



*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 – Executive Committee Meeting

Tuesday, May 26, 2020 – 11:00am

### 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-executive-committee-meeting-18/>. 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

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. APPROVAL OF MINUTES

May 12, 2020, Executive Committee Meeting Minutes (see attached)

### IV. REVIEW OF MAY 26, 2020, BOARD WORK SESSION AGENDA (see attached)

### V. BOARD COMMENTS

### VI. ADJOURNMENT

The next Executive Committee Meeting is scheduled for June 9, 2020.

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#### Helena Public Schools Board of Trustees

Luke Muszkiewicz  
*Board Chair*  
Jeff Hindoién  
*Trustee*

Terry Beaver  
*Vice Chair*  
John E McEwen  
*Trustee*

Libby Goldes  
*Trustee*  
Sarah Sullivan  
*Trustee*

Siobhan Hathhorn  
*Trustee*  
Jennifer Walsh  
*Trustee*



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## Board of Trustees – Executive Committee Meeting

Tuesday, May 12, 2020 – 11:00am

### MINUTES

#### ATTENDANCE

Luke Muszkiewicz, Board Chair	Libby Goldes, Trustee
Terry Beaver, Board Vice Chair	Siobhan Hathhorn, Trustee
Sarah Sullivan, Past Board Chair	Tyler Ream, Superintendent
	Josh McKay, Assistant Superintendent
	Barb Ridgway, Chief of Staff
	Stacy Collette, Human Resources Director
	Janelle Mickelson, Business Services Administrator

#### I. CALL TO ORDER

The meeting was called to order at 11:00am by Chair, Luke Muszkiewicz.

#### II. GENERAL PUBLIC COMMENT

No public comments were offered.

#### III. APPROVAL OF MINUTES

The minutes from the April 14, 2020, Executive Committee meeting were approved.

#### IV. REVIEW OF THE MAY 12, 2020, BOARD MEETING AGENDA

Mr. Muszkiewicz requested a special board meeting at 12:00pm on May 19, 2020, to canvass election results and induct newly elected or reelected trustees. The committee agreed to the meeting, and attending trustees stated they were able to attend.

Mr. Muszkiewicz listed the individuals responsible for announcing the evening's recognitions and presentations: the Harrison Writing Award winners, the Helena High and Capital High Green Clubs, and Growing Friends of Helena.

Ms. Mickelson referenced the first three action items for that evening's board meeting as the final step in approval of the budget amendments.

Dr. Ream provided the committee with details on the fourth item for action – CHS Security Upgrade Bid. Since no students were at Capital High, contractors have been able to start working earlier than anticipated, allowing for a bid for and completion of projects at Project for Alternative Learning and Helena High during the summer. With the conclusion of those three safety and security projects, all schools will have received upgrades prior to next school year’s start date.

Mr. Muszkiewicz referenced the five policies for review, stating revisions to the first two policies included recommendations from Montana School Boards Association (MTSBA). He continued that the final three policies came from the newly created Facilities Series and would be presented to the board for a second reading.

Dr. Ream provided an overview on the two ongoing graduation plans. The first plan allowed families to attend – two tickets per graduate – and would include two ceremonies for all graduates at each school. This plan allowed for social distancing in accordance with local health department guidelines. Dr. Ream said the primary concerns expressed both by the district and local health officials were getting people into and out of the stands pre and post ceremony and potential gathering in the parking lot after each ceremony. In this scenario, all attendees would be required to wear masks and would need a ticket and a health screening form to enter.

The second ongoing plan, according to Dr. Ream, wasn’t the preferred choice. This plan would include smaller ceremonies – less than 50 graduates – and would require seven or eight ceremonies over multiple days. Dr. Ream added that even the smaller ceremonies would be limited to two tickets per graduate and would be subject to the same social distancing requirements.

Ms. Sullivan mentioned it was important to stress to the community that in-person graduation ceremonies could only happen if social distancing continued to be observed up to and on June 6. Dr. Ream agreed and added that there would not be a lot of grace or forgiveness at the ceremonies. If people did not adhere to the requirements, they would be removed from the ceremony.

Dr. Ream outlined a few additional aspects of each ceremony as follows:

- Non-ticket holders would not be able to observe ceremonies from outside the fence; personnel would be on site to assist with that.
- A strict cleaning process would occur between ceremonies.
- People would not be allowed on campus without a ticket.
- Health screening forms would be available prior to the ceremonies, and family members would be encouraged to bring completed forms along with their tickets.

Mr. Muszkiewicz progressed to the board meeting reports and mentioned it would be Trustee Jeff Hindoien’s last board meeting. He anticipated all reports would be given except for the Facilities & Maintenance Committee, who had not had a meeting in May. Mr. Muszkiewicz continued it would be the final report for the student representatives. He confirmed there would be a Superintendent’s report.

**V. BOARD COMMENTS**

Ms. Sullivan advocated for some form of closure for all students at the end of the year from a mental health aspect. Dr. Ream said, in working with the health department, pieces were being drafted for how students would be able to retrieve and return materials.

Ms. Sullivan asked when student representatives would be selected for the next school year. Dr. Ream answered Ms. Ridgway was working on the process to hold interviews in the late summer or early fall.

Ms. Hathhorn asked for an update on the demographics study. Dr. Ream answered the decision had been made by the board in January not to pay for a study since the district had already compiled all the necessary data.

Ms. Goldes offered to oversee a committee to recommend leadership roles for the board. Mr. Muszkiewicz thanked Ms. Goldes and said he had written down standard operating procedures to formalize the process, which he would share with her. He added having more formalized best practices would help facilitate the learning process for new trustees.

**VI. ADJOURNMENT**

The meeting was adjourned at 11:45am by Mr. Muszkiewicz. The next Executive Committee Meeting will be May 26, 2020.



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## Board of Trustees Work Session

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

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## AGENDA

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

### II. REVIEW OF AGENDA

### III. GENERAL PUBLIC COMMENT

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### 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)

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*Trustee*

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Jennifer McKee  
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*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.