



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees Work Session

Tuesday, May 26, 2020, 4:00 p.m.

Notice of Online Meeting:

In compliance with the guidance of local and state health officials, the Helena Public Schools are conducting this Board of Trustees Meeting as an online meeting. This meeting will not occur at any specific location as all members will attend online.

Members of the public can attend by clicking here: <https://helenaschools.org/2020/05/22/board-of-trustees-work-session-12/>. We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. 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.

IV. NEW BUSINESS

A. Items for Action

1. Approval Temporary Layoff Order of School Aged Child Care Employees (see attached)

B. Items for Consent

1. Approval of 4.28.2020 Board Work Session Minutes (see attached)
2. Approval of Out-of-District Attendance Agreements (see attached)

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair
John E McEwen
Trustee

Siobhan Hathhorn
Board Vice Chair
Jennifer McKee
Trustee

Terry Beaver
Trustee
Sarah Sullivan
Trustee

Libby Goldes
Trustee
Jennifer Walsh
Trustee

V. SUPERINTENDENT'S REPORT

VI. BOARD COMMENTS

VII. ADJOURNMENT

The next Board of Trustees Work Session has been scheduled for Tuesday, September 22, 2020.

Board of Trustees Work Session

Temporary Layoff Order – School Aged Child Care



IV. NEW BUSINESS

A. Items for Action

1. Approval Temporary Layoff Order of School Aged Child Care Employees

Background:

Due to ongoing precautionary efforts related to the COVID-19 Coronavirus Pandemic, School Aged Child Care (SACC) has been suspended in concert with the closure of all HSD schools and facilities. Families have been reimbursed their monthly fees during this closure. After careful analysis and in concert with Lewis & Clark Public Health, the Centers for Disease Control (CDC) and The State of Montana Department of Health and Human Services, Day Care Licensure, it has been recommended that SACC be suspended for the summer.

As such, this would impact 10 employees, 3 of which are represented by the HEA. The 7 other employees include site managers.

Note: The program would normally hire additional staff for the summer months in a temporary status, however, due to the analysis of the environment, no additional plans or promises were made to those potential temporary workers.

All summer SACC employees will be paid through June 30, 2020 in accordance with the actions taken by the Board in April.

The temporary layoff will take effect July 1, 2020 through August 24, 2020.

For the Represented Employees: Pursuant to Article 12.3 of the Collective Bargaining Agreement between Helena Public Schools and the Helena Education Association, Paraprofessionals, the District will provide 30 days' notice.

12.3 Layoff: If a reduction in the number of employees is required, employees will be laid off in the order of least seniority within job classification and building assignment. Employees to be laid off will be given at least 30 calendar days' notice before the effective date of the layoff.

For Independent Employees: Board policy 5055 does not specifically apply to a temporary layoff, therefore, we recommend applying the same terms agreed to with HEA. The District has committed to paying the employer-share of the health plan benefits during the temporary layoff for all affected employees. The plan document affords this option, and the cost has been budgeted and is minimal based on the number of participating employees affected. HEA has agreed to the application of the health plan benefit monies, as well as the terms of the temporary layoff in a Memorandum of Understanding (attached).

Considerations:

- HPS and HEA have discussed the impact to represent employees and have reached an agreement on a Memorandum of Understanding specific to the terms of the temporary layoff
- This agreement supports the directive of the Board to support our employees and address issues relative to the district response to the COVID19 Pandemic.

Superintendent recommendation:

Temporarily layoff ten (10) employees hired to deliver Summer SACC services in accordance with the terms noted in this action item and agreed-upon in the associated Memorandum of Understanding with the Helena Education Association.

Helena Public Schools and Helena Education Association
MEMORANDUM OF UNDERSTANDING



This agreement is between the Helena Public Schools (The District) and the Helena Education Association, Paraprofessionals, and is in effect June 1, 2020 through August 24, 2020.

Due to the pandemic and in accordance with guidance from the Lewis and Clark County Health Department, the Centers for Disease Control, and State Licensure Agencies, the District will not offer Summer School Aged Child Care.

The District has committed to paying the 12-month paraprofessionals through June 30, 2020 for their normally scheduled hours. Beginning July 1, the District will implement a temporary layoff for three (3), 12-month paraprofessional positions belonging to the School Aged Child Care Program. The District agrees to pay the employer contribution from the June 2020 paycheck ensuring health care is covered through the plan year.

The parties agree to meet the first week of August to discuss the status of the program and possibly re-starting or continuing the layoff and next steps.

Employees are asked to maintain a current email address, mailing address and phone number with the District for communication purposes.

All state and federal laws apply during this time unless specifically waived by the governing authority.

THIS AGREEMENT is signed and dated this _____ day of _____ 2020.

FOR THE HELENA SCHOOL DISTRICT #1:

Superintendent

FOR THE HELENA EDUCATION ASSOCIATION:

Jane Shawn, President



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board Work Session

Held Virtually - Zoom

Tuesday April 28, 2020

4:00p.m. Meeting

MINUTES

ATTENDANCE – Present unless otherwise noted

Luke Muszkiewicz, Board Chair

Terry Beaver, Board Vice Chair

Sarah Sullivan, Trustee

Jeff Hindoi, Trustee

Elizabeth “Libby” Goldes, Trustee

Jennifer Walsh, Trustee

Siobhan Hathorn, Trustee

John McEwen, Trustee

Dr. Tyler Ream, Superintendent

Josh McKay, Assistant Superintendent

Janelle Mickelson, Business Manager

Barb Ridgway, Chief of Staff

Stacy Collette, Human Resources Administrator

Sean Morrison, Special Education Administrator

Sean Maharg, Special Education Administrator

Kalli Kind, Director of Support Services

Jane Shawn, Helena Education Association President

Tim McMahon, Activities Administrator

Deb Jacobsen, Hawthorne Elementary Principal

Tia Williams, Warren Elementary Principal

Doug Baker, Rossiter Elementary Principal

Lona Carter, Jefferson Elementary Principal

Brian Cummings, Jim Darcy Elementary Principal

Trish Klock, Bryant Elementary Principal
Jill Nyman, Smith Elementary Principal
John Stilson, Central Elementary Principal
Nick Radley, Four Georgians Elementary Principal
Many members of the staff and public

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Luke Muszkiewicz called the meeting to order at 4:02 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

Moved general operational items ahead of policy items in the Action Items section.

III. PRESENTATION

2019 District Audit: Anthony Gerharz, Manager, Wipfli LLP
Janelle Mickelson and her team were thanked for their great work in the audit process by Dr Ream, Mr. Gerharz, and the Board of Trustees. The financial statements referred to present, fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Helena School District. Janelle also recognized her staff as well.

IV. GENERAL PUBLIC COMMENT

None.

V. NEW BUSINESS

A. Item for Action:

1. Elementary and High School Tuition Fund Budget Amendment Proclamation

Presented by Janelle Mickelson. The proclamation must include: 1) the facts constituting the need for a budget amendment; 2) the budgeted fund(s) affected by the amendment; 3) the estimated amount of money required to finance the budget amendment in each effected fund; 4) the anticipated source(s) of financing the budget amendment; and 5) the time and place the board will meet for the purpose of considering and adopting the budget amendment. Copies of the proclamation must be sent to the county superintendent and the board of county commissioners. The Superintendent recommends to approve the attached budget amendment resolutions to the Helena Elementary District No. 1 tuition fund and the Helena High School District No. 1 tuition fund.

Motion: Sarah Sullivan moved to approve the Elementary Tuition Fund Budget Amendment Proclamation. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried

Motion: Sarah Sullivan moved to approve the High School Tuition Fund Budget Amendment Proclamation. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried

2. High School General Fund Budget Amendment Proclamation

Janelle Mickelson presented the information. As a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year. The dollar amount of the budget amendment is \$548,044. The financing source for the budget amendment is tuition receipts received from East Helena K-12 School District. The Superintendent recommends approving the attached budget amendment resolution to the Helena High School District No. 1 general fund.

Motion: Sarah Sullivan moved to approve the High School General Fund Budget Amendment Proclamation. John McEwen seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried

3. Elementary and High School Interfund Loan Resolution

Janelle Mickelson presented the information. Charges from county and/or regional detention facilities for resident students detained in the facilities are higher than anticipated and the cash balances in the tuition funds at fiscal year-end are expected to be insufficient to pay for the charges. The loans will be repaid in fiscal year 2020-21 with property taxes levied in the ensuing year. The Superintendent recommends approving the attached resolutions for an interfund loan from the flexibility fund to the tuition fund for both the Helena Elementary District No. 1 and the Helena High School District No. 1.

Motion: John McEwen moved to approve the Elementary School Interfund Loan Resolution. Terry Beaver seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried

Motion: John McEwen moved to approve the High School Interfund Loan Resolution. Siobhan Hathhorn seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried

4. Award Food Service Management Contract to Sodexo

Janelle Mickelson presented the information to the Board of Trustees. Received one bid, from Sodexo. There was a committee formed across the district. Each member gave the RFP a score based on certain criteria. Sodexo scored 192.7 out of 200 points. The Superintendent recommends selection committee's recommendation and award the Food Service Management Contract to Sodexo.

Motion: Terry Beaver moved to award Food Service Management Contract to Sodexo. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 The motion carried

5. District Reopening/Closure Planning and Recommendation and Declaration of Unforeseen Emergency

Superintendent, Dr. Tyler Ream, presented this information to the Board of Trustees. Continued commitment to the safety of the students, families, and employees remains priority. Dr. Ream reviewed his decision-making process. It has been quick to gather/consider guidance from the Governor, aligning reopening plans, benchmark for safety, and making an aligned recommendation. Three guiding considerations including Upholding local, state, and national guidance, establishing a safe "new-norm" for schools, and properly resourced and staffed school. Based on Montana's guideline, schools is not a phase-specific decision, but rather the decision of each local Board of Trustees. While opinions abound, our process for considering reopening purposefully limits subjectivity by comparing our readiness to public guidance and expectations. To date, few (if any) national school specific norms exist to inform schools/districts in their efforts to plan for reopening. As we work towards reopening, school districts will require abundant state level support in terms of flexibility and prioritization in ordering/securing needed supplies. In weighing our current status of known risks to our students, employees and families, the Superintendent recommends that the Helena Public Schools keep buildings and facilities physically closed for the remainder of the 2019/2020 school year. School will continue through remote learning until the scheduled end of this school year. Remote services, including food services, will continue through June 30th.

Motion: Libby Goldes moved that the Board declare an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8, to become immediately effective and to continue through June 30, 2020. This motion is based on COVID-19 risks; in recognition that the Governor's waiver of student instruction time will expire on May 7; and in recognition that the Governor's April 22, 2020, Directive implicating Executive Orders 2-2020 and 3-2020 specifies that elected school boards and their districts that adopt their own declaration of emergency will

continue to receive all state funding, including transportation funding. Sarah Sullivan seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried.

Motion: John McEwen moved to continue remote learning, however, give Dr. Ream the discretion, as he sees fit, to open those buildings. No second.

Motion: Siobhan Hathhorn moved to follow Dr. Ream's recommendation to remain closed for the remainder of the year. Sarah Sullivan seconded the motion.

Public Comment:

Jane Shawn, HEA President, Teachers have requested that they have access to buildings to close their classrooms out – not sure what the timeline is on this.

Leah Hoffman, Holter Rd. Helena, RBLC teacher and parent. With masks, it becomes a sensory issue especially for the SPED kids. With single parenting, if I must work, would there be continued remote working and how that would work out. She also thanked everyone for their hard work during this time.

Huey Hearty, Goodwill Dr. Helena, works for the VA. He tried to comment; however, it was very hard to understand what he was saying.

Tony Napoletano, Helena, read a letter from a fourth-grade student who is appreciative of this kind of decision from the board.

Jaime MacNaughton, Broadway, Helena, Parent. She gave kudos to teachers, especially on a short turnaround. She asked about the summer SACC program. She also is curious about next school year. Having more information, they are better off so the children are more prepared.

Sierra Morgan, Forrest Vail, parent with children in the district. A good idea to continue remote learning therefore the children do not have to get used to another schedule again.

Board Comment: Trustee Terry Beaver explained that he is not experienced in remote learning, however, in favor for remote learning to gain as much experience as possible. Libby Goldes commented that the Board will continue to do the best for the students. Luke Muszkiewicz commended the teachers, administration, students, parents, families, and nurses.

Vote: 8-0 The motion carried

6. Policy 1900 - Temporary COVID-19 Policy - Revised

Barb Ridgway presented the information. These policies all expire June 30, 2020.

Motion: Sarah Sullivan moved to approve Policy 1900 - Temporary COVID-19 Policy - Revised. Terry Beaver seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 motion carried.

7. Policy 1901 - Emergency Policy and Procedure – New
Barb Ridgway presented the information. These policies all expire June 30, 2020.

Motion: John Libby moved to approve Policy 1901. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 motion carried.

8. Policy 1904 - Use of Transportation Funds – Revised
Barb Ridgway presented the information. These policies all expire June 30, 2020. This policy used to be 1901.

Motion: John McEwen moved to approve Policy 1904. Sarah Sullivan seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 motion carried.

9. Policy 1906 – Student Instruction - New
Barb Ridgway presented the information. These policies all expire June 30, 2020. There are some changes in the language to gain clarity.

Motion: Libby Goldes moved to approve Policy 1906. Siobhan Hathorn seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 motion carried.

10. Policy 1907 - School District Declaration of Emergency – New
Barb Ridgway presented the information. These policies all expire June 30, 2020.

Motion: Libby Goldes moved to approve Policy 1907. John McEwen seconded the motion.

Public Comment: None

Board Comment: None.

Vote: 8-0 motion carried.

B. Consent Items:

1. Approval of Board Work Session Minutes from 03.24.2020

Motion: Sarah Sullivan moved to approve the Consent Action Items. Libby Goldes seconded the motion.

Public Comment: None

Board Comment: None

Vote: 8-0 The motion carried.

C. Items for Information

1. Update on Developing Graduation Plans for the Class of 2020

At this point, there are several options available. Options vary based on gathering restrictions in conjunction with the ability to ensure proper social distancing. Alternate graduation plans will need to flex in accordance with allowable participant and gathering sizes. Anything restrictions less than 50 people would be difficult to accommodate. Target date for final decision is May 12. There are alternate graduation locations also. All ceremonies will be live-streamed. All plans are being made in concert with local health officials. Plans are in accordance with expected guidelines pertaining to social distancing and maximum numbers for public gatherings. Should Lewis & Clark County experience a reemergence of the COVID 19 Coronavirus, graduation ceremonies will be postponed from their planned dates. It comes down to what the district is allowed to do in response to COVID-19.

VI. SUPERINTENDENT'S REPORT

No further report.

VII. BOARD COMMENTS

None.

VIII. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 7:20p.m. by Board Chair Luke Muszkiewicz. The next Regular Board Meeting will be held on May 12, 2020. The next Board Work Session will be on May 26, 2020 at 4:00 p.m.

Respectfully submitted,

Luke Muszkiewicz, Chair

Jessica Evans, Recording Secretary

Date

APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

| Grade | District of Residence | Address | School of Attendance |
|-------|-----------------------|--------------|----------------------|
| 9 | Jefferson High School | Clancy | Capital High School |
| 9 | Jefferson High School | Clancy | Helena High School |
| 10 | Jefferson High School | Clancy | Helena High School |
| 10 | Jefferson High School | Clancy | Helena High School |
| 10 | Jefferson High School | Clancy | Helena High School |
| 10 | Jefferson High School | Clancy | Helena High School |
| 10 | Jefferson High School | Clancy | Helena High School |
| 11 | Jefferson High School | Clancy | Helena High School |
| 11 | Jefferson High School | Clancy | Helena High School |
| 11 | Jefferson High School | Clancy | Helena High School |
| 11 | Jefferson High School | Clancy | Helena High School |
| 12 | Jefferson High School | Clancy | Capital High School |
| 12 | Jefferson High School | Clancy | Capital High School |
| 12 | Jefferson High School | Clancy | Helena High School |
| 12 | Jefferson High School | Clancy | Helena High School |
| 12 | Jefferson High School | Montana City | Helena High School |
| 12 | Jefferson High School | Montana City | Helena High School |

Running Total of Out-of-District Attendance Agreements

| Grade | Address | | | | | | | Total | |
|-------|-------------|--------|---------|----------------|---------|----------|------|-------|--------------|
| | East Helena | Clancy | MT City | Jefferson City | Boulder | Elliston | Avon | | Out of State |
| K | 3 | | | | | 1 | | | 4 |
| 1 | | | | | | | | | 0 |
| 2 | | | | | | | | | 0 |
| 3 | 1 | | | | | | | | 1 |
| 4 | | | | | | | | | 0 |
| 5 | 1 | | | | | | | | 1 |
| 6 | 2 | | | | | | | | 2 |
| 7 | | 1 | | | | | | | 1 |
| 8 | | 1 | | | | | | | 1 |
| 9 | 18 | 52 | 2 | 2 | | | 1 | | 75 |
| 10 | 1 | 38 | 3 | 1 | 1 | | | | 44 |
| 11 | 2 | 25 | 7 | | | | | | 34 |
| 12 | 1 | 18 | 13 | 1 | 1 | | | 2 | 36 |
| | 29 | 135 | 25 | 4 | 2 | 1 | | 2 | 199 |