



Superintendent
Jack Copps
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Special Meeting

May Butler Center
55 S. Rodney

Thursday April 5, 2018
12:00 p.m. – 1:00 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. NEW BUSINESS

- 1. Items for Action** (The Board of Trustees will accept Public Comment on the following items.)
 - a. Approval of Minutes (See Attached)
 - i. Special Board Meeting Minutes 3-7-18
 - ii. Special Board Meeting Minutes 3-8-18
 - b. 2018 Ballot Certification (See Attached)
 - i. Elementary/High School District Trustee
 - ii. Elementary School General Fund Levy
 - iii. High School District Trustee
 - iv. High School General Fund Levy
 - c. Approval of Superintendent Contract (Available)

2. Board Comments

V. ADJOURNMENT



Superintendent
Jack Copps
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Business Manager
Janelle Mickelson
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Board of Trustees Special Meeting

May Butler Center
55 S. Rodney

Wednesday, March 7, 2018
1:45 p.m. – 5:30 p.m.

Minutes

Attendance – Present unless otherwise noted

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee
Elizabeth “Libby” Goldes, Trustee
Karen Goldsberry, Trustee for High School District
Jeff Hindoién, Trustee
Luke Muszkiewicz, Trustee
Sanjay Talwani, Trustee
Jennifer Walsh, Trustee for High School District, Not Excused

Jack Copps, Superintendent
Kalli Kind, Director of Support Services
Janelle Mickelson, Business Service Administrator
Barbara Ridgway, Administrator, Staff & Student Services
Deb Thompson, Human Resources Administrator
Trish Klock, HEA President
Lisa Cordingley, Helena Education Foundation Executive Director
Erin Loranger, Independent Record

I. CALL TO ORDER Chair Sarah Sullivan called the meeting at 1:45 p.m.

II. REVIEW OF AGENDA No Comments

III. SUPERINTENDENT CANDIDATE INTERVIEWS (Semi-finalists)

Three candidates were interviewed for the superintendent position. Each candidate was asked the same fourteen questions and were given approximately two hours for their interview.

Mr. Greg Upham, M.Ed was the first to be interviewed. The interview began at 2:00 p.m. and ended at 3:13 p.m.

Mr. Tyler Ream, Ed.D was interview next. The interview began at 4:00 p.m. and ended at 5:40 p.m.

The final candidate interviewed was Ms. Lona Carter, M.A. The interview began at 6:00 p.m. and ended at 7:35 p.m.

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

IV. GENERAL PUBLIC COMMENT No Comments

V. ADJOURNMENT

There being no other topics for future meetings, and no public comments on issues not on the agenda, the meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Sarah Sullivan, Chair

T. Janelle Mickelson, Clerk

Date



Superintendent
Jack Copps
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Special Meeting

Ray Bjork Learning Center
1600 8th Avenue
Entrance #18

Thursday March 8, 2018

(Day 2 of 2)
8:45 a.m. – 5:30 p.m..

Minutes

Attendance – Present unless otherwise noted

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee
Sanjay Talwani, Trustee
Jeff Hindoien, Trustee
Luke Muszkiewicz, Trustee
Elizabeth “Libby” Goldes, Trustee
Karen Goldsberry, Trustee,

Others present:

Trish Klock, HEA President
Janelle Mickelson, Business Service Administrator
Alison O’Neil, Recording Secretary
Erin Loranger, IR Reporter

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. SUPERINTENDENT CANDIDATE INTERVIEWS (Semi-finalists)

Two candidates were interviewed for the superintendent position. The third candidate withdrew her application after accepting another position. Each candidate was asked the same fourteen questions and were given approximately two hours for their interview.

Ms. Barbara Hickman Ed.D, was the first candidate to be interviewed. The interview began at 9:05 a.m. and ended at 10:59 a.m.

Mr. Shank was interviewed next. The interview began at 11:09 a.m. and ended at 12:52 p.m.

Ember Conley took another position and will no longer be interviewing. The debrief with the consultants from HYA was moved up to 1:30 pm.

The Board of Trustees broke for lunch from 12:59 a.m. to 1:30 p.m.

IV. DEBRIEF WITH CONSULTANTS

Chair Sarah Sullivan welcomed back Dr. Rick O'Connell and Dr. Carolyn McKenna from Hazard, Young, Attea & Associates, noting how pleased she had been with their process for selecting superintendent candidates. She said that she found them and their process very professional and commended their responsiveness, saying that it had been a very positive experience for her and the Board. Sullivan noted that they had brought slate of very strong candidates to the Board and that it was not easy to just pick six semi-finalists, of which they interviewed five.

Sarah Sullivan noted that in the state of Montana, by law, all ballots must be open with a record of who voted for whom and instructed the Board to write their choice of three finalists down on the paper provided by Carolyn McKenna. She noted that this is not the process that HYA consultants generally do, but that this is Montana law. She asked Jeff Hindoien, trustee, as a lawyer, to speak to this. Hindoien said that as he understood it, the trustees are simply going to write on the paper who their three top candidates are as well as their own name for the record. He said that after that, they will count the votes up, and if there is immediately consensus on the top three candidates, the Board can then take public comment on those candidates, have any board discussion, and make a motion to select those three candidates as finalists.

Luke Muszkiewicz, trustee, asked if each trustee's top three candidates will be noted in the minutes and if the trustee is required to offer a rationale for their selection. Jeff Hindoien said that there was no legal requirement, but that after they make a selection, the Board should lay out for the public how they came to their decision. He said that if there are any privacy issues for those decisions, the session can be closed at that time. He added that at this point in the process the selection is based on relative strengths, and there was nothing that he, personally, would be uncomfortable sharing about these candidates. Rick O'Connell asked to clarify that a candidate only needed five votes to become a finalist. Sanjay Talwani commented that wasn't it possible for there to be a third-place candidate with only 4 votes. Sarah Sullivan said that if there was a third-place candidate with only four votes, the Board would need to discuss it before moving forward with a motion and a vote.

Jeff Hindoien commented that he viewed the paper ballots as a tool of letting the consultants know the trustees' individual preferences and then the consultants can inform the Board of where they stand in terms of consensus. After that, the Board can discuss the decision. Luke Muszkiewicz said that until a motion is passed, the Board has not officially voted on anything. The paper ballots merely allow the Board to formulate what the best motion would be. Sarah Sullivan added that she felt the rationale was that all of the trustees have listened to the candidates and have formed their

own opinions about them and that it would be better to put those opinions out there in the form of an unofficial tally before starting discussion.

Karen Goldsberry, Trustee for the High School District, asked if it was alright for the Board to talk about what they want to know more about specific candidates. Rick O'Connell said that it was. Carolyn McKenna noted that she and O'Connell wanted to make sure that the Board selected at least three finalists because one may drop out of the process to take another position, as has happened with Ember Conley. She continued that she and Rick O'Connell also want to know anything else the Board feels they need to know about the candidates in order to make a final decision.

Sarah Sullivan asked if everyone was satisfied with the process and then told the trustees to write down their preferred three candidates on the paper ballot. She added that this was not intended as a ranking and that the candidates would be in no particular order.

After Carolyn McKenna collected the ballots, she asked if the Board would like to know the final tally. Tyler Emmert said that he would. Luke Muszkiewicz said that he did not, as he did not think it would benefit them for the finalists to know which one of them received the highest number of votes. Tyler Emmert said that he agreed with Muszkiewicz's rationale. Sanjay Talwani commented that he was concerned that it was public record and that they did not have a choice about releasing the vote to the public, but that he was not an attorney. Sarah Sullivan said that the vote was public record and asked the HYA consultants to read out the numbers.

Carolyn McKenna read out the votes which were: Eight votes for Barbara Hickman, Ed.D, Eight votes for Tyler Ream, Ed.D, and six votes for Greg Upham, M.Ed. She then asked if the Board wanted to hear the rest of the votes. Jeff Hinodien noted that all they had done was outline the general opinion of the Board, with no vote taken.

Sarah Sullivan asked if any of the trustees had a motion to accept these three candidates as finalists. **Libby Goldes moved that the Board accept the three finalists as named by the consultants, Barbara Hickman, Tyler Ream, and Greg Upham. Luke Muszkiewicz seconded the motion. Sullivan asked if there was any discussion.** Tyler Emmert asked if the vote tallies indicated that all of the trustees present had voted for the candidates with eight votes. Rick O'Connell said that it did.

Luke Muszkiewicz said that this seemed like the right time to thank all five of the semi-finalist candidates for their interest, as well as the time they spent gathering information for the application, finding references, and time they spent travelling and interviewing. He noted that the surveys that they did at the beginning of the process were foundational documents that gave the Board a good base for the superintendent search process. He was thankful for all those things regardless of who the Board selects as the new superintendent.

Libby Goldes thanked Muszkiewicz for those comments and said that she would also like to thank the candidates for their time, for their diligence in their application to the process. She added that she had learned a lot during this process and was heartened to see all the individuals who interviewed present their passion for education and for meeting the needs of students. She also noted how

valuable she found the insight she got into how the internal candidates saw the district as well as how the candidates from outside the district saw it.

Jeff Hindoien said that he wanted to echo Luke Muzkiewicz's statements and that he wanted to thank both the Board and Sarah Sullivan for the tremendous amount of planning and work that went into this. He added that HYA & Associates has been a great asset to the Board, the five candidates they found were very high quality with clear passion and drive for kids. He noted that all of the candidates had put themselves out there to offer themselves up to potentially serve the district's students. He noted that the two candidates he could not include on his list of finalists also had great strengths and were quality educators. He had to make his decision based on relative strengths in order to bring the candidates that lined up best with the district's needs on to the next stage. He stated that choosing a new superintendent was one of the weightiest decisions for a trustee to make and that he felt they had had a good panel of people and interview process.

Rick O'Connell said that he, as well as Carolyn McKenna, had greatly enjoyed worked with the Board as well as the candidates. He acknowledged all the time and energy everyone involved had put into this process and thanked everyone for their efforts. Carolyn McKenna added that it is rare in a superintendent search to find a Board as gracious as this Board has been. She noted that they had paid to accommodate all of the candidates knowing that flying to Montana is not always the easiest or the cheapest. She said that the Board had treated the candidates as dignitaries and had welcomed them to the district. McKenna noted that the Board's reputation hinges on how they treat the people who do not get the job and that the Board had done an admirable job. Sarah Sullivan said that that was an important point that she hoped that the Board had been gracious. She added that each of the candidates had clearly done their research and that, as a Board member, she appreciated that.

Sarah Sullivan said that the Board had a motion and a second, the Board had commented, and asked if there was any public comment. There was none, and she called for a vote. The motion carried with seven in favor and one, Tyler Emmert, opposed.

Sarah Sullivan then asked what the next steps would be. Carolyn McKenna said that she and Rick O'Connell would be coming back next week and that they would report any new information about the candidates that they discovered during the next reference check. She said that they would discuss the process more at the next meeting.

Sarah Sullivan added that for next week, she had invited the candidates back. At 4:00 pm on Wednesday, March 14th, they would come to Ray Bjork for a Round Robin discussion with the people from the Helena Education Association (HEA), the administrators, and a student group. Each group would be in a different room and every 30 to 40 minutes the candidates would rotate between them, allowing each group to ask them questions and form their own opinions. The groups will have comment forms that they can write what they feel are the candidates' strengths and weaknesses as well as any concerns they may have. After that, there will be a community reception at the Holter Museum from 7:00 pm to 9:00 pm so that the candidates can say a few words and tell the community about themselves. On Thursday, the Board will meet and review all the comments they

have received and interview the finalists again. Sullivan added that she was open to suggestions for how the process should go.

Sarah Sullivan asked if the Board would like to meet at 9:00 am to go over the comments. Luke Muszkiewicz asked if it was possible for the Board to get the comments electronically as soon as they are available. Sullivan said that the comments will not be electronic as some of the people in the groups may want their concerns to be anonymous. Trish Klock, HEA President, noted that she could have the comments in whatever format the Board wanted. Muszkiewicz said that he just wanted to be sure to have time to fully review the comments and that the Board did not need to be in session for that. Karen Goldsberry commented that the Board may get more open and honest comments if it was anonymous, especially from teachers. Sullivan agreed, noting that that was a downside of electronic comments. Libby Goldes asked if the Board should go to the reception. Sullivan said that they could if they wanted. Goldes asked if they would have the comment cards at the reception. Sullivan said that they could.

Rick O'Connell asked for clarification about the finalist interview schedule. Sarah Sullivan said that they would be back to back. All deliberation and discussion will be public unless there is a privacy issue. Jeff Hindoien noted that there is not really a delicate way to do it, at some point a trustee is going to have to make a motion for who will be the next superintendent. Karen Goldsberry asked if the trustees would just put a name out, if the motion failed they would move on to the next candidate. Sullivan said that they would and that they can also discuss individual strengths and weaknesses.

Luke Muszkiewicz said that before the agenda for that day is finalized, they should send it to the Board for review, have outside counsel review it, and have the Montana School Boards Association (MTSBA) review it. Sarah Sullivan said that she would be comfortable if just Jeff Hindoien reviewed it, as he had previously served as counsel for the Board. She added that she did not want any delays in selecting a new superintendent. Hindoien noted that there was time to have MTSBA review the process. Muszkiewicz said that he was fine with the Board coming up with the process now, but that there was time to review it before the agenda was published on the website.

Luke Muszkiewicz then asked about the possibility of a closed executive session and what the Board would discuss in that. Karen Goldsberry also asked if the Board could find out prior to the following Thursday if a candidate was considering offers from other positions. Rick O'Connell said that they could find that out as soon as they informed the candidates that they were finalists. Jeff Hindoien said that while the Board needed to vote in public, the session could be closed if the Board needed to discuss confidential issues such as performance concerns about a candidate. The only time a session can be closed in Montana is for matters of individual privacy, at which point a trustee can request that the session be closed. Carolyn McKenna added that this is the point when she and Rick O'Connell look deeply into candidate's backgrounds and ask for details of personnel concerns. McKenna also said that she recommended the full in-depth background check despite the added cost due to the level of detail it went into.

Rick O'Connell then stated that he had found a mistake in the vote tallies. The actual vote count from the paper ballots was: Seven votes for Barbara Hickman, Ed.D, Eight votes for Tyler Ream, Ed.D, and six votes for Greg Upham, M.Ed. Sarah Sullivan asked if the Board would like to revote based on this new information. Luke Muszkiewicz moved to revote on the superintendent semi-finalists based on the updated information. Sanjay Talwani seconded, and the motion carried unanimously.

Sarah Sullivan then said that the Board should begin to lay out the process for selecting the superintendent out of the three finalists. Luke Muszkiewicz said that he felt that the documents provided by HYA & Associates were a good place to start for the structure of this process, which include stages for reference check, public comments, compensation, and Board deliberation. Jeff Hindoien said that he would prefer the discussion happen before someone makes a motion to select a new superintendent and that the session could be closed if Carolyn McKenna and Rick O'Connell had anything to report from the background checks. Sanjay Talwani said that he felt that most of the trustees would have a decent idea of who their preferred candidate was by the end of the interviews and that it did not matter whether the subsequent discussion happened before or after a motion. Sarah Sullivan added that she did not think it was necessary for each trustee to individually say why they chose their preferred candidate unless they wanted to for the public record, and discussion would happen organically from there. She liked the list of things from the HYA documents and felt that that was a good process. Luke Muszkiewicz and Sarah Sullivan agreed that the Board should hear public comment before they make a motion to select a superintendent.

Sarah Sullivan then asked about the compensation component, wondering how that worked if they needed to negotiate it. Carolyn McKenna stated that she and Rick O'Connell asked the candidates to give them their salary expectations, noting that the candidates should have researched it so that it is in-line with other districts of similar size in the region and that she and O'Connell could inform them of that as well.

Sarah Sullivan then confirmed that the Board was satisfied with the process they had laid out for selecting a new superintendent. She said she would write it out and send it to the Board for review and Luke Muszkiewicz can pass it on to MTSBA to review it. Sullivan then asked if any of the trustees had anything they wanted to ask the HYA consultants that they would require them to close the session. Rick O'Connell confirmed that the Board wanted the HYA consultants to ask the candidates about their salary expectations and any other offers they are considering before the Thursday meeting. He also asked the Board to submit any other questions they had before they left. Terry Beaver asked if there were any restrictions on Board members researching or contacting references themselves. Carolyn McKenna said that the references may not be comfortable talking to them without a heads-up from the candidate. Due to confidentiality issues, she said that she would prefer that she or Rick O'Connell speak to the references as the references know that they can be trusted to maintain that confidentiality. McKenna added that she would be happy to follow up on any information the Board may find.

V. GENERAL PUBLIC COMMENT None

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

VI. ADJOURNMENT There being no further issues to discuss, the meeting was adjourned at 2:39 pm.

DRAFT

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of School District No. 1 (Helena), Lewis and Clark County, Montana (the "Elementary/High School District"), hereby certify that the attached documents contain the ballot issues and names of trustee candidates to appear on the official ballot for the Regular School Election to be held on May 8, 2018, and that the ballot language contains all information required to be included pursuant to 15-10-425, MCA.

I further certify that, upon vote being taken to certify the ballot at said meeting, the following Trustees voted in favor thereof: _____; voted against the same: _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand and seal officially this _____ day of April, 2018.

School District Clerk

2018 BALLOT CERTIFICATION FOR HELENA SCHOOL DISTRICT NO. 1

**FOR HELENA ELEMENTARY/HIGH SCHOOL DISTRICT TRUSTEE NO. 1
TRUSTEE
THREE YEAR TERM
(VOTE FOR TWO)**

Terry L. Beaver
Sarah B Sullivan

HELENA ELEMENTARY SCHOOL GENERAL FUND LEVY

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of two hundred thirty-nine thousand nine hundred eighty-three DOLLARS (\$239,983) per year which is approximately 2.36 mills, for the purpose of: the general operations of the district?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.19 and on a home with a market value of \$200,000 by approximately \$6.37. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

FOR the Additional Levy

AGAINST the Additional Levy

Passed and approved this 5th day of April, 2018.

Chair, Board of Trustees

Attest:

Clerk, School District No. 1

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of School District No. 1 (Helena), Lewis and Clark County, Montana (the "High School District"), hereby certify that the attached documents contain the ballot issues and names of trustee candidates to appear on the official ballot for the Regular School Election to be held on May 8, 2018, and that the ballot language contains all information required to be included pursuant to 15-10-425, MCA.

I further certify that, upon vote being taken to certify the ballot at said meeting, the following Trustees voted in favor thereof: _____;
voted against the same: _____; abstained from voting thereon:
_____; or were absent: _____.

WITNESS my hand and seal officially this _____ day of April, 2018.

School District Clerk

2018 BALLOT CERTIFICATION FOR HELENA SCHOOL DISTRICT NO. 1

**FOR HELENA HIGH SCHOOL DISTRICT TRUSTEE NO. 1 TRUSTEE
THREE YEAR TERM
(VOTE FOR ONE)**

Martin Balukas

HELENA HIGH SCHOOL GENERAL FUND LEVY

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of one hundred seven thousand one hundred seventy-one DOLLARS (\$107,171) per year which is approximately .84 mills, for the purpose of: the general operations of the district?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$1.13 and on a home with a market value of \$200,000 by approximately \$2.27 . The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

FOR the Additional Levy

AGAINST the Additional Levy

Passed and approved this 5th day of April, 2018.

Chair, Board of Trustees

Attest:

Clerk, School District No. 1