



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 Meeting

Tuesday, May 12, 2020 - 5:30 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 are able to attend by clicking here: <https://helenaschools.org/2020/05/09/board-of-trustees-meeting-10/>. 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. STUDENT RECOGNITIONS
 - A. Harrison Writing Award Honorees
 - 1. Rebecca Smilie (CHS): "Yellow Canaries"
 - 2. Mollie Brandt (CHS): "No One But You" and "An Ode to the Eyes that See All and Say Nothing"
 - 3. Hannah Muszkiewicz (HHS): "13 Things to See in a Chickadee"
- IV. PRESENTATIONS
 - A. Helena High School Green Club
 - B. Growing Friends of Helena

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair
Siobhan Hathorn
Trustee

Terry Beaver
Vice Chair
Jeff Hindoién
Trustee

John E McEwen
Trustee
Sarah Sullivan
Trustee

Libby Goldes
Trustee
Jennifer Walsh
Trustee

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V. 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.

VI. NEW BUSINESS

A. Items for Action

1. Approval of Elementary Tuition Fund Budget Amendment (see attachment)
2. Approval of High School Tuition Fund Budget Amendment (see attachment)
3. Approval of High School General Fund Budget Amendment (see attachment)
4. Approval of the CHS Security Upgrade Bid (see attachment)
5. Policy 1900: Temporary COVID-19 (see attachment)
6. Policy 1906: Student Instruction (see attachment)
7. Policy 9002: Facilities Master Plan (see attachment)
8. Policy 9210: Site Acquisition (see attachment)
9. Policy 9232: Educational Specifications (see attachment)

B. Items for Consent

1. Board of Trustees April 14, 2020, Meeting Minutes (see attachment)
2. Approval of Personnel Actions (see attachment)
3. Approval of Warrants (see attachment)

C. Items for Information

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

D. Reports

1. Budget & Finance Committee Report
2. Policy Committee Report
3. Facilities & Maintenance Committee Report
4. Teaching & Learning Committee Report
5. Health Benefits Committee Report
6. Montana School Boards Association Report
7. Helena Education Association Report
8. HHS / CHS Student Representatives Report

VII. SUPERINTENDENT'S REPORT

VIII. BOARD COMMENTS

IX. ADJOURNMENT

Board of Trustees Meeting

Elementary & High School Tuition Fund Budget Amendment Resolutions



VI. NEW BUSINESS

A. Items for Action

1. Approval of Elementary Tuition Fund Budget Amendment
 2. Approval of High School Tuition Fund Budget Amendment
-

Background:

Pursuant to 20-9-165, MCA, following the trustees' proclamation of a need for a budget amendment and proper notice to the public of their intent, trustees must meet to consider and adopt the budget amendment. The meeting must be open to the public, and any taxpayer in the district has the right to appear and be heard. If at the meeting a majority of the trustees present find that there is sufficient need for a budget amendment, the trustees may make and adopt a final budget amendment, setting forth fully the facts constituting the need for the budget amendment.

Considerations:

- Charges from county and/or regional detention facilities for resident students detained in the facilities are higher than anticipated and the district's budget for the tuition funds do not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year.
- Currently the elementary tuition fund budget has a deficit of \$660 and the high school tuition fund budget has a deficit of \$120. The District anticipates further charges for the months of April, May, and June.
- The exact dollar amount of future invoices is not presently known, and therefore the exact dollar amount of the budget amendment is unknown. Thus, the Superintendent is recommending that the Board of Trustees proclaim the dollar amount for the budget amendment is an amount needed to eliminate any budget deficit at year-end.
- The financing source for the tuition fund budget amendments is an interfund loan from the Flexibility Funds.
- The Board of Trustees proclaimed the need for a budget amendment in both the elementary and high school tuition funds by a majority vote at a meeting held on April 28, 2020.
- Public notice was provided in the Independent Record (the newspaper that gives notice to the largest number of people of the district) on May 4, 2020.

Superintendent recommendation:

Approve of the attached budget amendment resolutions to the Helena Elementary District No. 1 tuition fund and the Helena High School District No. 1 tuition fund and direct the clerk to submit copies of the resolutions to the county superintendent and the superintendent of public instruction.

**BUDGET AMENDMENT RESOLUTION
SCHOOL DISTRICT
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, held virtually via Zoom Video Communications in Helena MT, on May 12, 2020 at 5:30p.m., the following resolution was introduced:

WHEREAS, the trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, have made a determination that as a result of unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the Helena Elementary School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161 (6), MCA; for the purpose of financing tuition and certain special education costs of the school district; and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan from the flexibility fund;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena Elementary School District No. 1 tuition fund budget for fiscal year 2020 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena School District No.1, Lewis and Clark County, Montana, held a virtual meeting via Zoom Video Communications at 5:30p.m. in Helena, Montana on May 12, 2020 for the purpose of considering and adopting the budget amendment.

Luke Muszkiewicz
Chairperson

Signature of Chairperson

Date

T. Janelle Mickelson
District Clerk

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: May 12, 2020

List all budget amendment expenditure line items and amounts:

113.280.1670.563

**BUDGET AMENDMENT RESOLUTION
SCHOOL DISTRICT
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of the Helena High School District No.1, Lewis and Clark County, Montana, held virtually via Zoom Video Communications in Helena MT, on May 12, 2020 at 5:30p.m., the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No.1, Lewis and Clark County, Montana, have made a determination that as a result of unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161 (6), MCA; for the purpose of financing tuition and certain special education costs of the school district; and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan from the flexibility fund;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 tuition fund budget for fiscal year 2020 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena School District No.1, Lewis and Clark County, Montana, held a virtual meeting via Zoom Video Communications at 5:30p.m. in Helena, Montana on May 12, 2020 for the purpose of considering and adopting the budget amendment.

Luke Muszkiewicz
Chairperson

Signature of Chairperson

Date

T. Janelle Mickelson
District Clerk

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: May 12, 2020

List all budget amendment expenditure line items and amounts:
213.280.1670.563

Board of Trustees Meeting

High School General Fund Budget Amendment Resolution



VI. NEW BUSINESS

A. Items for Action

3. High School General Fund Budget Amendment Resolution

Background:

Pursuant to 20-9-165, MCA, following the trustees' proclamation of a need for a budget amendment and proper notice to the public of their intent, trustees must meet to consider and adopt the budget amendment. The meeting must be open to the public, and any taxpayer in the district has the right to appear and be heard. If at the meeting a majority of the trustees present find that there is sufficient need for a budget amendment, the trustees may make and adopt a final budget amendment, setting forth fully the facts constituting the need for the budget amendment.

Considerations:

- 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 Board of Trustees proclaimed the need for a budget amendment in both the elementary and high school tuition funds by a majority vote at a meeting held on April 28, 2020.
- Public notice was provided in the Independent Record (the newspaper that gives notice to the largest number of people of the district) on May 4, 2020.

Superintendent recommendation:

Approve of the attached budget amendment resolution to the Helena High School District No. 1 general fund and direct the clerk to submit copies of the resolutions to the county superintendent and the superintendent of public instruction.

**BUDGET AMENDMENT RESOLUTION
SCHOOL DISTRICT
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of the Helena High School District No.1, Lewis and Clark County, Montana, held virtually via Zoom Video Communications in Helena MT, on May 12, 2020 at 5:30p.m., the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No.1, Lewis and Clark County, Montana, have made a determination that that as a result of the opening 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; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 general fund budget in an amount of \$548,044 is necessary under the provision of Section 20-9-161 (6), MCA; for the purpose of financing general maintenance and operational costs of the school district; and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be tuition receipts received from East Helena K-12 School District;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 general fund budget for fiscal year 2020 in the amount of \$548,044 is necessary under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena School District No.1, Lewis and Clark County, Montana, held a virtual meeting via Zoom Video Communications at 5:30p.m. in Helena, Montana on May 12, 2020 for the purpose of considering and adopting the budget amendment.

Luke Muszkiewicz
Chairperson

Signature of Chairperson

Date

T. Janelle Mickelson
District Clerk

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: May 12, 2020

List all budget amendment expenditure line items and amounts:
201.100.1800.610



TO: HSD Board of Trustees

FROM: Kalli Kind

DATE: May 12, 2020

RE: Bid Recommendation – CHS Safety Security

The project bid recommendation and attached documentation is for the Capital High School safety security upgrades. The project includes a base bid for access control, cameras and vestibules at four entrances, and the associated office remodel. Alternate 1 is for a UPS system which provides backup network power in the event of an outage, necessary to maintain access control, cameras and 911 phone capabilities. Two local bids were received, however DAC's bid was incomplete as pricing was not provided for alternate 1.

Therefore, I respectfully recommend the Board of Trustees award the Capital High School safety security project to Abraham Construction Services in the amount of \$671,000. Abraham's bid is within 0.1% of the architects estimate.

Regards,

Kalli Kind

Kalli Kind, Engineer
District Facilities Director
Helena School District #1



May 8, 2020

Capital High School Security Upgrade
Project name – 18045.7
100 Valley Drive
Helena, Montana 59601

Subject: Bids and Opinion of Probable Cost

The following is Slate Architecture's review of the Capital High School Security Upgrade bids opened on May 7th, 2020 at 2:00 pm.

The project bid constituted a Base Bid and Additive Alternate No. 1 – UPS Addition to the Project Per Sheet E1.1. The UPS is important for the project to function optimally. Without the inclusions of this UPS alternate, if there is a power outage there would be a short duration of time the access control system could function and the camera system would not function at all, leaving the administration blind to the comings and goings through the main entry doors. The addition of the UPS into the project gives the system a longer duration or operating time during a power outage and will operate the camera system.

The UPS system was isolated from the base bid as an additive alternate for a few reasons; 1) The UPS system is equipment, as such we wanted to isolate this cost so the district could track it, 2) If the project came in over the district budget the UPS system, being equipment, could be funded through a different stream of money if needed.

The Slate Architecture Opinion of Probable Cost (OPC) was as follows.

Base Bid =	\$606,691.70
Alternate Bid No. 1 =	\$63,500.00
Total =	\$670,191.70

The bid opening on May 7th, 2020 at 2:00pm had two bidders.

Dick Anderson Construction, Inc. Bid.

Base Bid =	\$615,00.00 (1.4% higher Architects OPC)
Alternate Bid No. 1 =	No Entry
Total =	Unknown

Abraham Construction Services Bid.

Base Bid = \$640,500.00 (5.3% higher than Architects OPC)
Alternate Bid No. 1 = \$30,500.00 (208% lower than Architect OPC)
Total = \$671,000.00 (0.1% higher than Architect OPC)

Both contractors' Base Bids are well below the 10% deviation of Architect's Opinion of Probable Cost. However, Dick Anderson Construction's bid was incomplete and did not include the Alternate Bid in their official bid form, so cannot be determined what their total project cost would be.

Sincerely,

Slate Architecture™



Jacob Augenstein, AIA, NCARB, LEED AP BD+C
Principal

Attachments: 1) Opinion of Probable Cost, 2) Bid Tabulation



Slate Architecture Opinion of Probable Cost

Project Name: Capital High School Security Upgrade
 Arch. Project No.: 18045.7
 Date: March 10, 2020

Demolition	\$ 5.00 SF	1200	\$ 6,000.00
LVT	\$ 10.00 SF	1200	\$ 12,000.00
Access Control Doors and Hardware	\$ 10,000.00 ea	9	\$ 90,000.00
Normal Doors	\$ 2,000.00 ea	7	\$ 14,000.00
Walls	\$ 15.00 sf	1200	\$ 18,000.00
Casework	\$ 300.00 lf	120	\$ 36,000.00
Coiling Doors	\$ 8,000.00 ea	3	\$ 24,000.00
Ceilings	\$ 3.00 sf	1200	\$ 3,600.00
Walk Off Carpet Tile	\$ 8.00 sf	600	\$ 4,800.00
Windows	\$ 1,000.00 ea	7	\$ 7,000.00
Electrical Estimate	\$ 150,000.00 Est	1	\$ 150,000.00
Mechanical Estimate	\$ 50,000.00 est	1	\$ 50,000.00
		Sub-Total	\$ 415,400.00
		27% GC OH&P, Bond, Taxes	\$ 112,158.00
		15% Contingency	\$ 79,133.70
		Project Estimate	\$ 606,691.70
		UPS Alternate & Soft Costs	\$ 63,500.00
		Total with Alternate	\$ 670,191.70



Project No. : 18045.7
 Project Name : Capital High School Security Upgrade
 Date : May 7, 2020

Bid Tabulation Sheet

Company Name	10% Bid Security	Ack. All Addendums	Base Bid	Additive Alternate No. 1
Dick Anderson Construction	Yes	Yes	\$615,000.00	No Entry
Abraham Construction Services	Yes	Yes	\$640,500.00	\$30,500.00

1470 N. Roberts Street | Helena, MT 59601
 Tel | 406.457.0360

www.slatearchitecture.com



Project No. : 18045.7
 Project Name : Capital High School Security Upgrade
 Date : May 7, 2020

Bid Tabulation Sheet

Company Name	10% Bid Security	Ack. All Addendums	Base Bid	Additive Alternate No. 1
Dick Anderson Construction	Yes	Yes	\$615,000.00	No Entry
Abraham Construction Services	Yes	Yes	\$640,500.00	\$30,500.00

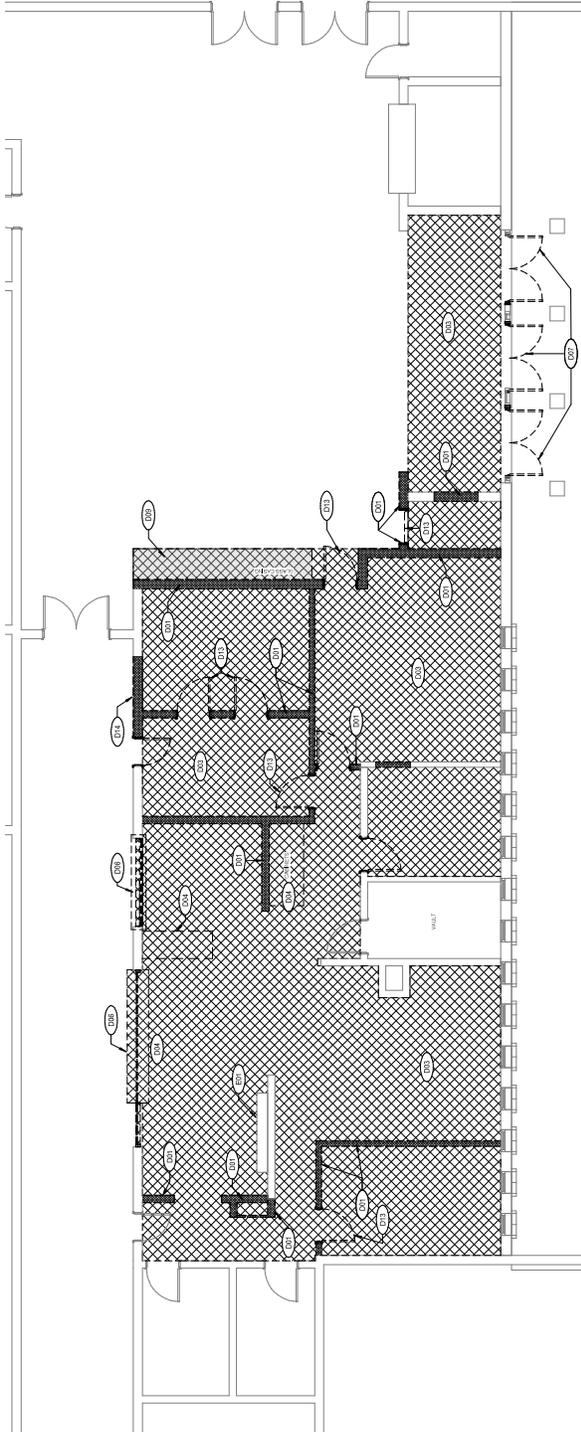


architecture | interiors | planning

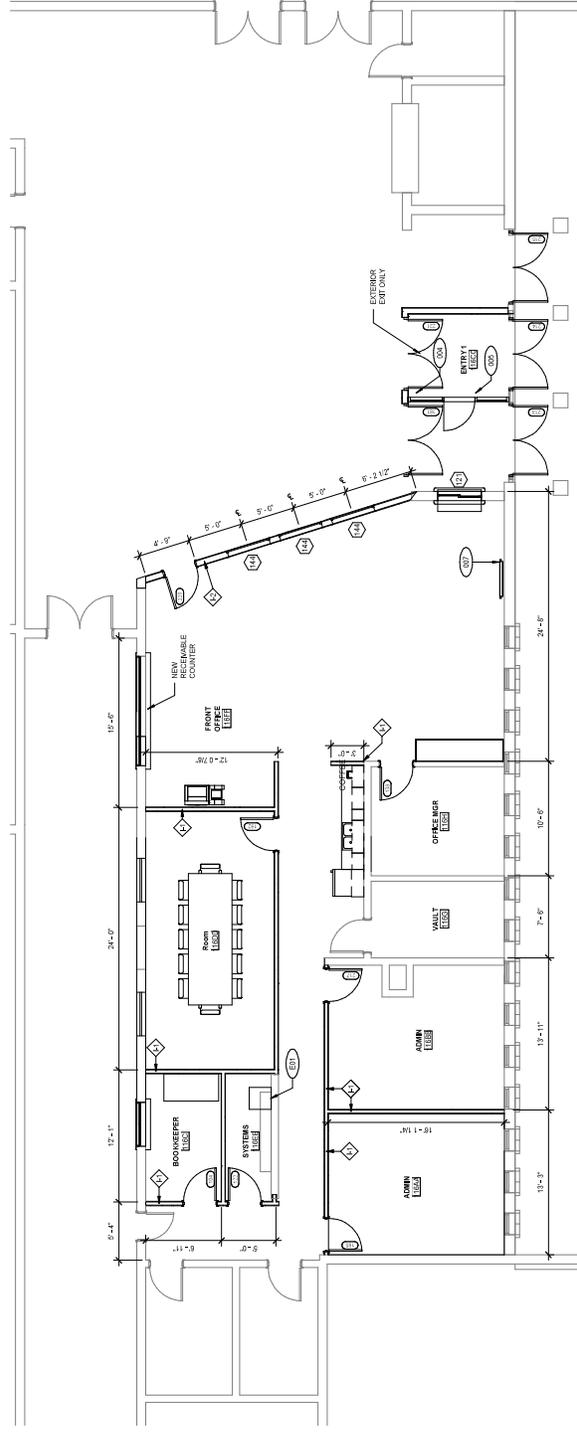
Company Name	10% Bid Security	Ack. All Addendums	Base Bid	Additive Alternate No. 1

NO.	DEMOLITION KEY/NOTE LEGEND	DESCRIPTION
D01	[Hatched Pattern]	SEAL WALL. PREP FOR NEW WALL.
D02	[Dotted Pattern]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D03	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D04	[Horizontal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D05	[Vertical Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D06	[Cross-hatch]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D07	[Stippled]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D08	[Wavy Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D09	[Grid]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D10	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D11	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D12	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D13	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
D14	[Diagonal Lines]	SEAL EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.

NO.	NEW CONSTRUCTION KEY/NOTE LEGEND	DESCRIPTION
N01	[Hatched Pattern]	NEW WALL. PREP FOR NEW WALL.
N02	[Dotted Pattern]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N03	[Diagonal Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N04	[Horizontal Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N05	[Vertical Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N06	[Cross-hatch]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N07	[Stippled]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N08	[Wavy Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N09	[Grid]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
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N13	[Diagonal Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.
N14	[Diagonal Lines]	NEW EXTERIOR FLOORING. PREP FOR NEW FLOORING FINISH.



2 FIRST FLOOR DEMOLITION PLAN - ENTRY 1
3/16/2019



1 FIRST FLOOR - ENTRY 1
3/16/2019

BID FORM

TO: Helena School District Number 1
District Facility Office
Attn: Kalli Kind
1201 Boulder Avenue, Helena, MT. 59601

ATTENTION: Kalli Kind, Administrator

The Undersigned hereby submits the following proposal.

Abehan Construction Services
(Company Name)

Pursuant to and in compliance with the Contract Documents, the undersigned hereby certifies having carefully examined the Contract Documents entitled:

**HELENA SCHOOL DISTRICT
CAPITAL HIGH SCHOOL SECURITY UPGRADE
April 22, 2020**

and having made the necessary examinations, hereby proposes to furnish all labor, materials, equipment, warranty, and services necessary to complete the work per this proposal tendered in strict accordance with the above named documents, including all addenda.

Bids are to be received no later than 2:00 p.m. (prevailing local time) on May 7th, 2020 to be considered responsive.

Bids shall be submitted in a sealed envelope clearly marked:

SEALED BID

**HELENA SCHOOL DISTRICT
CAPITAL HIGH SCHOOL SECURITY UPGRADE
(Bidder's Name and Address on outside of envelope)**

Telephone, facsimile or telegraphic quotes or modifications to quotes shall be deemed non-responsive and will not be accepted.

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned hereby declares, as Bidder, that the only persons or parties interested in the proposal are those named herein, that this proposal is, in all respects fair and without collusion with any official of the Owner, and that the proposal is made without any connection or collusion with any person submitting another proposal for the work. The Bidder further declares that he/she has carefully examined the plans and specifications; he/she has personally made all inspections and examinations necessary, that he/she has satisfied themselves as to the work required and quantities involved, acknowledges that the work will be completed per the required schedule and agrees to



liquidated damage amounts for failure to complete the project per the required schedule, and that this proposal is made according to the provisions and under the terms of Contract Documents, which Documents are hereby made part of this proposal.

BID GUARANTEE

Each bid shall be accompanied by a cashier's check, or a certified check, cash, or a bid bond of a surety company licensed to do business in the State of Montana in an amount not less than ten percent (10%) of the base bid and all alternates, made payable to Helena School District #1 for purposes of this provision. The District reserves the right to hold the bid guarantee of all Bidders until the successful Bidder has entered into the Contract and furnished the required performance security and insurance certificates, or if no award has been made within forty-five (45) days after the date of opening of bids, upon demand of the Bidder at any time there-after, so long as he/she has not been notified of the acceptance of his/her bid.

Should a Bidder fail to enter into contract and furnish bonds within ten (10) days after the contract has been awarded in writing, the bid security may be retained in its entirety by the District as liquidated damages, not as a penalty, for such failure or refusal. Attorneys-in-fact who sign bid bonds, or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on addenda.)

<u>Addenda No.</u>	<u>Date</u>
<u>1</u>	<u>5-1-2020</u>
_____	_____
_____	_____

BASE BID

HELENA SCHOOL DISTRICT
CAPITAL HIGH SCHOOL SECURITY UPGRADE

SUM OF BASE BID \$ 640,500.00 (in numerals)
Six Hundred Forty THousAnd Five Hundred Dollars
(written out)

ADDITIVE ALTERNATE

ALTERNATE BID NO. 01 – UPS ADDITION TO THE PROJECT PER SHEET E1.1

ALT BID NO. 01: \$ 30,500.00 (in numerals)
THIRTY THOUSAND Five Hundred Dollars
(written out)

OVERHEAD AND PROFIT

All of the above Bid prices included overhead, profit, and all other expenses involved.

AUTHORIZATION

The name of the Bidder and the address to which all communications concerned with this proposal and with the contract shall be sent are as follows:

Name: Abraham Construction Services
4 Barnhart Blvd.
Street Address
Clancy, MT 59634
City/State/Zip
406-442-2140
Telephone Number (including area code)

Contractor Montana License Number: 207828

The firm represented above is a:

Sole Proprietorship _____ Partnership _____
Corporation _____ Joint Venture _____
Other LLC

I, the undersigned, as a duly authorized agent of

Abraham Construction Services
(Firm)

do hereby submit the enclosed bid. This proposal is provided in full consideration of the Contract Documents. This bid shall be valid and binding for a period not to exceed thirty (30) days from the specified time of bid opening.

Legal name of Agent by [Signature] 5/6/20
Signature Date

Name Richard Abraham
Please print

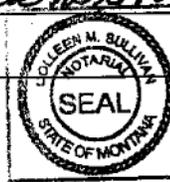
Notary Attest:

Subscribe and sworn to before me this 6 day of May, 2020

Colleen M. Sullivan

Notary Public in and for the State of Montana

residing at Helena



COLLEEN M. SULLIVAN
NOTARY PUBLIC for the
State of Montana
Residing at Helena, Montana
My Commission Expires
October 29, 2021

BID ACCEPTANCE

The Owner expressly reserves the right to reject any or all bids, to waive any and all informalities and irregularities, and to accept the bid that is considered to be in the best interest of Helena School District No. 1.

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Abraham Construction Services, LLC
4 Bompert Blvd
Clancy, MT 59634

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company
1200 Main Street, Suite 800
Kansas City, MO 64105
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Helena School District No. 1
55 South Rodney
Helena, MT 59601

BOND AMOUNT:

10%

Ten Percent of Amount Bid

PROJECT:

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

Capital High School Safety and Security Upgrades

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 1st day of May, 2020.



(Witness)

Abraham Construction Services, LLC
(Principal) (Seal)

By: 

(Title)



(Witness)

North American Specialty Insurance Company
(Surety) (Seal)

By: 

(Title) Jonathan M. Emmons Attorney-in-Fact



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: Jonathan M. Emmons

Principal: Abraham Construction Services, LLC Bond Number: Bid Bond
Obligee: Helena School District No. 1 Bond Amount: See Bond Form
Bond Description: Capital High School Safety and Security Upgrades

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

“RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.”



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook SS:

On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 1st day of May, 2020.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

Policy Background – Items for Action Board of Trustees Meeting May 12, 2020

The following policies are being presented for action.

1900 Temporary COVID-19

The Board adopted this policy on April 28, 2020. MTSBA recommends this update which removes the reference to the policies automatically terminating on June 30, 2020. By removing this reference, the Board will not have to vote to extend the policies prior. The policies will continue to be in place until terminated by the Board.

1906 Student Instruction

The Board adopted this policy on April 28, 2020. MTSBA recommends this update which strengthens the definition of instruction by including Article X, section 1 of the Montana Constitution. By basing the policy on the Constitution, the District will be able to better defend operations and the calculation of aggregate number of hours when instruction is delivered using innovative methods. The expanded definition supports the use of offsite learning by relying on these fundamental legal concepts outlined in the Constitution.

9002 Facilities Master Plan

This policy describes the process for managing District facilities and provides a process for regular updates on projects that have been completed, are in progress and/or are planned. The project cost and funding source will also be included.

9210 Site Acquisition

This policy outlines the process for reviewing and acquiring land for future construction. It further outlines when electors must approve the purchase and when Trustees may acquire property without a vote of the electorate.

9232 Educational Specifications

Policy 9055 – Operation and Maintenance of District Facilities has been eliminated and the language has been incorporated into Policy 9232. The revised policy reinforces that the District maintain and operate facilities in a safe and healthful condition.

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1 **Helena School District**

2
3 **COVID-19 EMERGENCY POLICIES**

1900

4
5 *Introduction*

6
7 The Board of Trustees and its staff are operating under unusual, even unprecedented
8 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
9 executive orders related to school closure to address concerns from the COVID-19 virus and/or
10 the Board of Trustees declaration of an unforeseen emergency (community disaster). In light of
11 the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary
12 policies related to emergency school closures, the ongoing provision of educational services to
13 students, meetings of the Board, gatherings on school property, health and safety of students,
14 staff and community members, human resource matters and budgetary matters. To ensure clarity
15 and transparency, the Board has organized all emergency school closure policies into a
16 temporary chapter. The Board has also included this introductory section as a heading for each
17 policy to ensure understanding of the purpose and duration of each policy adopted pursuant to
18 this chapter.

19
20 *Purpose(s) of Policies*

- 21
22 1. Ensuring that locally-elected trustees charged with the supervision and control of their
23 local public schools, in collaboration with their staff leadership teams, make decisions
24 that are in the best interests of students, staff and the community served.
25 2. Ensuring measures to protect the health and safety of students, staff and community
26 members.
27 3. Addressing issues related to student instruction and family engagement.
28 4. Addressing barriers to learning presented by distance.
29 5. Improvement of instruction in on-site, offsite, and/or online setting.
30 6. Ensuring continuity of employment of school district staff and/or continuity of services
31 provided by contract transportation and food service providers.
32 7. Ensuring accountability to families with children.

33
34 *Term of COVID-19 Emergency Measures Policies*

35
36 ~~The term of School District Policies Numbered 1900-1999 shall run concurrent with any~~
37 ~~emergency related to COVID-19 declared by the President, Congress, Montana Legislature,~~
38 ~~Governor, Montana Department of Public Health and Human Services, county health department~~
39 ~~or the Board of Trustees. These policies shall terminate, unless further extended, on June 30,~~
40 ~~2020, or the date upon which all emergency declarations related to COVID-19 that apply to the~~
41 ~~district have lawfully expired or have been dissolved.~~

42
43 School District Policies Numbered 1900-1999 are intended to govern during any emergency
44 related to COVID-19 declared by the President, Congress, Montana Legislature, Governor,
45 Montana Department of Public Health and Human Services, county health department or the
46 Board of Trustees. The terms of School District the Policies Numbered 1900-1999 shall run
47 until terminated by a vote of the Board of Trustees.

48
49 Cross Reference: 1010 Powers and Duties of the Board of Trustees
50 1065 Board Meetings
51 1070 School Board Meeting Procedure
52 1080 School Board Policy
53 8150 School Closure
54
55 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
56 accompanying Directives
57 Section 20-9-801-806, MCA – Emergency School Closure
58 Section 50-1-202-204, MCA – Public Health Laws
59 Section 10-3-104, MCA – General Authority of Governor
60 Article X, section 8 – Montana Constitution
61
62 Policy History:
63 Adopted on: 3.27.2020
64 Revised on: 4.28.2020
65 Terminated on:

1 **Helena School District**

2
3 **COVID-19 Emergency Measures**

1906

4
5 Student Instruction and Services

6
7 ~~The School District has adopted the protocols outlined in this policy to govern during the term of~~
8 ~~the declared public health emergency to ensure the delivery of educational services to students~~
9 ~~offsite utilizing available resources and online methods. The supervising teacher, principal,~~
10 ~~superintendent or designated personnel are authorized to implement this policy.~~

11
12 As outlined in District Policy 2005, and except for students determined by the School District to
13 be proficient using School District assessments, the adopted calendar has a minimum number of
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16
17 The School District may satisfy the aggregate number of hours through any combination of
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all
19 students are offered access to the complete range of educational programs and services for the
20 education program required by the accreditation standards adopted by the Montana Board of
21 Public Education.

22
23 For the purposes of calculating ANB (Average Number Belonging) and aggregate hours,
24 instruction may be synchronous and/or asynchronous. Asynchronous and synchronous learning
25 may include but is not limited to the following types of instruction; directed, distributive,
26 collaborative and/or experiential learning. The learning is directed or coordinated by the teacher
27 of record for a given course and is done purposefully to facilitate the learning and mastery of
28 defined essential standards for specific courses or classes. Calculation of ANB and “aggregate
29 hours of instruction” within the meaning of that term in Montana law, the term “instruction”
30 shall be construed as being synonymous with and in support of the broader goals of “learning”
31 and full development of educational potential as set forth in Article X, section 1 of the Montana
32 Constitution.

33
34 Staff shall calculate the number of hours students have received instruction as defined in this
35 policy through a combined calculation of services received onsite at the school or services
36 provided or accessed at offsite or online instructional settings including, but not limited to, any
37 combination of physical instructional packets, virtual or electronic based course meetings and
38 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
39 undertaken by the staff and students that can be given for grade or credit. Staff shall report
40 completed hours of instruction as defined in this policy to the supervising teacher, building
41 principal, or district administrator for final calculation.

42
43 *Offsite and Online Instructional Setting*

44
45 The Board of Trustees authorizes offsite and online instruction of students in a manner that
46 satisfies the aggregate number of instructional hours outlined in the School District’s adopted or
47 revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall
48 include a complete range of educational services offered by the School District and shall comply

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with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student’s needs and goals. The supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student’s grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

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Student Discipline

This policy in no way limits or adjusts the School District’s expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

Legal Reference: Section 20-1-101, MCA – Definitions
Section 20-1-301, MCA – School Fiscal Year
Section 20-9-311, MCA – Calculation of Average Number Belonging
Section 20-7-118, MCA - Offsite Provision of Educational Services
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 2100 – School Calendar
Policy 2140 – Guidance and Counseling
Policy 2161 – Special Education
Policy 2168 – Distance Learning
Policy 2410 – Graduation
Policy 2420 – Grading and Progress Reports
Policy 2421 – Promotion and Retention
Policy 2150 – Suicide Training and Awareness
Policy 3125 – Homeless Students
Policy 3122 - Attendance Policy
Policy 3310 - Student Discipline

Policy History:

Adopted on: 4.28.2020
Reviewed on:
Revised on:
Terminated on:

2
3 **SCHOOL FACILITIES**

4
5 Facilities Master Plan

6
7 ~~The Board requires a~~ A facilities master plan will be developed for the efficient and
8 effective management of current facilities and the determination of future needs. ~~The~~
9 ~~master plan will cover a five (5) three (3) year period, will be reviewed annually by the~~
10 ~~Board, and will include at a minimum the following: The master plan will cover a three~~
11 ~~(3) year period and will include, at a minimum, the following and will be reviewed~~
12 annually by the Board Facilities Committee:

- 13
- 14 1. a cost analysis of the financial ability of the District to implement its facilities
- 15 program;
- 16
- 17 2. a ~~priority listing of projects to be completed considered each year; of the five~~
- 18 three year period; as described below to include project cost and funding source
- 19 for each project:
- 20
- 21 a. completed projects
- 22 b. current projects
- 23 c. projected projects
- 24
- 25 3. an ongoing assessment and inventory of buildings and grounds per district
- 26 procedures including undeveloped property and developed facilities;
- 27
- 28 4. existing and projected student enrollment figures;
- 29
- 30 5. ~~an inventory of undeveloped property and developed facilities, including an~~
- 31 analysis of the number of students and/or staff in each facility and whether a
- 32 facility is overcrowded or underutilized based on state accreditation standards and
- 33 state statute;
- 34
- 35 6. an analysis of the appropriateness of facilities to meet student and/or staff needs
- 36 including accessibility for those with special needs;
- 37
- 38 7. ~~recommendations consideration regarding for the possible sale or other~~
- 39 disposition of District property deemed as not being needed in the future; ~~and~~
- 40
- 41 8. ~~recommendations for consideration regarding the possible acquisition,~~
- 42 construction, or modification of new sites for facilities, including how they may
- 43 better meet student needs and the educational program of the District.
- 44

45 Legal References:

47	Cross References:
48	
49	Policy History:
50	Adopted On:
51	Revised On:

2.13.2020 Policy Committee – 1st Reading
3.3.2020 Policy Committee – 2nd Reading
5.5.2020 Policy Committee – 3rd Reading

2.25.2020 Full Board – 1st Reading
5.12.2020 Full Board – 2nd Reading

2
3 **SCHOOL FACILITIES**

4
5 Site Acquisition

6
7 The district shall attempt to acquire building sites substantially in advance of the actual
8 construction of facilities in order to minimize delay in construction projects and to realize
9 financial savings to the district. The trustees shall periodically review its inventory of
10 land in light of growth trends in the district and make such transactions as it determines
11 shall best meet the future needs of the district.

12
13 In acquiring a new site, the trustees must first secure the approval of the qualified electors
14 before any contract for the purchase of such a site is entered into, except that trustees may
15 take an option on a site prior to the site approval election. Trustees may acquire property
16 contiguous to a school site in use for school purposes without such vote.

17
18 ~~Site approval also is not necessary if it was specifically mentioned in a fund-raising issue,~~
19 ~~which was subsequently approved by the electorate.~~

20
21 A site approval election is not required when the site was specifically identified in an
22 election at which an additional levy or the issuance of bonds was approved for the
23 purchase of the site.

24
25
26 Legal Reference: 20-6-621 M.C.A. Selection of School Sites, Approval Election

27
28 Cross References:

29
30 Policy History:

31 Adopted On:

32 Revised On:

33

2
3 **SCHOOL FACILITIES**

4
5 Educational Specifications

6
7 The District seeks to maintain and operate its facilities in a safe and healthful condition.
8 The Board shall provide for educational facilities, which are functional and safe for the
9 conduct of the educational and extracurricular activities of students. The Superintendent
10 shall provide for a program to maintain the facilities of the District.

11
12 Facilities shall be designed to accommodate the educational and instructional needs
13 of the District. The professional experience and judgment of staff shall be solicited in
14 developing such educational and extracurricular specifications.

15
16 The Board shall provide ~~for educational~~ facilities which are functional and safe for
17 the conduct of the educational and extracurricular activities of students, and which
18 meet federal accessibility standards. School facilities shall be of sufficient size and
19 arrangement to meet all programs' educational goals.

20
21 The Superintendent shall see that all construction projects comply with ~~the all~~
22 ~~statutory requirements. for accessibility for individuals with disabilities and~~
23 ~~comparability between the genders. The architect shall be responsible for ensuring~~
24 ~~compliance with state and federal laws, including access for individuals with~~
25 ~~disabilities and requirements for gender comparability.~~

26
27 When the Board considers major remodeling or building a facility, it shall seek
28 facility expertise in all affected program areas as well as comments from faculty,
29 students, and community.

30
31
32 Legal Reference: 10.55.908, ARM School facilities

33
34
35 Policy History:
36 Adopted on:
37 Revised on:



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 Meeting

Tuesday, April 14, 2020 – 5:30pm

MINUTES

ATTENDANCE

Attendees:

Luke Muszkiewicz, Board Chair
Terry Beaver, Board Vice Chair
Sarah Sullivan, Board Past Chair
Siobhan Hathhorn, Trustee
Jeff Hindoien, Trustee
Libby Goldes, Trustee
John McEwen, Trustee
Jennifer Walsh, Trustee
Zyanne Cervantes, CHS Student Representative
Hannah Muszkiewicz, HHS Student Representative

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Janelle Mickelson, Business Services Administrator
Stacy Collette, Human Resources Director
Tim McMahon, Activities Director
Kalli Kind, Facilities Director
Pat Boles, Technology Director
Sean Maharg, Special Education Administrator
Sean Morrison, Special Education Administrator
Gary Myers, Education Technology Coordinator
Jane Shawn, Helena Education Association President

Guests:

Jonathon Ambarian
Justine Alberts
Jamie Bawden
Timothy Belliveau
Ashten Broadhead
Lolita Carter
Lona Carter
Jenna Clark
Rene Cloninger
Laura Conwell
Brian Cummings
Joslyn Davidson
Jesika Fisher
Michelle Ford
Deb Jacobsen
Meghan Schulte
Willie Shlepp
John Burke
Stephanie Thennis
Richelle Thompson
Kevin Ward
Kaydia Day

Erika McMillin
Karla Miller
Kelley Morand
Carol Morgan
Jill Nyman
Brian Kessler
Shanna Kimball
Trish Klock
Lisa Lowney
Jaime Pandis
Dennis Peterson
Nancy Peterson
Emily Petrik
Paul Phillips
Shannin Preshinger
Shay Coil
Jane Shawn
Jessica Sichelstiel
Stephi Johnson
Tom Kuglin
Brett Zanto
Ella McCullough
Clancy McGowan

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 5:30pm by Board Chair, Luke Muszkiewicz.

II. REVIEW OF AGENDA

No changes to the agenda were requested.

III. GENERAL PUBLIC COMMENTS

No public comments were offered.

IV. NEW BUSINESS

A. Items for Action

1. Remote Services Action Plan Update

Dr. Ream stated the only change to the plan was an additional meal delivery site and the adjustment to a Monday/Wednesday/Friday distribution schedule.

Motion: Trustee McEwen moved to approve the Remote Services Action Plan. Trustee Goldes seconded the motion.

Public Comment: None

Board Comment: Trustee Sullivan asked why the deliveries were being made only on Monday, Wednesday, and Friday. Ms. Ridgway answered it was a staffing and facility issue and agreed to verify that answer with the food services department.

Vote: The motion passed unanimously.

B. Items for Consent

1. Board of Trustees March 10, 2020, Meeting Minutes
2. Board of Trustees March 27, 2020, Special Meeting Minutes
3. Approval of Personnel Actions
4. Approval of Warrants

Motion: Trustee Sullivan moved to approve the items for consent. Trustee Beaver seconded the motion.

Public Comment: None

Board Comment: None

Vote: The motion passed unanimously.

C. Items for Information

1. Remote Services Update: Forthcoming Grading and Graduation Decisions

Dr. Ream described grading discussions as ongoing and based on the following considerations and priorities:

- Students over grades – sensitivity to individual situations
- Removing all barriers to learning
- Teacher insights are vital

Dr. Ream added a few additional points regarding grading:

- Seniors on track to graduate prior to school closure will graduate; graduation status will not be compromised.
- The district was leaning towards a traditional grading scale, but no final decision had been made.

- Students could not drop below 20 credits. Currently, the school district required 23 credits for graduation, but students could submit a petition to graduate with 20 pending extenuating circumstances.
- Grading at the middle schools will align with the high schools.
- Elementary grading practices vary by grade level and site but were moving towards modified standards-based grading, which would help teachers outline what needs to be taught in the fourth quarter, then assess what they taught and what students learned in the fourth quarter which providing actionable data for any needed remediation during the summer and into next year.

Trustee Sullivan asked for confirmation that middle school and high school students could opt for a pass/fail/incomplete rather than the traditional grading scale. Dr. Ream answered it was an option, but no final decision had been made.

Trustee Hathhorne referenced younger middle school students and asked how an incomplete would affect their future GPA. Dr. Ream answered that there was alignment with the Montana University System on the affect, but not at all colleges across the nation. He added he anticipated colleges would be flexible when they saw an incomplete for a fourth quarter class in 2020.

Trustee Sullivan requested clarification that the state has no standardized requirements on grading. Dr. Ream answered that individual districts were able to determine proficiency.

Trustee Beaver expressed his support of a traditional GPA scale, and recommended if school closure continue into the fall, alternatives could be revisited at that time.

Dr. Ream then addressed graduation, stating several plans were being simultaneously developed and added that despite a letter penned by the Office of Public Instruction (OPI), graduation decisions were at the discretion of individual school districts. He added the district was obligated to abide by the recommendations and orders by local health officials what they believed was best for the Helena community. Dr. Ream reiterated there was no singular plan for graduation at this time.

Ms. Cervantes expressed her preference of postponing a ceremony over a digital alternative. Chair Muszkiewicz asked for the student representatives' opinions on a socially distanced ceremony with students and staff with others watching it online. The representatives preferred a socially distanced ceremony over an entirely digital ceremony.

Trustee Sullivan recommended surveying students and parents. Dr. Ream said a decision would continue to be discussed at the high school principals' meetings. He added the district would do everything it could without violating any legal orders.

Trustee Sullivan asked the student representatives for the likelihood of Seniors following social distancing orders at a ceremony. The student representatives replied they felt Seniors would follow those rules.

Trustee Hathhorne said if a ceremony were delayed beyond the normal graduation time, graduates would begin going their separate ways and may not be able to or want to attend and recommended an expedient decision.

Trustee Beaver asked for an estimation on costs for announcements, gowns, etc. Dr. Ream answered that caps and gowns and announcements had likely been ordered. The student representatives agreed.

D. Reports

1. Health Benefits Committee Report

Ms. Collette provided updates from the Health Benefits Committee as follows:

- COVID-19 testing and associated doctors' visits were included in the plan.
- Telemedicine options had been added to the plan, including mental health services.

2. Montana School Boards Association (MTSBA) Report

Board Chair Muszkiewicz praised the association for its advocacy and provided resources and assistance to districts across the state. He said all previously scheduled in-person meetings through June 2021 had been either cancelled or postponed. Chair Muszkiewicz referenced the letter from OPI recommending planning for remote learning through the remainder of the year and postponing graduations that had been cosigned by MTSBA. The association had received pushback regarding that correspondence.

3. Student Representatives Report

Ms. Cervantes relayed the perceptions that while high school students were receiving a decent amount of work, elementary school students were receiving far too much. Dr. Ream replied that he appreciated the feedback, but that was not the target. Elementary teachers had been instructed to assign two assignments per subject per week. He said he would continue to communicate with parents regarding the workload being assigned.

Ms. Muszkiewicz said Helena High counselors had been sending messages to their students and continued to reach out to students, which had been well received. She said it would be helpful for teachers to create weekly schedules for the week. She listed one challenging area as the difference in teachers' opinions on when school would resume. Ms. Muszkiewicz continued that classes had been productive considering the circumstances.

Trustee Walsh said it was important to ensure consistency in internal communications. Dr. Ream agreed, and added that once the governor made his next announcement, the district would communicate internally and externally with a message aligning with the governor's office.

4. Helena Education Association (HEA) Report

Ms. Shawn said teachers were working harder in remote learning than if they were in the classroom, and some HEA members were overwhelmed. According to Ms. Shawn, para-educators felt more utilized than they had prior to spring break. She continued that members were appreciative of the communication from the district. She stated the Montana Federation of Public Employees annual meeting would take place remotely the following

Saturday, and the National Education Conference in early July had not yet been cancelled. Ms. Shawn said the HEA bargaining team continued to meet regularly and would be prepared to negotiate with the district on April 23.

V. SUPERINTENDENT'S REPORT

Dr. Ream referenced the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, which expires in 2021. While the district would like to provide summer camps and jump starts for gaps that may be occurring, Dr. Ream said, any shortfalls in property taxes were unknown, so decisions had not been made regarding use of that funding.

Dr. Ream listed current RFPs and their statuses as follows:

- The RFP for 7th Ave. Gym had not been revisited.
- The food services RFP was awarded to Sodexo last week.
- The transportation RFP was ongoing.
- The photocopier RFP was awarded to ITC.

Dr. Ream said no final decision had been made regarding the Vigilante Parade, and current orders and restrictions would guide any decision.

VI. BOARD COMMENTS

No additional comments were offered by trustees.

VII. ADJOURNMENT

The meeting was adjourned at 7:54pm by Board Chair Muszkiewicz. The next board meeting will be May 12, 2020.

PERSONNEL ACTIONS
April 15, 2020 – May 11, 2020

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Arbizzani, Mallory	8/24/2020	HHS/Special Education	\$42,397
Bailey, Nancy	8/24/2020	CHS/Math	\$57,449
Brooks, Karli	8/24/2020	Science-Social Studies/HMS	\$39,697*
Cristaldi, Kathryn	8/24/2020	CHS/Physical Education	\$42,397
Croft, Molly	8/24/2020	Broadwater/Grade 2	\$39,697
Driggers, Beth	8/24/2020	RBLC/Gifted & Talented (.50 FTE)	\$24,497.50
Goyette, Michele	8/24/2020	CRA/School Counselor	\$54,395
Gustafson, Lauren	8/24/2020	HHS/Social Studies	\$51,045*
Gustafson, Ross	8/24/2020	CHS/Math	\$53,045
Hardiman, Marisa	8/24/2020	Central/Grade 1	\$45,097
Heaton, Rachel	8/24/2020	4G/Grade 5	\$43,747
Maddock, Grace	8/24/2020	CRA/Spanish	\$39,697
Paul, Darla	8/24/2020	CRA/Math	\$57,449
Pickens, Jessica	4/21/2020	Jim Darcy/Grade 1	\$210.04/day**
Stoll, Dominica	8/24/2020	SSC/Speech Language Pathologist	\$45,047
Sampson, Jenni	8/24/2020	CHS/English	\$58,799
Scruggs, Roger	8/24/2020	HHS/English	\$51,045*
Sund, Alyna	8/24/2020	HHS/Spanish	\$39,697*

*Temporary Contract: Contract expires at the discretion of the District or 6/10/2021 whichever occurs first.

**Temporary Contract: Contract expires at the discretion of the District or 6/10/2020 whichever occurs first.

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Beckham, Cory	6/11/2020	CHS/Math	Resigned
Belcourt, Elizabeth	6/11/2020	HHS/Business-Marketing	Non-Renewal
Charlton, Bret	5/08/2020	CHS/English	Non-Renewal Temporary
Everett, Maggi	11/22/2109	Rossiter/Music	Non-Renewal Temporary
Gaub, Sondra	11/8/2019	Broadwater/Grade 4-5	Non-Renewal Temporary
Heaton, Catherine	6/11/2020	HHS/Library	Non-Renewal Temporary
Holmes, Tammy	11/1/2019	HHS/English	Non-Renewal Temporary
Hurley, Amy	3/27/2020	HMS/Health-PE	Non-Renewal Temporary
Kolar, Tiffany	6/10/2020	HMS/Science – Smith/Grade 4	Non-Renewal Temporary
Noble, Kathryn	11/1/2019	Starbase/Grade 5 Science	Non-Renewal Temporary
Schoenfeld, Christa	6/10/2020	Access/Science	Resigned
Smith, Mary	6/10/2020	Broadwater/Grade 5	Non-Renewal Temporary
Strong, Katie	11/26/2019	CHS-HHS/English	Non-Renewal Temporary
Thomas, Jacqueline	6/11/2020	HHS/Special Education	Resigned
Thomas, John	6/11/2020	HHS/Social Studies	Non-Renewal

Torres Huayhualla, Paola 6/11/2020

HHS/Spanish

Resigned

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Pogrebra, Don	2020-2021	HHS/English	LOAWOP

Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
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**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
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**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Cathcart, Bethany	06/10/2020	Bryant/Para Educator	Resigned
Dioso, Anna Marie	04/20/2020	CHS/Secretary-Bookkeeper	Withdrew Resignation
Fitzpatrick, Jennifer	06/10/2020	Central/Para Educator	Resigned
Hardiman, Marisa	06/10/2020	Central/Title I Tutor	Resigned
Tripp, Jayden	06/10/2020	CRA/IEFA Tutor	Resigned

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
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SUPPLEMENTARY CONTRACT ASSIGNMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
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Helena School District #1

Warrants April 1 to 30, 2020

Direct Deposits: \$2,964,405.90

Payroll Warrants: 70130498-70130503

Payroll Deduction: 69272868-69272902

Non-Check Payroll Deductions: \$4,706,091.34

Non-Check Accts Payable Deductions: \$1,095,304.92

Claim Warrants: 69272598-69273013

Cancelled Warrants: \$4,642.55

We certify that all warrants herein listed were prepared and previously paid for, are just and correct to the best of our knowledge, and that the board of trustees has authorized the issuance of the same.

Chairperson _____

Business Manager _____

HSD 2020 Graduation Planning

Primary and Contingency Planning Document



Important Public Notice:

The Helena Public Schools are committed to providing graduation ceremonies that adhere to all state and local health directive and guidelines. While we are working towards the below, primary plans, the ongoing COVID-19 Coronavirus pandemic is ever-evolving and may impact the below plans. We are committed to work alongside our partner, Lewis & Clark Public Health, to ensure that all plans are safe and appropriate in relation to participant and public health. Lewis & Clark Public Health actively monitor the status and known presence of the COVID-19 Coronavirus within our county. As part of our collaborative efforts, we commit to utilizing the public indicators being monitored by Lewis & Clark Public Health as we approach our spring graduation ceremonies - <https://www.lccountymt.gov/health/covid-19/reopening-the-county.html>

Primary Graduation Plans:

Project for Alternative Learning (PAL)

- Date: Thursday, June 4th or Friday, June 5th (depending on final CHS/HHS Graduation schedule)
- Time: 5:00pm
- Location: Carroll College, Nelson Stadium
- Setup:
 - Live, in-person graduation with all graduates (22)
 - Two tickets per graduate
- Maximum Occupancy: >100
- Precautionary Practices:
 - Digital graduation practice time/date TBD
 - All graduates and participants will be required to wear masks and proceed through symptom screening for public safety
 - All graduates and family members spaced 9 to 15 feet apart on football field
 - Designated entry/exit traffic patterns marked for proper distancing
 - No-contact ceremony
 - No gathering protocols (graduates proceed directly to their designated seat prior to ceremony)
 - Extensive cleaning of all spaces following each ceremony prior to the admission of graduates/guests for the following ceremony
 - Ceremony live-streamed with recording available afterwards online via school specific graduation website*
- Inclement Weather Plan:
 - Ceremony would take place on the same date (6/5) in the Helena Middle Auditorium. Graduates would be spaced in the front rows with family spaces in seats throughout the auditorium.

Helena High School and Capital High School

- Live, in-person graduation of two potential sizes
 - 150 graduates + 300 family members = >500 participants
 - 300 graduates + 600 family members = >1000 participants
- Date: Saturday, June 6th
- Times:
 - 2 Ceremonies: HHS @ 10:00am, CHS @ 2:00pm
 - 4 Ceremonies:
 - Option A:
Saturday, June 6th - HHS @ 9:00am and 11:00am, CHS at 1:00pm and 3:00pm
 - Option B:
Friday, June 5th - HHS @ 9:00am and 11:00am

Saturday, June 6th – CHS @ 9:00am and 11:00am

- Location: Carroll College, Nelson Stadium
- Setup:
 - Live, in-person graduation with students seated on the field
 - Two tickets per graduate
- Maximum Occupancy:
 - Between 500 and 1,000 total participants (graduates, guests and staff)
- Precautionary Practices:
 - Digital graduation practice times/dates TBD
 - All graduates and participants will be required to wear masks and proceed through symptom screening for public safety
 - All graduates sit on field, spaced 9 to 15 feet apart in designated spaces/seats
 - All family members spaced a 6 to 12 feet apart in stadium stands (possibly on field)
 - Designated entry/exit traffic patterns marked for proper distancing
 - No-contact ceremony
 - No gathering protocols (graduates will proceed directly to their designated seat prior to ceremony)
 - Crowd control/management of parking lots, restrooms and other common spaces of the venue
 - Ushers dismiss guests by section (no after ceremony gathering)
 - Ceremony live-streamed with recording available afterwards online via school specific graduation website*
- Inclement Weather Plan:
 - Should inclement weather prohibit ceremonies from occurring on Saturday, June 6th, graduation ceremonies would take place the following Saturday, June 13th. An indoor option that safely accommodates either maximum occupancy number is not available.

***School-Specific Graduation Websites:**

- As a result of a generous offer from the Independent Record, the Helena Public Schools will be able to offer live streaming through a designated, school specific website. This website will also include profiles of graduates, digital recordings of speeches, and a recording of each ceremony.

