



Superintendent
Dr. Tyler Ream
324-200

Business Manager
Janelle Mickelson
324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING**

**May Butler Center
55 South Rodney
Wednesday, January 2, 2019
Noon – 1:00 p.m.**

- I. INTRODUCTIONS**
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT**
- IV. REVIEW DECEMBER 4, 2018, BOARD POLICY MEETING MINUTES**
- V. PRESENTATION OF POLICIES FOR FIRST REVIEW:**
 - A. 1000 Legal Status and Organization
 - B. 1070 School Board Meeting Procedure
 - C. 4050 School Resource Officer Program
- VI. PRESENTATION OF POLICIES FOR SECOND REVIEW:**
- VII. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:**
 - 2070 – Network Information and Communication
 - 2080 – Grading, Progress Reports, and Promotion
 - 2090 – Credit Transfer Assessment for Placement Policy
 - 2115 – Community and Adult Education
 - 2120 – Wellness
 - 3000 – Equal Educational Opportunities
 - 3005 – Harassment, Intimidation and Bullying
 - 3010 – School Admissions
 - 3015 – Attendance and Truancy
 - 3020 – Education of Homeless Youth
 - 3022 – Children of Military Families
 - 3025 – Discretionary Nonresident Student Attendance
 - 3035 – Student Appearance
 - 3040 – Search and Seizure
 - 3045 – Access to and Release of a Student During School Hours
 - 3050 – Student Discipline
 - 3055 – Student Due Process Rights
 - 3060 – Misconduct by Students with Disabilities
 - 3065 – Participation in Inter-Scholastic Athletics
 - 3066 – Obligation of Students Participating in School Sponsored Activities
 - 3067 – Academic Eligibility for Activities
 - 3070 – Administration of Medication
 - 3075 – Student Charges, Fines and Fees
 - 3080 – Maintenance of Student Records
 - 3085 – Transfer of Student Records
 - 3090 – Receipt of Confidential Records

3097 – Use of Video Monitoring Cameras
3100 – Publications and Distribution or Posting of Materials
3105 – Student Use of Buildings – Equal Access
3110 – Concussion Management
3145 – Foreign Exchange Students
3150 – Tobacco Free Schools
3155 – Part-Time Attendance

VIII. SUPERINTENDENTS' REPORT

IX. ADJOURNMENT

NEXT MEETING:

Tuesday, February 5, 2019 - May Butler Center

Noon – 1:00 p.m.



Superintendent
Tyler Ream, Ed.D
324-2001

Business Manager
Janelle Mickelson
324-2040

Policy Committee Meeting

May Butler Center
55 South Rodney

Tuesday, December 4, 2018

Noon – 1:00 p.m.

MINUTES

Present:

Committee:

Luke Muszkiewicz, Committee Chair/Trustee

Sanjay Talwani, Trustee

Terry Beaver, Trustee

Others:

Tyler Ream, Superintendent

Josh McKay, Assistant Superintendent

Barb Ridgway, Chief of Staff

Elizabeth “Bea” Kaleva, Attorney

Janelle Mickelson, Business Manager

Stacy Collette, HR Administrator

Two Carroll College Student Observers

I. INTRODUCTIONS

Committee Chair, Luke Muszkiewicz, called the meeting to order at 12:05 p.m.

II. REVIEW OF AGENDA

No change to agenda.

III. GENERAL PUBLIC COMMENT

No public comment.

IV. REVIEW NOVEMBER 8, 2018 BOARD POLICY MEETING MINUTES

No major changes, clerical error on the date of the minutes pointed out by Luke Muszkiewicz.

V. PRESENTATION OF POLICIES FOR SECOND REVIEW:

7405 Procurement Card Use Policy

First review for the committee.

Janelle Mickelson proposed implementing a procurement/“p-card” system instead of American Express or purchase orders. “It acts like a credit/debit card, but I can control it better...it comes with a management tool and locks down certain things...I think it’s a better system that will be much more efficient...under this system we can reduce our cost by half.” Bea pointed out that this process is “used by most schools”. “It is just like a Mastercard”, Janelle pointed out. Terry Beaver asked about the limitations on the card. Janelle answered that it can be limited as to who is using it. We would need about “72 cards”. “We can accrue credits”, stated Josh McKay. “Would this eliminate the use of a personal credit card then and reimbursements?”, asked Terry Beaver. “It might in certain circumstances”, stated Janelle. “There will be an agreement that will be signed...if they abuse it, they will lose the card and they will have to reimburse the District...we are developing the procedures...”. No public comment on this policy. Discussion about the cell phone policy and stipend. “You are responsible for your own phone and own plan”, stated Janelle. “It seems to be working well”. “Initially there was some confusion”, stated Josh. Terry asked if the procurement card could be linked to the phone. Bea stated, “Procurement cards won’t allow it to be linked to phones at this time”. This will move on to the full board on December 11, 2018.

5015 Employee Harassment, Intimidation, and Bullying Prevention

Barb Ridgway started the discussion by stating, “Lines 9-12 align with 3005 capturing all of the various classes...definition of district was limiting and has been stricken...second page line 44 effort to bring clarity, lines 64-67 Stacy asked for language to establish and clarify the responsibility of staff”. Luke suggested striking “sexual orientation and sexual identity from line 10 and 11”. Sanjay suggested there be a “data report given to the board, basically an annual report on how many incidents...”. “Data given to us was given from PowerSchool”, Luke stated. “PowerSchool is triggered by an Administrator that did an investigation”, Tyler Ream stated. “If we add additional language about reporting, it is something that tends to slip through the cracks...years ago we had this discussion at length and no one was doing it.”, Bea stated. “This to me speaks to a safety aspect in the school...I think we need to be paying attention to the data...there’s a training aspect to this...”, stated Tyler. “Having a data regime is one way to show the seriousness of the situation to the staff”, stated Sanjay. “It would be a good place for it in the 1000 series”, stated Sanjay. Bea agreed. Extensive discussion about data and how to use it and collect it across the district. “Looking at intimidation, is trash talk on the football field intimidation? That depends on your level of tolerance”, stated Terry. “It is when you cross one of the lines outlined in lines 9-12”, stated Tyler. “There are levels of progression...”, stated Bea. Extensive discussion amongst the group about hazing and athletic teams and the level of tolerance and what is and is not permitted. “I think the idea that the coaches know about this policy and the rules, and how important it is that they act a certain way...”, Sanjay stated. “I think this goes back to the training piece, that we are responsible, and putting on a whistle doesn’t take away that responsibility.”, stated Tyler. Discussion regarding handbooks and making sure they align with this policy. “This board wants to make more progress on this...it’s a priority for several trustees that we continue to move forward...”, Luke stated. “Line 65, often times it isn’t witnessed, but it

is reported to adult...want to address the responsibility of it being reported...”, Tyler stated. “They violate the policy if it is not reported”. “In 3005 it is more explicit, but I am okay with making it stronger”, stated Luke. Agreed upon the sentence saying, “All staff have responsibility to maintain a safe environment”. Line 60 will say “District Administration”. This will go forward to the full board.

3005 Harassment, Intimidation and Bullying Prevention

Can we have this policy include Harassment, Intimidation, Bullying and Hazing Prevention?”, asked Luke. “Lines 58-67 should include the reporting that we just talked about...the consequences and retaliation piece”. This policy to go forward.

VI. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:

None.

VII. SUPERINTENDENTS’ REPORT:

None.

VIII. ADJOURNMENT Committee Chair Muszkiewicz adjourned the meeting at 1:06 p.m.

NEXT MEETING:

January 2, 2019 – May Butler Center

Noon – 1:00 p.m.

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 Elementary District and ~~two (2)~~ one (1) members who ~~are~~ is a
8 residents of and elected by qualified electors of ~~the~~ an outlying elementary districts but within
9 the High School District. Both the Elementary and the High School Districts ~~is~~ are classified as
10 class 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 Procedure

4 *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 must notify the Superintendent in writing at least seven (7) days prior to the regular Board
10 meeting. The notification must include the reason for the request. The Superintendent may
11 determine that the individuals or groups must follow the uniform grievance procedure in order to
12 appear before the Board and refer the individuals or groups to the appropriate step on that
13 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

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4 **SCHOOL / COMMUNITY RELATIONS**

5
6 School Resource Officer Program

7
8
9 The Helena Public School District believes that positive relationships and a supportive
10 school culture are critical in maintaining safety and security in all schools. The district has a
11 partnership with local law enforcement that enables school resource officers (SROs) to assist
12 in supporting a safe learning environment in district schools.

13
14 The goal of the School Resource Officer program is to support a safe learning environment,
15 foster positive relationships between students, staff and law enforcement and provide
16 appropriate resources to school staff. School Resource Officers perform all functions and
17 duties expected of a sworn law enforcement officer while school administrators, in
18 partnership with parents, have exclusive authority over school discipline issues.

19
20 The Superintendent will develop a Memorandum of Agreement (MOA) outlining roles,
21 responsibilities and procedures for the SRO program. In partnership with law enforcement
22 representatives, the SRO Memorandum of Agreement will be reviewed annually to
23 determine the effectiveness of existing policies and procedures and to determine necessary
24 revisions.

25
26 Legal Reference:

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28 Cross References:

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30 Policy History:

31 Adopted on:

32 Revised on:

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