



*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 – Policy Committee**

Tuesday August 4, 2020 – 12:00pm

### **Notice of Online Meeting:**

This meeting will take place through Microsoft Teams. Members of the public can attend by clicking here: <https://helenaschools.org/event/board-of-trustees-policy-committee-meeting/>. We ask that all participants mute their microphone until called upon by the Committee 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 / INTRODUCTIONS**

### **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. APPROVAL OF MINUTES**

A. May 5, 2020 Policy Committee Minutes (see attached)

### **V. PRESENTATION OF POLICIES FOR SECOND REVIEW**

A. 9035 Property, Plant and Equipment Records (see attached)

B. 9150 School Closure (see attached)

### **VI. PRESENTATION OF POLICIES FOR FIRST REVIEW**

A. 7060 School Safety (see attached)

### **VII. SUPERINTENDENT'S REPORT / BOARD COMMENTS**

### **VIII. ADJOURNMENT**

The next Policy Committee Meeting will be September 1, 2020.



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## Board of Trustees – Policy Committee Meeting

Tuesday, May 5, 2020

### MINUTES – DRAFT

#### *Attendees*

##### *Committee:*

Libby Goldes, Committee Chair  
Terry Beaver, Committee Member  
John McEwen, Committee Member

##### *Others:*

Tyler Ream, Superintendent  
Josh McKay, Assistant Superintendent  
Barb Ridgway, Chief of Staff  
Stacy Collette, Human Resources Director  
Kalli Kind, Facilities Director  
Elizabeth Kaleva, Attorney  
Jane Shawn, HEA President

#### **I. CALL TO ORDER / INTRODUCTIONS**

The meeting was called to order at 12:00 pm by Committee Chair, Libby Goldes.

#### **II. REVIEW OF AGENDA**

There were no requested changes to the agenda.

#### **III. GENERAL PUBLIC COMMENT**

There was no public comment.

#### **IV. REVIEW OF 03.03.2020 POLICY COMMITTEE MINUTES**

There were no requested changes to the previous meeting's minutes.

#### **V. PRESENTATION OF POLICIES FOR THIRD REVIEW**

##### **A. Policy 9002: Facilities Master Plan**

Ms. Goldes asked the committee if they would like to forward the policy to the Board for approval. Mr. Beaver recommended adding a bullet point addressing completed, ongoing, and anticipated projects along with associated costs and sources of funding. Ms. Ridgway recommended adding that information to the second bullet. The committee agreed to the recommendations, and the policy will be forwarded to the Board.

**B. Policy 9210: Site Acquisition**

Ms. Ridgway confirmed some of the previously questioned language was directly from statute. The committee agreed to forward this policy to the full Board.

**C. Policy 9232: Educational Specifications**

Ms. Ridgway described the change to this policy as the incorporation of language from Policy 9055. Mr. Beaver referenced Line 16 and recommended “board” be removed. Ms. Ridgway agreed to remove. Ms. Ridgway added that in Line 14, “extra-curricular” had been included per the previous committee meeting. The committee agreed to forward this policy to the full Board.

**VI. PRESENTATION OF POLICIES FOR SECOND REVIEW**

**A. Policy 9035: Property, Plant, and Equipment Records**

Ms. Ridgway met with District Business Services Administrator, Janelle Mickelson, regarding the use of assets and capital assets in the policy. Ms. Mickelson expressed concern over the \$5000 figure for capital assets, and recommended confirming if federal grants used the \$5000 figure. If so, the policy should reflect the same amount. The committee raised a few questions and agreed to have Ms. Mickelson join the next policy committee meeting. The policy will be brought back to the next policy committee meeting.

**B. Policy 9150: School Closure**

Ms. Ridgway described this policy as stemming from a district court case resulting from the closure of Ray Bjork. Ms. Kaleva said the district court had been unable to locate the case. According to the attorney at the time, the ruling was that the trustees have a lot of discretion as long as a policy has been adopted regarding school closure. Mr. Beaver asked if this policy applied to closing all district facilities as was the case due to COVID-19. Ms. Kaleva clarified this policy applied to the emergency closures of a singular school. Ms. Ridgway asked if the committee has the latitude to revise the policy as deemed appropriate. Ms. Kaleva said it would behoove the committee to spend some time revisiting the policy. The committee agreed to bring the policy back to the committee.

**VII. PRESENTATION OF POLICIES FOR FIRST REVIEW**

**A. Policy 1900: COVID-19 Emergency Policies**

According to Ms. Ridgway, Montana School Boards Association (MTSBA) recommended the following changes:

- Lines 36-41 be removed.
- Lines 43-47 be added.
- Removing the June 30 date so the policy would be applicable until it was removed.

This policy will be sent to the full board.

**B. Policy 1906: Student Instruction and Services**

Ms. Ridgway said the additional language in this policy mirrored what MTSBA recommended. She specifically noted Lines 28-32, which were directly from MTSBA and included a direct citation to the constitution. Mr. Beaver asked for clarification on Lines 7-8. Ms. Kaleva said these policies

were not required by law but were intended for communication. She recommended removing the last paragraph. The committee agreed to the removal and will present the policy to the board.

**VIII. SUPERINTENDENT'S REPORT / BOARD COMMENTS**

There was no Superintendent's Report. Ms. Goldes recommended the maintenance of policies, continuing with the 3000 Series. The committee agreed.

**IX. ADJOURNMENT**

Committee Chair, Ms. Goldes, adjourned the meeting at 12:35pm.

Next Meeting: June 2, 2020

OPERATIONAL SERVICES

Property, Plant and Equipment Records Capital Assets

All District land, buildings, improvements, inventories, and equipment shall be inventoried and the valuation shall be updated as necessary. Assets of the District may be acquired through donation, purchase, or self-constructed. Asset valuation will be determined in accordance with generally accepted accounting principles (GAAP).

A capital asset is an individual property item that meets all of the following requirements:

1. Must be tangible in nature.
2. Must have an estimated useful life of at least two years following the date of acquisition.
3. Must be of significant value.
4. Must be used in conducting the District's activities.

Capital assets include land, buildings, machinery, furniture and other equipment, which the District intends to hold or continue to use over a long period of time.

~~Capital assets are defined by the District as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of two years.~~

Property, plant, and equipment ~~of the primary government~~ are depreciated using the straight-line method over the following estimated useful lives. Salvage valued is not used:

<b>Asset Class</b>	<b>Years</b>	<b>Value</b>
Land Improvements	80	<u>\$25,000</u>
New Buildings	80	<u>\$25,000</u>
Building Improvements	80	<u>\$25,000</u>
Equipment, Machinery, Vehicles	5	<u>\$5,000</u>
Instructional, Computers, Audio Visual Equipment	3	<u>\$5,000</u>
Musical, Athletic, Playground Equipment, Other	10	<u>\$5,000</u>

Cross References:

Policy History:

Adopted on: 4.14.2015

Revised on:

2  
3 ~~NON-INSTRUCTIONAL OPERATIONS-~~ SCHOOL FACILITIES

4  
5 School Closure

6  
7 Prior to the Board adopting a resolution closing an operating school, the Board shall consider the  
8 impact of such school closure on the education community. In evaluating the impact, the Board  
9 shall consider at a minimum the following factors:

- 10 1. Projected or actual enrollment declines and the likelihood that they will remain
- 11 permanent.
- 12 2. The effect the school closure will have on other facilities and on the district's
- 13 educational program offering.
- 14 3. ~~Potential for a~~ Alternative use of the facility, including the potential for revenue for
- 15 sale or lease of property.
- 16 4. Financial considerations including operation and maintenance costs, anticipated
- 17 capital improvements, and the costs of closure and transferring operations elsewhere
- 18 in relation to other schools in the district.
- 19 5. The effect the school closure will have on district staffing, and on the costs of
- 20 instruction, administration, transportation and other support services.
- 21 6. Student safety factors, including travel, school building features, and school grounds,
- 22 in relation to other schools in the district. Ability of other schools in the affected
- 23 district to safely accommodate pupils if a school closes.
- 24 7. Such other facts as the Board deems necessary and appropriate in light of the
- 25 circumstances.

26  
27 During the ninety days before a final decision is made on a school closure, the board shall  
28 conduct hearings to receive a testimony from the public.

29  
30 A separate hearing may be held for each school that is being considered for closure.

31  
32 Notice of each hearing shall be published once each week for two consecutive weeks in a  
33 newspaper of general circulation in the area. The last notice of hearing shall be published not  
34 later than seven days immediately before the final hearing.

35  
36 The School District may close a school for emergency reasons without complying with the  
37 public hearing set forth above.

38  
39 The Board is not required to make specific findings with respect to the criteria.

40  
41 Comments received from public hearings are for advisory purposes only. The weight to be given  
42 any of the criteria is left to the complete and sole discretion of the Board. The final determination  
43 of whether a facility shall remain open and what alternative the district shall take shall be made  
44 by the Board.

45  
46 Legal References:

47	
48	Cross References:
49	Policy History:
50	Adopted On: 6.22.1999
51	Revised On:
52	

2  
3 OPERATIONAL SERVICES

4  
5 School Safety

6  
7 The Board recognizes that safety and health standards should be incorporated into all aspects of the  
8 operation of the District. Rules for safety and prevention of accidents will be posted in compliance  
9 with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and  
10 accidents will be reported to the District office.

11  
12 The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning,  
13 protection, and evacuation. This plan and procedures will be discussed and distributed to each  
14 teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year. All  
15 teachers will discuss disaster drill procedures with their class at the beginning of each year and will  
16 have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills.  
17 The drills will be held at different hours of the day or evening to avoid distinction between drills and  
18 actual disasters. The Superintendent will develop safety and health standards that comply with the  
19 Montana Safety Culture Act.

20  
21 *Safety or Emergency Plans*

22  
23 The Board shall review the school safety or emergency operations plan periodically and update  
24 the plan as determined necessary by the trustees based on changing circumstances pertaining to  
25 school safety. Once the Board has made the certification to OPI, it may transfer funds pursuant  
26 to Section 20-1-401, MCA to make improvements to school safety and security.

27  
28 *School Closure*

29  
30 The Superintendent is authorized to close the schools in the event of hazardous weather or other  
31 emergencies that threaten the safety of students, staff members, or school property. Specific  
32 procedures for school closures may be found in the District’s Safety Plan or Emergency Operations  
33 Plan. The Board shall periodically review the District’s Safety Plan or Emergency Operations Plan  
34 and shall update the plan as necessary based upon changing circumstances regarding school safety.

35  
36 *Hazardous and Infectious Materials*

37  
38 The Superintendent shall take all reasonable measures to protect the safety of District personnel,  
39 students, and visitors on District premises from risks associated with hazardous materials, including  
40 pesticide, and infectious materials. Specific procedures for handling hazardous or infectious  
41 materials may be found in the District’s Safety Plan.

42  
43 *Safety Measures*

44  
45 The Superintendent is authorized to adopt reasonable safety measures to protect the safety of District  
46 personnel, students, and visitors on District premises and during school-related activities.

47 Reasonable safety measures include adoption of cleaning/sanitization plans, use of physical  
48 safeguards/barriers, and required use of personal protective equipment (*e.g.*, face masks).  
49 Exceptions to any requirements adopted by the Superintendent may be granted as required by law  
50 and on a case-by-case basis.

51  
52  
53

54	Legal References:	§ 20-1-401, MCA	Disaster drills
55		§ 20-1-402, MCA	Number of disaster drills required –
56			time of drills to vary
57		§ 20-1-801, et al., MCA	Emergency School Closure
58		§§ 39-71-1501, MCA	Montana Safety Culture Act
59		§ 50-71-111, et. seq., MCA	Montana Occupational Health and Safety Act

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61 Cross References:

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63 Policy History:

64 Adopted on: 8.22.2013

65 Revised on:

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