Finance committee meeting as a free-flow discussion, which worked the best.

Chair Muszkiewicz commended the team on their work on this project. Trustee Sullivan appreciated the work on the methodology, as it is very helpful and easy to understand. There was a line item added at the last minute, which needs to have a correction in FY 18-19, therefore it will be updated before it is publicly advertised.

Chair Muszkiewicz asked to include an actual number of students that are lost instead of percentage, because it's easier to understand. However, Ms. Mickelson explained that due to the rapid mobility rates, it is difficult to be accurate. What is included in operational and maintenance? That is Kalli's budget to include maintenance, custodial, facilities, supplies, salaries, utilities, etc. These are actual expenditures averaged out over five years. Health insurance expenditures are included in this projected budget. However, it is too early to predict an entirety increase, therefore, within the projected budget, it is flat, according to Ms. Stacy Collette, Human Resource Administrator. With the curriculum and technology jump 20-21 to 21-22, the difference in



just the Elementary – that’s largely due to the big wireless project, according to Dr. Ream.

#### **D. Reports**

1. **Budget & Program Committee Report**

Jeff Hindoien reported that the projected budget that was just addressed, is what was talked about in the committee meeting.

2. **Policy Committee Report**

Libby Goldes reported that the committee went over the policies that were brought to the Board tonight to be voted on. Libby thanked Barb Ridgway for her work.

3. **Facilities & Maintenance Report**

Terry Beaver reported that the committee did not meet. They will meet this week. Focused on the summer projects and the ones for the rest of the year.

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

Sarah Sullivan reported that the committee looked at different survey questions for staff and students. They are looking for questions that will give us actual data that we can change and/or approve.

5. **Health Benefits Committee Report**

John McEwen reported that the committee went over the incoming and outgoing money and projections throughout the year.

6. **Montana School Boards Association Report**

Luke Muszkiewicz reported that next week is when the rescheduled board meeting will be that should have happened in January. Luke has put in his intention to serve as President-Elect and plans to continue to serve on MTSBA.

7. **Helena Education Association Report**

Jane Shaw reported that HEA is still working with Teachers to understand what their options are and what realities are with different situations, trying to work through frustrations and anxieties. HHS is feeling the impact of opening a new school district in East Helena.

8. **Student Representative Reports**

Hannah Muszkiewicz reported that HHS mock trial took first and second place in State. We won State Science bow. Both are headed to Nationals. We are getting ACT results; we are second to Bozeman in math. We are no longer a targeted school, for example, our Native American group jumped in proficiency. There has been back-lash with the potential of phasing out zero-period. Mr. Thennis thinks we will phase it out, regardless (Dr. Ream – there hasn’t been a decision made about the master schedule thus far). There are

complaints about the temperature, especially in the bathrooms, being excessively hot. The internet at HHS is very slow, which makes it difficult for the Chromebooks to work properly; it's been slow for a long time; however, it seems worse.

Zyanne Cervantes reported that registration season has wrapped up. The counselors will start registering upcoming Juniors for ACTs. Speech and Debate has done well, and two students are going to nationals. Girls' and boys' basketball teams did great in regionals. They will be seeded 1 and 2, respectively. Green Club is planning activities for Earth Day with Elementary Schools. There has been unusual push back about moving announcements to the beginning of the period instead of the end. There is a complaint about not having an additional central bathroom that they are comfortable using. Mr. Zanto's main concern is vaping in the restroom. PAL should have a spot on the school board as a student representative.

## **VI. SUPERINTENDENT'S REPORT**

Dr. Tyler Ream reported on prevention and preparedness of COVID-19. This is very similar to the schools across the Nation. There have been best practices shared across the nation. Locally, Barb and Deb Sargent, have been working with the Health Department in Lewis and Clark County. The biggest challenge is separating fact from fiction; and what is happening. From a communication standpoint, we are running a fine line between what we are doing and what is in the news cycle. There is a post that refreshes, daily on our website. From the cleaning standpoint, we have talked about what we are doing and what we plan to do if we are affected by COVID-19. Electrostatic disinfectant solution is in use, extra cleaning on busses is being performed. Currently, there are no restrictions on travel, locally. If there is someone that is going to travel to a country listed as a level III, there will be a 14-day quarantine process. Our nurses have been great on being proactive, to include how to communicate with parents. We are actively preparing for providing an education while not having school in session, if it comes to that, regarding Coronavirus. If there is a declaration of state of emergency, the minutes can be waved, however we have the responsibility to provide an alternative educational environment. We want to be able to provide students a way to communicate over an alternative educational environment, instead of closing the doors and not learning, if the situation presents itself. We do have options regarding Chromebooks, but some students would probably prefer their own devices. A significant challenge would be trying to figure out hotspots and helping students that do not have internet. Barb Ridgway let the board know that there is a Librarian actively working with an internet provider to help low-income families. We do have the ability to provide services for food, but it will depend on the local environment. We would take the county Health Department lead on providing any kind of food services.

## **VII. BOARD COMMENTS**

None

**VIII. ADJOURNMENT**

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 8:35 p.m. The next Regular Board Meeting will be held on April 14, 2020.

Respectfully submitted,

Luke Muszkiewicz, Chair

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Jessica Evans, Recording Secretary

Date