



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 January 8, 2019
5:30 p.m.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

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. RECOGNITIONS/PRESENTATIONS

- a. Presentation (See Attached)**
 - i. Grant Update on the Montana Comprehensive Literacy Project (MCLP) – Ashlie Buresh (Central/Bryant), Justine Alberts (Central/Bryant), Gary Myers (HMS), Erin Hunt (CRA), Kayla Lunnon (HHS), Kaitlyn Hess (HHS), Kelly Stoner (CHS), and Joslyn Davidson (Curriculum Administrator).

V. NEW BUSINESS

- a. Items for Action** (*The Board of Trustees will accept Public Comment on the Following Items*):
 - i. Approval of Minutes (See Attached)
 - 1. Board Meeting 12-7-18
 - ii. Policy 7405 Procurement Card Use Policy (See Attached)
 - iii. Central School Safety Security Award (See Attached)
 - iv. Legislative Discussion (See Attached)
- b. Consent Action Items (See Attached)**
 - i. Personnel Actions
 - ii. Approval of Out of District Attendance Agreements
- c. Items for Information (See Attached)**
 - i. Policy 1000 Legal Status and Organization
 - ii. Policy 1070 School Board Meeting Procedure
- d. Reports**
 - i. Budget & Program Committee Report
 - ii. Policy Committee Report
 - iii. Facilities & Maintenance Report

- iv. Health Benefits Committee Report
 - v. Montana School Boards Association Report
 - vi. Helena Education Association Report
 - vii. Student Representative Reports
- e. Bond / Project Update**

VI. SUPERINTENDENT'S REPORT

VII. ADJOURNMENT

Next Regular Board Meeting: February 12, 2019

Next Work Session: January 22, 2019: Rossiter Elementary





Our Students



Bridger

Todd

Suzy

Bridger

4th Grade

Overview:

- Strategic student
- Struggles with fourth-grade content
- Bridger is not alone.



Todd

7th Grade

Overview

- Intensive student
- In interventions/no elective classes
- Todd is not alone.



Suzy

Junior

Overview:

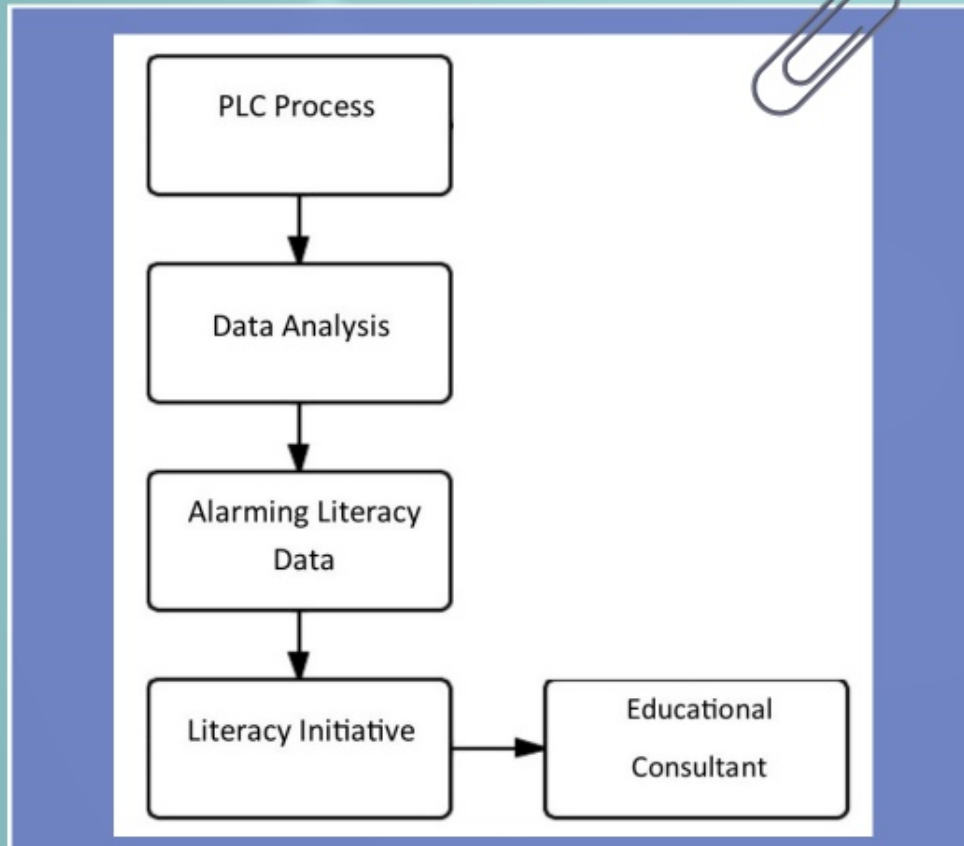
- Benchmark student
- Regular course pathway
- Suzy is not alone.



Literacy (lit'er•a•cy)

n. 1. the quality or state of being literate, esp. the ability to read and write.

The Beginning



Montana Comprehensive Literacy Project



\$ 1.8 million over 3 years

- 15% allocated for pre-school
(SPED pre-school, Trailhead)
- 40% allocated for elementary
Central & Bryant
- 40% allocated for middle/high school
HMS & HHS
- 5% allocated for indirect costs

Interventions & Transitions

- Pre-K
Kindercamp, curricular resources, supplies
- Elementary
iRead, Read 180, Parent-Teacher Home Visit Project, supplies
- Middle/High School
Parent-Teacher Home Visit Project, NoRedInk, supplies

Instructional Consultants

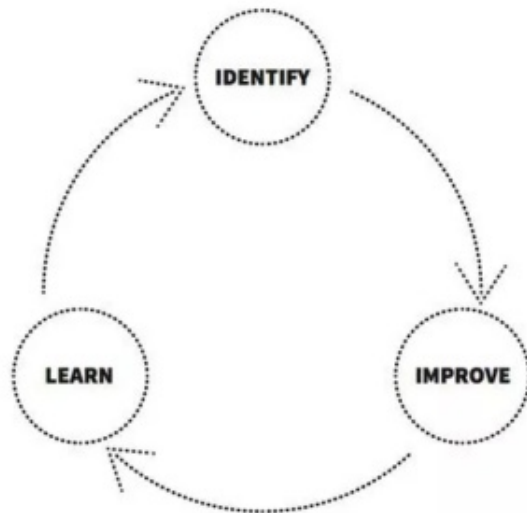
PLC
Conference
Training

Classroom
Modeling

Literacy
Training/
Instructional
Strategies

Instructional
Framework

Instructional Coaches



*Our coaching model includes embedded professional development. According to Jim Knight, up to 90% of what teachers learn **alongside** coaches will be retained. In this way, coaching provides a significant instructional impact.*

**"When teachers stop learning,
so do students."**

- Jim Knight









Collective Teacher Efficacy

Perception by all teachers in a school that they collectively can have a positive impact on student learning

- Having a “together we can make a difference” attitude

Common practices foster this perception within buildings

- Grading
- Instructional strategies
- Literacy goals

What Does Success Look Like?



Bridger

Todd

Suzy

Bridger

- **Better classroom instruction**
- **Reduced behavioral disruptions**
- **Feels successful at school**



Todd

- Targeted interventions allow him to move to supported core classes.
- Loves his electives
- Feels successful at school



Suzy

- **Takes an AP or dual credit class**
- **Increased access to complex texts, with the skills and strategies to understand them, improves her reading confidence.**
- **Is ready for success in college and career**



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Superintendent
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Business Manager
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Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Avenue

Tuesday December 11, 2018
5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Sarah Sullivan at the Ray Bjork Learning Center, 1600 8th Avenue, Helena, Montana at 5:32 p.m.

ATTENDANCE – Present unless otherwise noted.

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee – Excused
Jeff Hindoien, Trustee
Luke Muszkiewicz, Trustee
Elizabeth “Libby” Goldes, Trustee
Sanjay Talwani, Trustee – Excused
Jennifer Walsh, Trustee
Aurora Boutin, Helena High School Representative
Mariah Thomas, Capital High School Representative

Dr. Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Pat Boles, Technology Administrator
Stacy Collette, Human Resources Administrator
Kalli Kind, Facilities Administrator – Excused
Jilyn Chandler, Data & Assessment Administrator
Joslyn Davidson, Curriculum Administrator

Sean Morrison, Special Education Administrator
Sean Maharg, Special Education Administrator
Kim Stout, HEA President
Lisa Cordingley, Helena Education Foundation Director
Tim McMahon, Activities Administrator
Gabby Clow, Helena High School Assistant Principal
Brian Cummings, Jim Darcy Elementary School Principal
Brett Zanto, Capital High School Principal
Neal Murray, Custodial Services Manager

Guests:

Jan Hill, Helena High School
Rod Caldwell, Clancy MT
Heath Caldwell, Helena High School Student
Jill Putnam, Jefferson Elementary School
Rebecca Cleveland, Capital High School
Audrey Hofer, Capital High School Student
Tamara Ashley, Capital High School/Jim Darcy Elementary/Hawthorne Elementary
Sarah Ashley, Capital High School Student
Kathy Kidder, Capital High School Assistant Principal
Emily Kidder, Capital High School Student
DeLacy Humbert, Capital High School
Lauren Helbling, Capital High School Student
Blaise Murphy, Capital High School Student

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Sarah Sullivan called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance.

II. GENERAL PUBLIC COMMENT

No public comment

III. REVIEW OF AGENDA

The 4330P Community Use of Facilities Administrative Procedures will not be voted on, only Policy 4330 Community Use of Facilities will be voted on. The procedural portion of this policy is listed under Section V.(c) Items for Information.

IV. RECOGNITIONS/PRESENTATIONS

a. Student Recognition

- i. Capital High School Girls Volleyball State Champions
Capital High School Principal Brett Zanto presented regarding the Girls Volleyball State Champions. The Varsity Volleyball Team has a collective GPA of 3.8 for the first quarter. He introduced Coach Rebecca Cleveland and thanked her for her work with the team. Coach Cleveland mentioned that the team received Academic All State Recognition and focuses on highlighting academics first. The team held a 28-2 record this

season and their two losses were turned into a “learn”. These two losses provided their greatest area of growth, both individually and as a team. They are the Western AA Conference Champs, with an 11-1 record. The State Championship Team is comprised of Audrey Hofer, Kerste Pierce, Emily Kidder, Mashayla O’Malley, Kinzie Quintana, Madi Davis, Nicole Ames, Sarah Ashley, Dani Bartsch, Aryana Ridlon, Paige Bartsch, MacKenzie Poteet, and Kennedy Pocha.

Trustee Luke Muszkiewicz noted this was an incredible accomplishment for the team to win the State Championship. Both Board Chair Sarah Sullivan and Board Vice Chair Terry Beaver attended the State Championship game and noted how exciting it was to watch.

ii. State Science Olympiad Winners

Capital High School Principal Brett Zanto introduced the Capital High State Science Olympiad Coaches, Sarah Urban and DeLacy Humbert. These science teachers have been an integral part of the Science Olympiad and the districts Science Department. Sarah Urban introduced the Protein Modeling Team, Peter Lund and Blaise Murphy. They built a model that took months of preparation to build. Their protein model was of a protein that edits DNA and is used by scientists. DeLacy Humbert introduced the Sound of Music Team, Ethan Davidson and Lauren Helbling. Their model was created by PVC and wood. They were required to build a model that could change a full octave of sound and then took an exam about the physics of sound.

Gabby Clow, Helena High School Assistant Principal, introduced the coaches for the Helena High Science Olympiad Team, Jan Hill and Claire Pichette. There were 57 teams total that competed in the State Science Olympiad, Helena High School took third place. David McKim, Christine Thennis, Jamie O’Malley and Emily Gillin are also coached. The State Science Olympiad Winners for Helena High School were Heath Caldwell, Alyssa Plant, Owen Petersen, Carson Putnam, and Avery Skibicki. Heath Caldwell and Carson Putnam are also Science Club Officers. While Helena High did not win any of the building events of the Science Olympiad, these students medaled individually in events.

iii. Congressional App Challenge State Winners

Capital High School Principal Brett Zanto explained that Capital High stresses that students be college and career ready. The AP offerings of Computer Science classes and having Pat Murphy as the teacher is very beneficial to the program. Pat Murphy stated that there are 13 schools offering computer science courses in the state of Montana with only two schools having students taking the AP Exams. Two CHS students were invited to Boeing after winning the Congressional App Challenge. The students are Andrew Stroop and Kyler Nelson. The Congressional App

Challenge is a National contest that allows every state to code an app and make it into a working app. Their video and project will be displayed in Washington DC and the students will attend the event as well. The app that they created turns user input into a coded language. This language is what is used on CNC machines.

Trustee Luke Muszkiewicz stated that it was pretty awesome to have built something that fills a niche. He read everything he could and watched their video when he learned about it. He thinks what they have created is incredible.

b. Presentation

i. One Hundred Day Findings – Tyler Ream, Ed.D

Dr. Tyler Ream presented his One Hundred Day Findings. Dr. Ream’s primary objective in his first 100 days was to “Dedicate myself to learn the people, history, culture and community of Helena and the Helena Public Schools so that I may better serve every stakeholder as we seek to continually improve every facet.” During the first 100 days, Dr. Ream completed 64 school visits/walkthroughs, 13 staff meet and greets, and 102 community meetings and presentations. He noted significant areas of strength throughout the district were having robust community support, effective educators with a strong commitment to the children and families of Helena, strong and consistently improving instructional/academic foundation, above average retention rates for teachers and principals, and fiscally responsible leadership. There are far more strengths that exist, but Dr. Ream tried to limit it to a handful.

There are challenges on the horizon such as limited fiscal sustainability, shifting student/residential patterns, rapidly aging school facilities and “the way things are, the way they were and the way they will be.” An important piece of this will be developing a multi-year budget outlook and make sure it is fiscally responsible. Also finding what pushes students to higher potential and what options can be provided to students so that they are able to make those challenges. Short term areas that need attention include internal and external communications, multi-year budget outlooks, being rooted in service and solidifying instructional framework. Dr. Ream believes that the internal and external communications need to be a written plan. There are amazing things happening in the schools day in and day out and our story is not being told. He hopes to collaboratively develop a communication plan. It needs to be a total package of print, media solutions and social media. There has been a distinct desire to do that.

The long-term areas of opportunity include continually addressing facility needs, developing 21st century learning environments and opportunities, and reaching through relevance through student inputs plus matched resources to create a personalized educational experience.

Dr. Ream stated that what is next for him is to receive feedback, finalize, post and communicate. He will then get into the work of project management to determine who is doing what and the direction we are going. We will need to monitor and provide recommendations to the Board of Trustees.

Board Chair Sarah Sullivan stated that she was impressed with the presentation and that Dr. Ream listened so well to the staff and community and feels that Dr. Ream accurately identified the strengths and weaknesses within the District. She thanked Dr. Ream for being courageous enough to work on the weaknesses and talk about them. She is appreciative of the idea of doing academics but also connecting with students so it is relevant to their life and pathways.

Trustee Luke Muszkiewicz stated that Dr. Ream is a unique mix of visions and operations. He appreciates that there are positive communications from the community and that Dr. Ream is upping the game with his student and staff interactions. He likes that the goals set are both quantitative and qualitative and that there is a structural framework that provides founding documents that tell the Board what is going on and gives a direction to go to achieve these goals. He stated that it is a real honor to work with Dr. Ream.

Trustee Jeff Hindoien stated that he commends the good work. He likes the framework of the structure. It is helping look at the bigger picture and has potential for keeping everyone pointed in the same direction. It is encouraging to see what Dr. Ream has completed already.

Board Vice Chair Terry Beaver stated that he appreciates what has been accomplished in the first 100 days. He stated that Dr. Ream continues to amaze him with how well he relates to others. One of the short-term areas that needs attention is the communication. He asked Dr. Ream if there is a school district that has an exemplary model of communication. Dr. Ream stated that a very large district in Richmond, VA has a staff of individuals that work on communication. While we won't do that, Dr. Ream does feel that we need to look at the set of practices that we can emulate and determine the what, when and where of communication to get information out to the community. He is hoping to do a Facebook Live Event and in talking with parents they are expecting a dynamic communication strategy. We have to rethink everything and utilize the systems that are available. Our website needs to be worked on and is not a good resource for parents to obtain information as it is. Dr. Ream is hopeful to get the website revamped.

Trustee Libby Goldes stated that she also agrees with what has been said already. She appreciates that Dr. Ream has taken time to get to know not only the students but also the Helena community. She thinks we need to work smarter with what we have, as there will never be enough resources. She appreciates that Dr. Ream references the mission statement in his strategic plan. She is excited about a communication plan both with staff and community members.

Trustee Jennifer Walsh stated that she appreciates the enthusiasm that Dr. Ream has. She mentioned that it is flowing out across the district. She feels that change is a feeling, it is more than the numbers and the data. She is excited to go through the process with Dr. Ream.

Capital High School Student Representative Mariah Thomas stated that she appreciates that Dr. Ream is able to make connections with students and is very personable. She asked if there is a way for student input to be taken into consideration and to allow students to have a voice in the district. Dr. Ream explained that he wants to see what options he will have to sit down with students and/or provide surveys that can help the students provide their feedback. He would like to develop a student council that he can meet with and help provide a communication platform. Students are more direct and have sincere expectations. Mariah stated that she thinks teens can help out with the social media communication aspect.

Helena High School Student Representative Aurora Boutin stated that it is refreshing and encouraging to hear Dr. Ream talk about the challenges and acknowledge what needs to be worked on. She appreciates hearing what actions will be taken and not just having administration abstractly mention it.

Dr. Ream thanks anyone that had a conversation with him, especially the Administration Team and leadership. He also wanted to thank Jack Copps and Greg Upham for the framework that they did.

V. NEW BUSINESS

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

a. Approval of Minutes

i. Board Meeting 11-13-18

Board Comment: Trustee Libby Goldes would like to correct the wording of the sentence on page 9 regarding the library rings at Bryant Elementary to include that they are structurally necessary as well.

Motion: Luke Muszkiewicz moved to approve the 11-13-2018 minutes with Amendments. Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried

- b. Unanticipated Enrollment Increase in Budget Amendment Resolution
 - i. Janelle Mickelson explained that this resolution will allow for additional Direct State Aid of \$130,182.72 due to an unanticipated increase in the Helena Elementary School District of approximately 98 students.
Motion: Luke Muszkiewicz moved to approve the Unanticipated Enrollment Increase in Budget Amendment Resolution. Terry Beaver seconded the motion.
Public Comment: None
Vote: 5-0 The motion carried. Trustee Jennifer Walsh did not vote as this is not a High School District matter.

- c. Policy 4330 – Community Use of Facilities
 - i. Barb Ridgway thanked everyone that worked on this policy, including Luke, Jeff, Janelle and her team, Kalli and her team and the Administration. An issue that has come up is failure to cancel an event when a contract has been issued as well as renters that are propping doors open during their events. These items will be addressed in the procedure portion of this policy. Line 12 on the Policy now includes individuals as well as organizations. Trustee Luke Muszkiewicz thanked Barb and her group for working on the procedures, as well as other trustees on the committee, Terry and Sanjay. Trustee Jeff Hindoien also thanked Barb and the policy committee for a well thought out and planned policy and for all of their hard work on the associated procedures.
Motion: Libby Goldes moved to approve Policy 4330 – Community Use of Facilities. Jeff Hindoien seconded the motion.
Public Comment: None
Vote: 6-0 The motion carried.

- d. Consideration and Approval of 2019/2020 Out-of-District Student Tuition Rates
 - i. Dr. Tyler Ream stated that per Policy 7015, the Board of Trustees shall annually determine a tuition rate and establish provisions and terms of any inter-local agreement. The current average household within the boundaries of our school district pays \$124.19 (per \$100,000 residence) in taxes specifically associated with the High School District. The State of Montana cap on charging non-resident tuition is \$1,114.60 for full time kindergarteners and students in grades 1-8 and \$1427.20 for grades 7-12. The recommendation is for the Helena Public Schools to continue to charge our current tuition rates for non-resident students of \$175 annually for high school students.

Trustee Luke Muszkiewicz asked where the 307 non-resident elementary students are coming from. Jilyn Chandler will pull data to provide that information at a later date. There are interlocal

agreements in place with Canyon Creek area students which includes transportation. The Out-of-District tuition would not apply to interlocal agreements already in place. When the East Helena High School opens, their school district will continue to pay tuition to the Helena School District for the classes that are not yet allowing students. For example, when 9th graders are able to attend East Helena next year, their district would then pay Helena School District tuition for 10-12 grades. Parents that choose to continue sending their students to Helena Schools would then be required to pay tuition out of pocket. All tuition is paid in arrears. Currently East Helena pays tuition at the maximum rate per student of \$1427.20.

Motion: Trustee Luke Muszkiewicz moved to approve the recommendation of \$175 annually for non-resident high school students for the 2019-2020 school year. Trustee Jeff Hindoien seconded the motion.

Public Comment: Tyler Manning, Helena MT, reporter with the Independent Record wanted to confirm that East Helena is only opening 9th grade for students next year and that the East Helena District is the one currently paying tuition for their high school students.

Board Comment: Further research will be conducted on the K-8 non-resident tuition and the Board will vote on this at a later date.

Vote: 6-0 The motion carried.

- e. Jim Darcy Elementary Safety and Security Bid Award
 - i. Kalli Kind presented regarding the bid recommendation for Jim Darcy Safety and Security work. The base project bid includes low voltage work for controlled public access, keyless entry, exterior cameras and speakers, electronic reader boards and integrated communications. This bid is separate from the construction work that is being completed. The work requested is beyond the scope of our tech department and does not include AV controls, which will not affect the functionality of the systems. By awarding the bid now, we are able to avoid tariffs that will start on January 1, 2019 that total upwards of \$30,000 for both Jim Darcy and Bryant Elementary Schools. We don't currently have the budget to add AV upgrades to all schools, as that would cost around \$3.5 Million. It took hundreds of hours for our tech department to complete the work at the 5 schools over the past summer and was beyond the scope of our tech department. Trustee Luke Muszkiewicz asked if we are asking too much from our Tech Department. Kalli responded that allocating those resources would compromise work elsewhere. Trustee Jeff Hindoien confirmed with Kalli that the AV components are not an integral part of the safety and security updates. The bid recommendation is for the Board of Trustees to award the base bid to Cerium Networks in the amount of \$622,891.12.

Motion: Trustee Jeff Hindoien moved to approve the bid recommendation for Jim Darcy Safety & Security to Cerium Networks in the amount of \$622,891.12. Trustee Libby Goldes seconded the motion.

Public Comment: None

Vote: 5-0 The Motion carried. Trustee Jennifer Walsh did not vote as this is not a High School District matter.

f. Bryant Elementary Safety and Security Bid Award

- i. Kalli Kind spoke about the Bryant Elementary Safety and Security bid recommendation. This project bid recommendation is for the safety and security work to be completed at the new Bryant Elementary School. The base project bid includes controlled public access, keyless entry, exterior cameras and speakers, electronic reader boards and integrated communications. The lowest responsible bidder broke out the specific AV control expenses. These additional expenses are not required for the safety and security work in the amount of \$245,507.23. The recommendation is for the Board of Trustees to award the base bid of \$790,040.06 with the understanding a contract change deduct for \$245,507.23 will be immediately issued. The final project amount will be \$544,532.83.

Motion: Trustee Jeff Hindoien moved to approve the bid recommendation for Bryant Safety & Security to Cerium Networks in the amount of \$790,040.06 base bid amount conditioned upon the agreement to change order for \$245,507.23 for a net total of \$544,532.83. Trustee Libby Goldes seconded the motion.

Public Comment: None

Vote: 5-0 The Motion carried. Trustee Jennifer Walsh did not vote as this is not a High School District matter.

g. Bryant Elementary School Asbestos Abatement

- i. Kalli Kind presented regarding the bid recommendation for asbestos abatement at Bryant School. The base project bid includes abatement of asbestos containing materials in the gym only. The alternate bid #1 includes an accelerated abatement of asbestos containing materials in the main building and alternate bid #2 includes a non-accelerated abatement of asbestos containing materials in the main building. The recommendation is for the Board of Trustees to award the base bid (abatement of asbestos containing materials in the gym) and alternate bid #1 (accelerated abatement of asbestos containing materials in the main building) to Safetech in the amount of \$104,373.00. The work on the gym and main building would begin on May 2, 2019 with completion dates of May 17, 2019 for the gym and June 21, 2019 for the main building.

Motion: Trustee Jeff Hindoien moved to approve the bid recommendation of the base bid and alternate #1 in the amount of

\$104,373.00 to Safetech. Trustee Luke Muszkiewicz seconded the motion.

Board Comment: Board Vice Chair Terry Beaver asked if there would be an alternate site for gym classes in the event of inclement weather. Kalli responded that a plan had not yet been made for that.

Public Comment: None

Vote: 5-0 The Motion carried. Trustee Jennifer Walsh did not vote as this is not a High School District matter.

2. Consent Action Items

a. Personnel Actions

Motion: Luke Muszkiewicz moved to approve the Consent Action Items. Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

3. Items for Information

a. Policy 3005 Bullying, Harassment, Intimidation & Hazing Prevention & Reporting

Barb Ridgway presented information regarding the update to Policy 3005 Bullying, Harassment, Intimidation & Hazing Prevention & Reporting. This is the student policy and is a revision. The last update to the student policy was in 2003. There have been rich discussions in the policy committee meetings. The student policy is more comprehensive and talks more about training. This policy speaks to the need for comprehensive training. Board Chair Sarah Sullivan asked if there should be language about causing distress included in the policy. Barb stated she will take that to the committee to review.

b. Policy 5015 Bullying, Harassment & Intimidation Prevention & Reporting

Barb Ridgway presented Policy 5015 Bullying, Harassment & Intimidation Prevention & Reporting. This is a new policy directed to staff members. This policy encourages reporting. Responsibilities of reporting are different based on if it is a witness or a victim. Stacy Collette stated that we are trying to compel staff and Administrators to report any harassment or intimidation that they see. The policy needs to be clear that the complainant and any investigation will be free of retaliation. Trustee Jeff Hindoien stated the responsibility section of each of these policies for encouraging students and mandatorily requiring staff to report any bullying or harassment helps bring the policies together. Aligning the characteristics of protected classes should be universal.

c. Policy 7405 Procurement Card Use

Barb Ridgway and Janelle Mickelson presented information regarding Policy 7405 Procurement Card Use. This is a new policy that will provide efficiency and internal controls. A list of individuals that are issued a District

procurement card will be maintained in the Business Office. It currently costs approximately \$75-\$100 to process a Purchase Order from start to finish. This cost will be cut in half by not processing as many requisitions. The district will also be able to get rebates for using the Procurement Cards.

- d. **Policy 4330P Community Use of Facilities Administrative Procedures**
Barb Ridgway presented information regarding the Community Use of Facilities Administrative Procedures. There is now an exception to the insurance requirements on Tier Two allowing the Superintendent to waive the insurance requirement. The maximum contract is 90 days before renters would be required to complete a new rental agreement and pay the \$30 rental fee again. The charges for custodial work have been reviewed to ensure we are not over charging and were found to adhere to keeping our schools safe and clean. Dr. Ream stated that they would be trying some things to see if they can be keeping costs to a minimum for renters.

4. Reports

- a. **Budget & Program Committee Report**

Trustee Tyler Emmert was not present at the meeting; however, Trustee Jeff Hindoien provided a report on his behalf. Todd Watkins is the consultant that has been working with the committee and Janelle Mickelson to pull together data instruments to understand costs, trending variables, and build a model to align the fiscal responsibilities. The plan is to bring a full report back to the Board in February. Trustee Libby Goldes stated that this will be helpful to address the financial situation moving forward.

- b. **Policy Committee Report**

Trustee Luke Muszkiewicz reported that the committee would be dealing with revisions to the Bullying & Harassment policies. He thanked Sarah Sullivan for noticing an issue with the 1000 series policies that reflect that the Board is an eight-member High School Board as opposed to nine. The next significant policy will be 4050 School Resource Officers. This will be a good opportunity to answer questions about the SRO's. The next meeting is January 2, 2019 at noon at the May Butler Center.

- c. **Facilities & Maintenance Report**

Trustee Terry Beaver reported that the committee is still waiting to hear back from Dennis Taylor and the Helena Parking Commission about their request to make 7th Avenue from Warren to Cruse Avenue into a one-way with angle parking. Kalli Kind is working on prices to possibly acquire the adjacent lots to the east of Jim Darcy Elementary School. There have been multiple attempts to contact the property owners but have not received any response yet. There is not currently a meeting scheduled until they hear back from the Parking Commission.

d. Health Benefits Committee Report

Trustee Libby Golde reported that the wellness committee continues to work on ways to get staff involved in the wellness program. They are looking at changing the requirement from BMI to waist measurements. There is currently \$5.5 Million in restricted funds and \$5.5 Million in unrestricted funds. There are more high cost claims. The committee is still working on finding a third-party administrator for the RFP. Stacy Collette is working on a timeline and phone interviews are being scheduled for December 12th. A recommendation will be made to the committee after the interviews conclude.

e. Montana School Boards Association Report

Trustee Luke Muszkiewicz reported that there will be a MTSBA Board Meeting January 10th and 11th. He has requested to be on the Advocacy Committee and will start serving on that committee during that Board Meeting. The legislative platform that was ratified at the annual meeting anticipates drafting 10 bills. There are 9 currently with 8 sponsored. The bills are sponsored by 6 Republicans and 2 Democrats. The Caucus Day on the Hill will be held on Monday, February 11, 2019. This will focus on connecting Trustees with the Legislators that represent them and trying to build those connections. There will be an evening reception at the MTSBA headquarters. Luke also thanked Josh McKay and Barb Ridgway for joining the AA Caucus. Board Chair Sarah Sullivan mentioned that there is currently a luncheon scheduled for January 10, 2019 to meet with the Legislators at the Capitol building.

f. Helena Education Association Report

Kim Stout, HEA President, reported that bargaining is ongoing. They are working on cleaning up the retirement language and kindergarten home visit language. She was in Washington DC last week with teachers from across the nation. She stated that our district is ahead of others by already meeting with Parent Councils and other groups and thanks the Board for that.

g. Student Representative Reports

Aurora Boutin, Helena High School Representative, reported that 2019-20 registration will begin on January 28th. Helena High School will hold an Out-of-District 8th grade parent night on February 13th. Helena Middle School parent night will be held on February 26th. A decision is forthcoming regarding the color of the graduation gowns. This year, all students will wear red gowns. Mr. Thennis is meeting with an educational consultant from the Montana Comprehensive Literacy Program. They will be observing classes and taking inventory.

Mariah Thomas, Capital High School Representative, reported that the teacher PLC Teams are working on their writing assessments. The 2019-2020 school year registration guides are being worked on. Capital High will be adding AP

Computer Science and Senior Career Planning as well as Math 105 which will help students achieve their third math credit required for graduation starting next year. The Capital High School Talent Show was tonight. The school clubs, specifically Student Council and DECA, have a money raising effort to provide gift cards to Van's for families in need over the holiday season. The Niceness is Priceless Club was featured in the Helena Independent Record this week.

Trustee Luke Muszkiewicz asked the Student Representatives their thoughts about trying to emulate the Advisor Period that the Project for Alternative Learning has, which is having the same Advisor for all four years. Mariah stated that she thought students at Capital High would benefit from it, but that there are so many more kids at Capital High that it would be difficult to do. Aurora felt that it was not realistic for Helena High and wouldn't benefit them due to the size of the school and lack of school community like PAL has. She didn't feel that you would find the "family" comfort level at Helena High. Mariah added that it would be hard to find a mix of students to take it seriously.

5. Bond/Project Update

Kalli Kind presented the Bond Project Update. At Central Elementary School, they are finishing the structural steel framework and the roofing is going on. At Jim Darcy, the sheetrock and windows are being completed. At Bryant Elementary, they are painting walls. They are trying to button up the buildings for winter. There is a temporary allowance for heating but are hoping to not have to utilize much of it. Kalli has been working with Dr. Ream to produce a summary of the budget around the middle of the month that shows where they are with budget and contingency. There is around 15-20% contingency being used with change orders. At Bryant Elementary, the sewer and water project had a significant change order associated with it. The Central Office and School Administrators have been working on the Furniture, Finishing and Equipment (FFE). By December 14th, all schools are required to submit their preliminary wish lists. That information will be taken and that CTA team will work with manufacturers to bring some select furniture pieces to Helena the week of January 14th. After that, the lists will be finalized by January 25th. A preliminary budget check will be completed. There will be a public bid for FFE in February and she intends to bring an award recommendation to the Board in March. An order would then be placed in April with everything arriving in July.

There is a transition plan being worked on. Barb Ridgway, Josh McKay, Tyler Ream, Kalli Kind and the school Principals are deciding what academic materials need to be removed from the building by the final day, also what furniture will be kept and repurposed for other uses versus furniture there is not a need for. There will be a huge effort to remove the items necessary from the schools on the final day and the day after before demolition takes place.

In addition to the Central, Jim Darcy and Bryant safety and security updating, there will be bids placed for Smith and Broadwater schools also. Assuming there are competitive bids and a good contractor pool, those will be the five schools getting the safety and security updates this coming summer. There was a major platform change for access controls. We weren't getting some functionality as expected, so Neal Murray, Shane Snyder and Kevin Heide transitioned from one platform to the other. It was a seamless transition and provides much more flexibility than the original. There is a two-day training that will occur next week. Pat Boles is working on a quote for the interactive technology that was in the bond language. Bond dollars would have to be allocated from the unattached funds for this.

Board Vice Chair Terry Beaver asked why Central Elementary was not ready for the safety and security bid prior to the end of the year. Kalli responded that the staging is sequentially not ready. The project is not ready yet for this to happen. They had just learned of the tariffs that are forthcoming at the first of the year and were fortunate to be able to bid Jim Darcy and Bryant to avoid those tariff fees. Central will be bid out on schedule, but unfortunately not in time to avoid those tariffs.

Trustee Jennifer Walsh stated that she appreciates the hard work that Kalli and her team are doing. The students are excited and loving it.

Trustee Luke Muszkiewicz thanked Kalli for her global bond budget and stated that it is very informative. He inquired about there being a one page write up that could help the Board understand the safety and security updating timelines and sequencing for the other schools. Kalli stated that it is anticipated that it will take 3-4 summers to complete all anticipated work on the safety and security updates. She is hoping to finesse the budget with the next round of bids.

VI. SUPERINTENDENT'S REPORT

Dr. Tyler Ream stated that there is a guaranteed opportunity for the Board to walk through the new school buildings on January 18th in the late afternoon. He reiterated that the Legislator Luncheon is on January 10th. Dr. Ream also acknowledged that Kayla Fotheringham at Broadwater Elementary and Cassie Koch from Helena Middle School have achieved their National Board Certification. This is a tremendous accomplishment.

There will be a Board of Trustees picture on January 8th at 5:00 p.m.

VII. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 9:32 p.m. There is no Board Work Session in December. The next regular Board Meeting will be held on January 8th.

Respectfully submitted,

Sarah Sullivan, Chair

Angie Ford, Recording Secretary

Date

5 Procurement Card Use

7 The Board of Trustees permits the use of District procurement cards for actual and necessary expenses
8 incurred in the performance of work-related duties for the District. A list of those individuals that will be
9 issued a District procurement card will be maintained in the business office.

11 Procurement cards may only be used for legitimate District business expenditures. The use of
12 procurement cards is not intended to circumvent any District policy on purchasing.

14 Users must take proper care of District procurement cards and take all reasonable precautions against
15 misuse damage, loss, or theft. Any misuse, damage, loss, or theft must immediately be reported to the
16 business office and to the appropriate financial institution. Failure to take proper care of procurement
17 cards or failure to report damage, loss, or theft may subject the employee to financial liability.

19 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate
20 the intent of this policy may result in procurement card revocation and discipline of the employee.

22 Users must submit detailed documentation, including itemized receipts for commodities, services, travel,
23 and/or other actual and necessary expenses which have been incurred in connection with school-related
24 business for which the procurement card has been used.

26 The Superintendent or designee shall establish regulations governing the issuance and use of
27 procurement cards. Each cardholder shall be apprised of the procedures governing the use of the
28 procurement card, and a copy of this policy and accompanying regulations shall be given to each
29 cardholder.

31 The Business Office shall monitor the use of each procurement card every month and report any serious
32 problems and/or discrepancies directly to the Superintendent.

34 Cross Reference: 7010 Purchasing
35 7020 Travel Allowances and Personal Reimbursement

37 Legal Reference: §2-7-503, MCA Financial reports and audits of local government

40 Policy History:
41 Adopted on:
42 Revised on:



MEMORANDUM

TO: HSD Board of Trustees

FROM: Kalli Kind

DATE: January 8, 2019

RE: Bid Recommendation – Central Safety & Security

This project bid recommendation, and attached documentation, is for the safety and security work to be completed at the new Central School. The base project bid includes, controlled public access, keyless entry, exterior cameras and speakers, electronic readers boards and integrated communications. Alternate 1 is for upgraded AV classroom controls not required for the safety and security work.

Although only one bid was received, it has been thoroughly vetted. Therefore, I respectfully recommend the Board of Trustees award the base bid to Cerium Networks in the amount of \$587,878.00.

Regards,
Kalli Kind

Kalli Kind, Engineer
Facilities and Transportation Director
Helena School District

MEMORANDUM

DATE: 1/2/2019
TO: Rich Whitney, Hulteng CCM
FROM: John Kauffman, GPD PC
PROJECT: Central School Safety, Security & Communications
RE: Bid Results and Recommendation



524 1st Avenue South
Great Falls, MT 59401
(406)452-9558
Fax (406)727-9720

Rich,

Please refer to the bid results for the above referenced project below:

CONTRACTOR:	Cerium Networks		
10% Bid Bond:	YES		
Addenda Acknowledged:	<input checked="" type="checkbox"/> Number 1 <input checked="" type="checkbox"/> Number 2 <input checked="" type="checkbox"/> Number 3		
BASE BID	\$587,878.00		
ALTERNATE BID 01	\$224,864.00		
TOTAL BID:	\$812,742.00		

After talking to Cerium Networks, the low bidder, it is my recommendation to accept the Base Bid of \$587,878.00. Cerium feels that everything is covered and is comfortable with their bid price. Acceptance of Alternate Bid 01, at a cost of \$224,864.00, is at the Owner's discretion. The cost for Alternate Bid 01 appears to be appropriate for the amount of work it includes.

Thank you,

A handwritten signature in black ink, appearing to read 'John J. Kauffman'.

John Kauffman
Project Manager

GPD, P.C.

524 1st Avenue South
Great Falls, MT 59401
ph: (406) 452-9558
fax: (406) 727-9720
johnk@gpdinc.com



BID TABULATION



PROJECT:		CENTRAL ELEMENTARY SCHOOL SAFETY, SECURITY AND COMMUNICATIONS PACKAGE HELENA PUBLIC SCHOOL DISTRICT HELENA, MONTANA					
GPD #		189013					
ENGINEER:		GPD, PC 524 1st Avenue South Great Falls MT 59401 (406) 452-9558 FAX (406) 727-9720					
BID OPENING DATE:		3:00 PM, DECEMBER 19, 2018					
CONTRACTOR:	Cerinum Networks						
MT License No.:	148239						
10% Bid Bond:	<input checked="" type="checkbox"/>						
Addenda Acknowledged:	<input checked="" type="checkbox"/> Number 1 <input checked="" type="checkbox"/> Number 2 <input type="checkbox"/> Number 3						
BASE BID	\$	587,878	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALTERNATE 1	\$	224,864	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL BID:	\$		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BID PROPOSAL FORM

OWNER: Helena Public Schools
1201 Boulder Avenue
Helena, MT 59601

PROJECT: Central Elementary School Safety, Security and Communications Package

By submitting this Proposal, I agree:

That I have received the documents titled Central Elementary School Safety, Security and Communications Package, and that I have received Addenda Numbers 1, 2 and have included their provisions in my proposal. By submitting this Proposal, I agree:

1. To hold my Bid open at least sixty (60) consecutive calendar days.
2. To enter into and execute a Contract, if awarded on the basis of this Proposal.
3. To accomplish the Work in accordance with the Contract Documents.
4. It is the Owner's intention to issue Notice to Proceed on January 9, 2019; to reach Substantial Completion by June 1, 2019, and to complete punch list work items by June 15, 2019.
5. To commence with work within seven (7) days of receipt of "Notice to Proceed."

BASE BID: Contract Amount (In numerical and written form)

\$ 587,878 Five hundred eighty seven thousand eight hundred seventy eight dollars

ALTERNATE BID NUMBER 01: (In numerical and written form)

\$ 224,864 Two hundred twenty four thousand eight hundred sixty four dollars

The above prices shall include all labor, materials, overhead, profit, insurance, all permits and fees, all bonds, all applicable taxes, etc., necessary to complete the Work described in the Contract Documents.

Changes shall be processed in accordance with the requirements of Division 1 Section "Changes to the Work" and the General Conditions. (Along with the Completed Contractor's Breakdown and Partial Payment Form).

BY: Cerium Networks
CONTRACTOR NAME

[Signature]
SIGNATURE

Pat McBlane Senior Account Exec
TITLE

3330 Colton Dr. Suite A
BUSINESS ADDRESS

12/19/2018
DATE

Helena, MT 59602

(Seal if by a Corporation)

MONTANA LICENSE NUMBER 148239

BID BOND

Travelers Casualty and Surety Company of America Hartford, Connecticut 06183

CONTRACTOR:

(Name, legal status and address)

Cerium Networks, Inc.
1636 W. 1st Ave.
Spokane, WA 99201

OWNER:

(Name, legal status and address)

Helena Public Schools
1201 Boulder Avenue
Helena, MT 59601

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)


Central Elementary School. Safety and Security Package.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

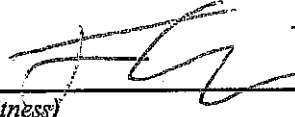
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

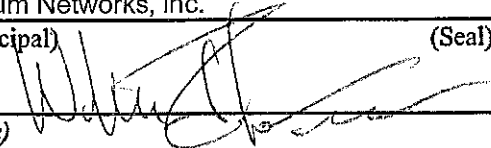
Signed and sealed this 17th day of December, 2018

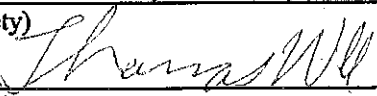


(Witness)



(Witness)

Cerium Networks, Inc.
(Principal) _____ (Seal)
By:  _____
(Title) _____ JP

Travelers Casualty and Surety Company of America
(Surety) _____ (Seal)
By:  _____
(Title) Thomas V A Davis Attorney-in-Fact



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Thomas V A Davis, of Spokane, Washington**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut

City of Hartford ss.

By:
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 17th day of December, 2018



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

Board of Trustees Meeting

January 8, 2019



New Business:

Items for Action: Legislative Discussion

Background:

The 2019 Legislative session provides Helena Public Schools Board of Trustees an opportunity to testify on bills that the Board deems to be in the best interest of Students in our District. In order for a delegated Trustee or the Superintendent to testify on behalf of the Board, a majority of trustees must agree to support the proposed legislation. We will review the MTSBA legislation to determine which, if any, areas of legislation we are willing to support as a full Board.

Fiscal Implications:

None at this time

Recommendation:

Collectively determine areas of legislation Trustees are willing to support as a full Board

43PERSONNEL ACTIONS
December 12, 2018 – January 8, 2019

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Hicks, Sally	01/02/2019	RBLC/Resource Teacher	\$12,499.41/yr.*
Robertson, Mary	12/21/2019	Bryant/Kindergarten	\$28,660.08/yr
Hankins, Matthew	01/24/2019	HMS/Science-Social Studies	\$238.61/day*
Allen, Andrea	01/02/2019	RBLC/Nurse	\$4,072.63/yr*

*Temporary Contract: Contract expires at the discretion of the District or 6/6/2019 whichever occurs first.

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
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Leave

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
-------------	-------------	----------------------------	----------------------

Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
-------------	-------------	-----------	-----------------------

**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Bode, Heather	01/02/2019	Four Georgians/Para Educator	\$13.12/hr.
Dekiep, Madeline	11/15/2018	Hawthorne/Para Educator	\$10.95/hr.
Gulbertson, Brianna	12/14/2018	HHS/Para Educator	\$12.75/hr.
Laramore, Gabrielle	12/13/2018	Jefferson/Para Educator	\$10.95/hr.
Thompson, Heather	12/11/2018	PAL/Para Educator	\$13.12./hr.
Edgar, Michaela	01/22/2019	Broadwater/Para Educator	\$12.45/hr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Briley, Amy	01/16/2019	Broadwater/Para Educator	Personal
Routzahn, Lisa	12/21/2018	Jefferson/Day Custodian	Personal
Tuttle, Hannah	01/02/2019	SSC/Administrative Assistant	Personal

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
-------------	-------------	----------------------------	-------------

SUPPLEMENTARY CONTRACT ASSIGNMENTS

Last Name	First Name	Assignment	School	Stipend
Alberts	Mike	Basketball-8th Grade Boys	HMS	\$601.00
Barber	Jeffrey	Basketball-8th Grade Boys	HMS	\$594.00
Bisom	Paul	Basketball-8th Grade Boys	CRA	\$626.00
Christensen	Reid	Basketball-8th Grade Boys	CRA	\$626.00
Danzinger	Michaela	Basketball-8th Grade Boys	HMS	\$594.00
Dowdy	Connor	Basketball-8th Grade Boys	CRA	\$594.00
Dudeck	Benjamin	Basketball-8th Grade Boys	CRA	\$594.00
Dugars	Jeffrey	Basketball-8th Grade Boys	CRA	\$594.00
Hanson	Alan	Basketball-8th Grade Girls	HMS	\$594.00
Lyndes	Casey	Basektball-8th Grade Girls	CRA	\$626.00
Madsen	Michael	Basketball-8th Grade Boys	CRA	\$594.00
North	Dawn	Basketball-8th Grade Girls	CRA	\$775.00
Pilon	Travis	Basketball-8th Grade Boys	CRA	\$594.00
Quinn	Thomas	Basketball-7th Grade Boys	CRA	\$594.00
Woodland	Kendra	Basketball-8th Grade Girls	HMS	\$594.00

Running Total of Out-of-District Attendance Agreements

Grade	Address							Total
	East Helena	Clancy	MT City	Jefferson City	Boulder	Townsend	Wolf Creek	
9	1	11	1					13
10	1	11	2					14
11		7						7
12	3	13	3		1			20
	5	42	6	0	1	0	0	54

1 **Helena Public Schools**

1000

2 SCHOOL DISTRICT ORGANIZATION

3 Legal Status and Organization

4 The Helena Public Schools is the governmental entity established by the State of Montana to
5 plan and direct all aspects of the District’s operations. The District is governed by a Board of
6 Trustees consisting of ~~nine (9)~~ eight (8) members: seven (7) members who are residents of and
7 elected by qualified electors of the Elementary District and ~~two (2)~~ one (1) members who ~~are~~ is a
8 resident of and elected by qualified electors of ~~the~~ an outlying elementary district ~~but~~ within the
9 High School District. Both the Elementary and the High School Districts ~~is~~ are classified as class
10 one districts and are operated according to the laws and regulations pertaining to a class one
11 district.

12 The policies of the Board define the organization of the Board and the manner of conducting its
13 official business.

- 14 Legal References: § 20-3-323,MCA District policy and record of acts
- 15 § 20-3-324,MCA Powers and duties
- 16 § 20-3-341,MCA Number of trustee positions in elementary school
- 17 districts
- 18 §20-3-351,MCA Number of trustee positions in high school district

19 Cross References:

20 Policy History:

21 Adopted on: 2.8.2011

22 Revised on:

2 SCHOOL DISTRICT ORGANIZATION

3 School Board Meeting Procedure4 *Agenda*

5 All meetings shall be guided by an agenda prepared and delivered in advance to all Board
6 members and to other persons upon request. The Superintendent shall prepare agendas in
7 consultation with the Chair or presiding officer. Items submitted by Board members or other
8 individuals may be included on the agenda. Individuals or groups that would like to address the
9 Board through an agenda item must ~~notify~~ submit a request to the Superintendent in writing at
10 least seven (7) days prior to the regular Board meeting. The notification must include the reason
11 for the request. The Superintendent may determine that the individuals or groups must follow the
12 uniform grievance procedure in order to appear before the Board and refer the individuals or
13 groups to the appropriate step on that procedure.

14 All agendas must contain a public comment section to allow members of the public to comment
15 on any public matter under the jurisdiction of the District that is not specifically listed on the
16 agenda. Contested cases and other adjudicative proceedings are not appropriate topics in the
17 public comment section. The presiding officer may place reasonable time limits on the comments
18 received during this section of the meeting to ensure effective and efficient operations of the
19 Board. The Board may not take action during that meeting on any matter discussed in the public
20 comment section.

21 Board packets will be distributed to Board members not less than 48 hours prior to the meeting.
22 This material shall be available to the public not less than 48 hours prior to the meeting.

23 *Quorum*

24 Four (4) members the Elementary Board shall constitute a quorum of that Board. Five (5)
25 members of the High School Board shall constitute a quorum of that Board. If there is less than a
26 quorum present at a Board meeting, the members may not hear, act upon or discuss any business.
27 Board members may be present physically or present via electronic means to establish a quorum.
28 Unless otherwise provided by law, affirmative votes by a majority of the membership of the
29 Board are required to approve any action under consideration.

30 *Minutes*

31 The Clerk or the Clerk's designee shall keep written minutes of all meetings which are open to
32 the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must
33 include:

- 34 · the date, time and place of the meeting;
- 35 · the name of the presiding officer;
- 36 · a record of Board members present and absent;
- 37 · a summary of the discussion on all matters discussed, proposed, deliberated or decided,
38 and a record of any motions made and votes taken;
- 39 · a detailed statement of all expenditures;

- 40 · the purpose of recessing into closed session; and
- 41 · the time of adjournment.

42 The Clerk shall keep minutes of educationally related student disciplinary actions taken by the
43 Board, including those portions held in closed session. The Board shall keep minutes of all
44 closed sessions. Minutes taken during closed sessions shall be sealed.

45 The Board may direct the Clerk to make a verbatim record of any meeting. Any verbatim
46 recording may be destroyed after the minutes are approved. A file of permanent minutes of all
47 meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be
48 made available to the public within five (5) days following approval by the Board. Sealed
49 minutes taken during any closed session of the Board shall not be made available to the public
50 absent a court order.

51 If the meeting is audio recorded and designated by the Board as the official record, a written
52 record of the meeting must also be made and must include the information specified above. In
53 addition, a log or time stamp for each main agenda item is required for the purpose of providing
54 assistance to the public in accessing that portion of the meeting.

55 *Meeting Conduct and Order of Business*

56 The Board will use general rules of parliamentary procedure to govern the conduct of its
57 meetings. Robert's Rules of Order shall be used as a guide at any meeting, although rules
58 adopted by the Board and any laws or regulations of the State of Montana in conflict with
59 Robert's Rules of Order shall take precedence. The order of business for each meeting shall be
60 set out on the agenda. The Board may change the order of business by consent or by majority
61 vote.

62 *Voting Method*

63 Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a
64 majority of the votes cast shall determine its outcome. Voting shall be by acclamation or show of
65 hands. The use of proxy votes or secret ballots is not permitted. Trustees are encouraged to vote
66 on all issues before the Board unless they are prohibited by law from voting on the matter. A
67 trustee may abstain from voting on any issue before the Board.

68 *Public Participation*

69 The Board recognizes the value of public participation and encourages the public to attend and
70 participate in its meetings. In order to permit the orderly and fair expression of such
71 participation, the Board will solicit oral and/or written comments prior to a final decision on a
72 matter of significant interest to the public. The Chair may place reasonable time limits on public
73 comment and may interrupt or terminate any statement that is out of order, personally directed,
74 abusive, obscene, or too lengthy. Members of the public are encouraged to make comments
75 during the public comment section of the agenda on matters that are of public concern and that
76 are not on that particular agenda. The Chair will recognize individuals or groups for public
77 comment on agenda items after the Board has discussed the issue. Comments may be presented
78 orally or in writing for the Board's consideration.

79 Legal Reference: § 2-3-202, MCA Meeting defined
80 § 2-3-103, MCA Public participation
81 § 2-3-212, MCA Minutes of meetings
82 § 20-3-322, MCA Meetings and quorum
83 § 20-3-323, MCA District policy and record of acts
84 § 2-3-301, MCA Agency to accept public comment electronically --
85 dissemination of electronic mail address and documents
86 required -- prohibiting fees
87

88 Cross Reference:

89 Policy History:

90 Adopted on: February 8, 2011

91 Revised on: October 13, 2015