



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

Board of Trustees Work Session

Tuesday, February 23, 2021

C.R. Anderson Middle School and via Microsoft Teams

Tour at 3:30 p.m. / Meeting at 4:00 p.m.

Notice: In accordance with State and Local health guidance/regulations, physical attendance at this meeting will be limited to 30 attendees. All in-person attendees must wear a mask/face covering at all times and remain safety distanced from anyone not residing within the same place of residence. All other attendees are encouraged to attend the meeting via Zoom and/or email your public comment to boardoftrustees@helenaschools.org prior to the start of the meeting.

Members of the public are able to attend by clicking here: <https://helenaschools.org/event/board-of-trustees-work-session-2-23-2021/>. 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. TOUR OF C.R. ANDERSON MIDDLE SCHOOL at 3:30pm

II. CALL TO ORDER / PLEDGE OF ALLEGIANCE

III. REVIEW OF AGENDA

IV. PRESENTATION: C.R. Anderson Middle School

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.

Helena Public Schools Board of Trustees

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VI. NEW BUSINESS

A. Items for Action

1. Approval of Resolution of Intent to Increase Non-voted Levies – Elementary District
2. Approval of Resolution of Intent to Increase Non-voted Levies – High School District
3. Call for Annual Election – Elementary District
4. Call for Annual Election – High School District

VII. SUPERINTENDENT'S REPORT

VIII. BOARD COMMENTS

IX. ADJOURNMENT

Next Board Work Session: Tuesday, March 23, 2021, at Jefferson Elementary School



C.R. Anderson Middle School

Board of Trustees Work Session – (February 2021)

Mission Alignment



The mission of the Helena Public Schools is to challenge and empower each student to maximize individual potential and become competent, productive, responsible, and caring citizens.



Fulfilling our mission...

Annual Goals

1. Establish and cultivate relationships with students.
2. Develop essential instruction based on essential standards.
3. Do the best you can...Take care of yourselves.



How do we perform our work? Collaborative Problems-Solving Teams

*“Be true to yourself. Be true to those you lead. Loyalty creates trust.”
- John Wooden*

Collaborative Problem-Solving Teams:

1. Teacher Leadership
2. RTI
3. PLC
4. MBI
5. Staff Activity



Special Education – FLS Classroom

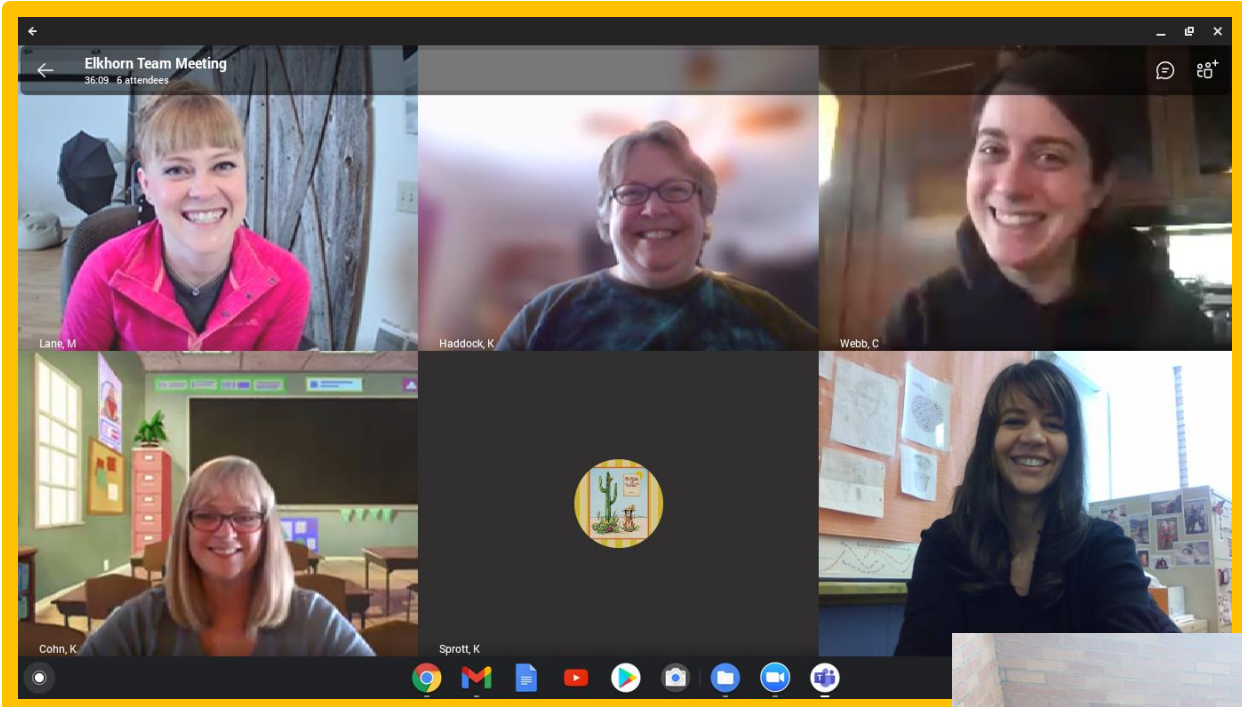




6th Grade



7th Grade





8th Grade





Start with #2 – Develop essential instruction based on essential standards

- ✓ RTI Team
- ✓ PLC Leadership Team
- ✓ Teacher Leadership Team

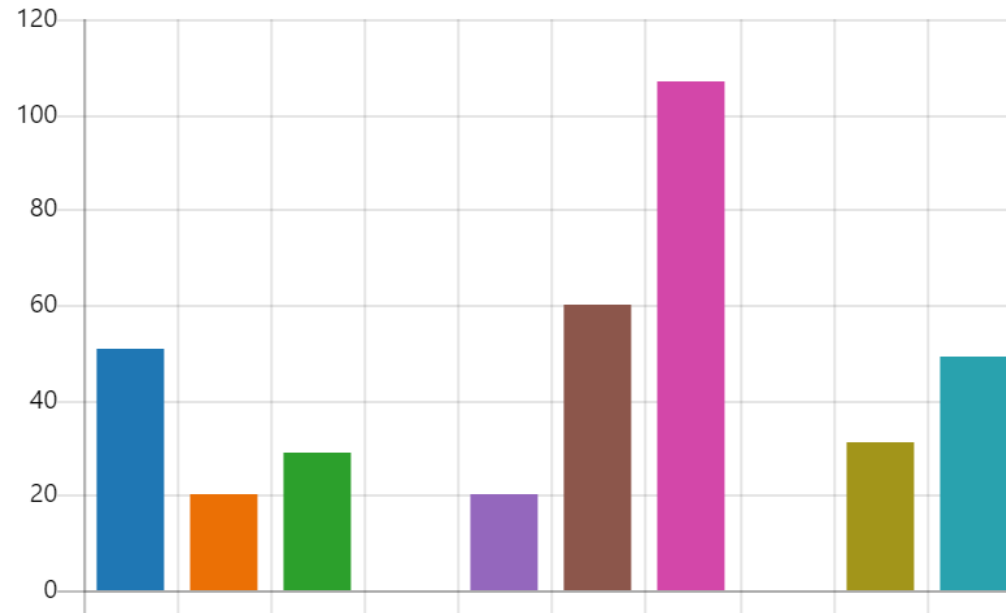


RTI - an instructional leadership committee that positively impacts student learning

4. Areas of Concern

[More Details](#)

Organization	51
Math	20
Reading	29
Speech/Language	0
Writing	20
Attention/Focus	60
Social Emotional/Behavioral/...	107
Fine Motor	0
Mental Health	31
Other	49





RTI –Parent Survey Feedback



Theme	Summary of Comments
Thank You	Lots of thank you's, positive comments, commendations, etc.
Assignment Confusion	Where to go to find assignments, some teachers use Teams some don't, navigating through the various programs, teachers post assignments/announcements in teams in different ways
Due Dates	different for every teacher (day of the week and time of day)
Lack of Socialization	Students are missing various social aspects of school (sports, clubs, interacting with friends, etc.)
Grading	zeroes for late/missing work is unfair, inconsistent policies among teachers/grade levels/Teams
Workload High	Students are doing work for 6-10 hours on remote days (or every day for DLI), not enough time for family activities, too much HW on the weekends
Motivation	Students are struggling with motivation at home
Lack of Feedback	Not enough feedback to know how to improve



RTI –Student Survey Feedback

- “Teachers have been understanding and helpful.”
- Confusion about instructional platforms
- Confusion about assignment location
- “Using a planner would be nice. The main reason online school is difficult is because I can’t keep track of what I have done, what I am still working on, and what I haven’t started. It is also a lot easier to get distracted at home.”



RTI – School-wide Adjustments

- Advisory class:
 - Increased from 20 (lunch) to 38 minutes
 - Provided students with assignment notebooks / planners
- Altered placement of weekly agendas to improve student and parent access
- Online parent nights
- Ken O'Connor book study: A Repair Kit for Grading
- Academic Support Program
- Para-educator check-ins
- Pass / fail in PE







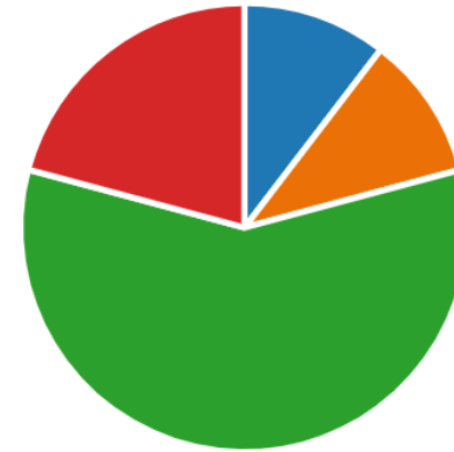
Ken O' Connor – Grading Reflection

- Grades don't always reflect what a student knows and what they are able to do.
- *currently surveying staff – the following are preliminary results:







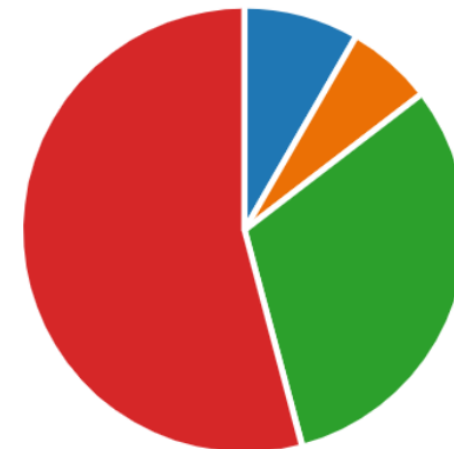
1. I include one or more of the following in grades: effort, participation, tardiness, attendance, and/or adherence to class rules.

 Almost always	5
 Frequently	5
 Sometimes	28
 Never	10



2. I reduce points/marks on work submitted late.

 Almost always	4
 Frequently	3
 Sometimes	15
 Never	26





PLC Leadership – Literacy standards and Essential standards



- School-wide literacy standards.
 - Reading Informational Text St. 1 (citing text evidence)
 - Reading Informational Text St. 2 (central idea/summary)
- i-Ready used to assess and monitor Essential Standards.
 - 60% of students made growth in reading
 - 69% of students made growth in math



PLC Exemplar: Essential Standards ELA Vertical Alignment



Grade	Essential Standards	Timeline
6 th	RL.1, RL.2, RL.5	1 st Quarter
	RL.1, RL.2, RI.2	2 nd Quarter
	RL.2, RI.6, W.1a, W.1b	3 rd Quarter
	RI.2, RI.6, W.1a	4 th Quarter
7 th	RL.1, RL.2	1 st Quarter
	RL.1, RL.2	2 nd Quarter
	RL.2, RI. 6, W.1a	3 rd Quarter
	RL.2, RI. 6, W.1a	4 th Quarter
8 th	RL.1, RL.2	1 st Quarter
	RL.2, RI.6	2 nd Quarter
	RL.2, RI.6, W.1	3 rd Quarter
	RL.2, RI.6, W.1	4 th Quarter



iReady Fall to Winter Growth



Overall Placement



Most Recent

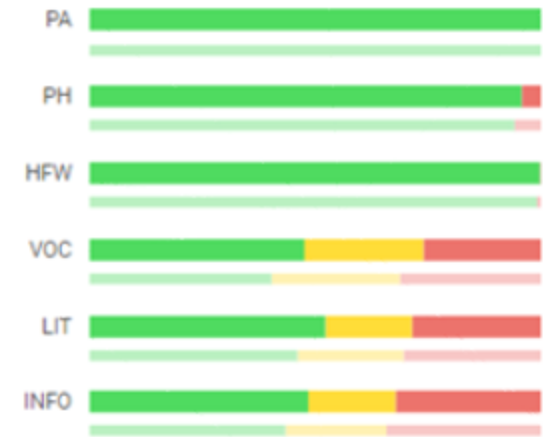
- At Risk for Tier 3
29% (From 31%)
- Tier 2
21% (From 25%)
- Tier 1
50% (From 44%)

READING



Fall

Placement By Domain



Overall Placement



Most Recent

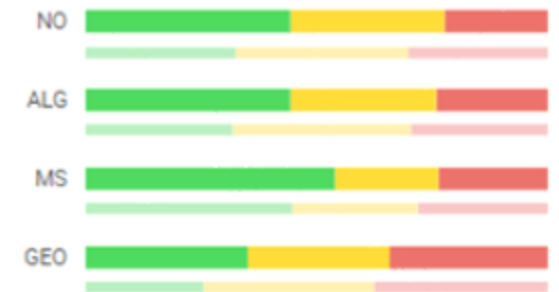
- At Risk for Tier 3
26% (From 32%)
- Tier 2
31% (From 38%)
- Tier 1
43% (From 31%)

MATH



Fall

Placement By Domain





Back to #1 – Establish and cultivate relationships with students.



- Family Communication and Connection - Counselors
- Check-in Survey - Christi Williams
- After-school Support - Lizzi McClure, Nicole Busby, Ashlee Mihelish

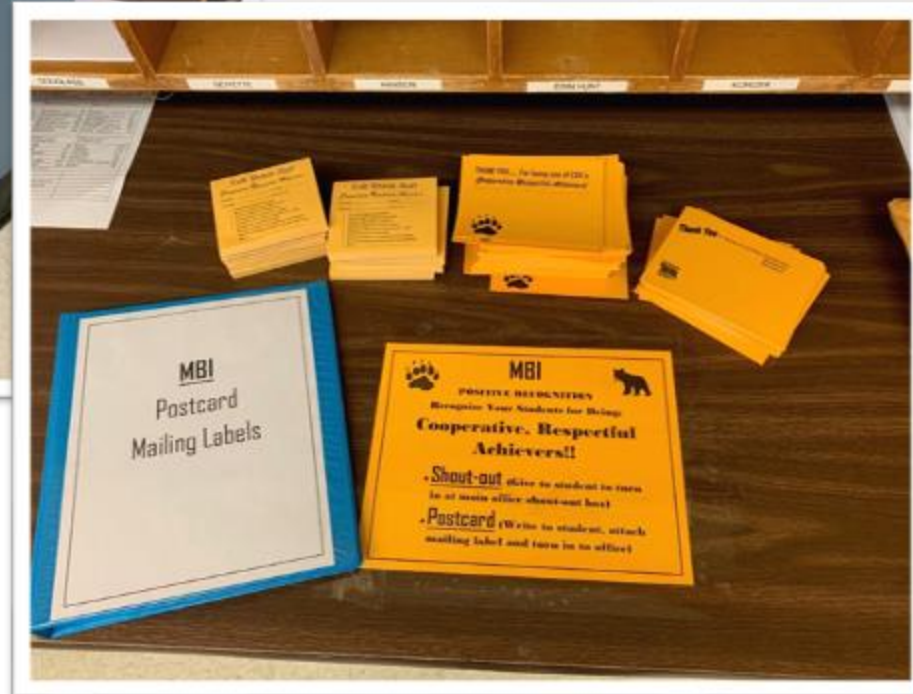


MBI (Montana Behavioral Initiative)

- **Purpose:** To develop and maintain essential behavioral standards contributing to a safe and orderly environment.
- Promoting Universal Expectations (**C**ooperative, **R**espectful **A**chievers)
- Positive recognition systems



MBI



At **CRA**, we are
Cooperative, Respectful,
🐾 **Achievers** 🐾

Classroom Expectations:

- ★ **Cooperative Students:**
 - Are in their seat by the bell
 - Follow directions
 - Are prepared for class
- ★ **Respectful Students:**
 - Help others
 - Show empathy
 - Allow others to learn
- ★ **Achievers:**
 - Complete work on time
 - Do their best
 - Advocate for themselves



Teacher Leadership

- School Operations
- Considerations for next year (2021-22):
 - Rolling start
 - Weekly schedules posted on Microsoft Teams
 - Remote instruction
 - No lockers
 - Staggered transitions
 - Dress for PE



Phasing up transition

- In-person and DLI numbers
- Early transition to 4-day in-person weeks for students needing extra time to transition
- Block schedule / staggered transitions
- Lunch plan



Phase II: In-person & DLI numbers

- Currently:
 - 76% In-Person (about 400 students M/T and 400 students TH/F)
 - 24% DLI (258 students)
- Phase 2:
 - 78% In-Person (828 students M/T/TH/F)
 - 15% DLI (158 students)
 - 7% Undecided (74 students)



Block Schedule

6th Grade

P. 1st / 5th 8:05 - 9:42

P. 2nd / 6th 9:45 - 11:22

Adv/Lunch 11:25 - 11:58

P. 3rd / 7th 12:01 - 1:38

P. 1-3 Monday-Tuesday

P. 5-7 Thursday-Friday

7th Grade

P. 1st / 5th 8:05 - 9:44

P. 2nd / 6th 9:47 - 11:26

Adv/Lunch 11:29 - 11:59

P. 3rd / 7th 12:02 - 1:41

8th Grade

P. 1st / 5th 8:05 - 9:46

P. 2nd / 6th 9:49 - 11:30

Adv/Lunch 11:33 - 12:00

P. 3rd / 7th 12:03 - 1:44



Lunch

- Socially-distanced-chairs in hallways, cafeteria, and other common areas.
- Students will eat in two shifts: one half eats lunch in the common areas and the other half works on planning, organization, work completion in the classroom.



Thank you



Board of Trustees Work Session

Resolution of Intent to Increase Non-voted Levies



VI. NEW BUSINESS

A. Items for Action

1. Approval of Resolution of Intent to Increase Non-voted Levies – Elementary District
 2. Approval of Resolution of Intent to Increase Non-voted Levies – High School District
-

Background:

Pursuant to 20-9-116, MCA, trustees of a school district are required to adopt a resolution no later than March 31 and provide notice whenever the trustees intend to impose an increase in a non-voted levy in the ensuing year to support budgets in the following funds: transportation fund, bus depreciation fund, tuition fund, adult education fund, and building reserve fund. The resolution must include at a minimum, the estimated number of increased or decreased mills to be imposed compared to the current fiscal year, the estimated increase or decrease in revenue to be raised compared to the current fiscal year, and the estimated impact on a home valued at \$100,000 and a home valued at \$200,000. A copy of the resolution must be published in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and must be posted to the school district's website.

Considerations:

- All estimates are preliminary and expected to change.
- All estimates are based on the current year's taxable values.
- The increase in the transportation levy will be based on the increase in the transportation contract with First Student, an increase in the number of routes, and any increases in salary & benefits. The attached estimate reflects a 3% increase.
- Helena School District does not operate a bus depreciation fund; thus increases/decreases do not apply.
- The increase in the tuition levy represents the estimated increase in payments made to detention facilities and the estimated actual cost of providing services to resident students with special needs in the current year.
- The estimated increase in the adult education fund will be based on any increases in salary and benefits and estimated operating needs for the ensuing year.
- The School Major Maintenance Amount in the building reserve fund is a function of the current year Average Number Belonging (ANB) and taxable value. The School Major Maintenance Amount in the elementary for fiscal year 2021-22 is \$568,200, which is an increase of \$9,500 from the current year. The increase was due to an increase in ANB of 95. The high school's School Major Maintenance Amount for fiscal year 2021-22 is \$301,100, which is a decrease of \$6,600 due to a decrease in ANB of 66. State School Major Maintenance Aid increased \$11,383 in the elementary and decreased \$6,007 in the high school. Permissive levies in fiscal year 2020-21 were \$323,831 in the elementary and \$157,462 in the high school. Assuming the state pays the School Major Maintenance Aid at 100%, permissive levies in fiscal year 2021-22 are projected to be \$321,949 in the elementary and \$156,869 in the high school.

Superintendent recommendation:

Approve the attached resolutions of intent to increase non-voted levies.

**HELENA ELEMENTARY SCHOOL DISTRICT #1
RESOLUTION OF INTENT TO INCREASE NONVOTED LEVIES**

As an essential part of its budgeting process, the Board of Trustees of the Helena Public Schools is authorized by law to impose levies to support its budget. The Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2021, using certified taxable valuations from the current school fiscal year.

Elementary Fund	Estimated Increase in Revenues*	Estimated Increase in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Transportation	\$151,537	1.35	\$1.82	\$3.65
Tuition	\$267,510	2.39	\$3.23	\$6.45
Adult Ed	\$8,000	0.07	\$0.09	\$0.19
Building Reserve	(\$1,883)	-0.02	(\$0.03)	(\$0.05)
Total Elementary	\$425,164	3.80	\$5.11	\$10.24

The District intends to use the permissive Building Reserve levies listed above to address facility improvements and repairs identified in the current facility inventory completed internally by the District, as required by 20-9-502, MCA.

These estimates are based on the current year's taxable value with no increase. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August. Please contact the District Business Office at (406) 324-2040 or jmickelson@helenaschools.org if you have questions or need additional information.

HELENA HIGH SCHOOL DISTRICT #1
RESOLUTION OF INTENT TO INCREASE NONVOTED LEVIES

As an essential part of its budgeting process, the Board of Trustees of the Helena Public Schools is authorized by law to impose levies to support its budget. The Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2021, using certified taxable valuations from the current school fiscal year.

High School Fund	Estimated Increase in Revenues*	Estimated Increase in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Transportation	\$55,780	0.45	\$.61	\$1.22
Tuition	(\$15,121)	-0.12	(\$0.16)	(\$0.32)
Adult Ed	\$6,000	0.05	\$0.07	\$0.14
Building Reserve	(\$593)	-0.005	(\$0.01)	(\$0.01)
Total High School	\$46,066	0.37	\$.51	\$1.03

The District intends to use the permissive Building Reserve levies listed above to address facility improvements and repairs identified in the current facility inventory completed internally by the District, as required by 20-9-502, MCA.

These estimates are based on the current year's taxable value with no increase. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary, and changes are expected before the final budgets are set in August. Please contact the District Business Office at (406) 324-2040 or jmickelson@helenaschools.org if you have questions or need additional information.

Board of Trustees Work Session

Call for annual regular election



VI. NEW BUSINESS

A. Items for Action

3. Call for Annual Election – Elementary District
 4. Call for Annual Election – High School District
-

Background:

The annual regular school election is held on the first Tuesday after the first Monday in May, which is May 4th this year. Pursuant to 20-20-201, MCA, trustees must call for the election by resolution no later than 70 days before election day. Helena Public Schools entered into an agreement with the Lewis and Clark County Elections Office to conduct school elections for the district. The annual regular school election will be by mail ballot. The drop off location for ballots is at the Lewis and Clark County Elections Office located in the City-County Building. Voters will elect two trustees who reside within the elementary school district boundaries to serve a three-year term. General fund mill levy approval for both the high school and elementary are also being requested at this time. If it is later determined that any portion of the election is not required, that portion will be cancelled.

Considerations:

- With this being a legislative year, neither the ability to run a general fund mill levy nor the amount of the levy will be known until after the session ends. However, due to the statutory requirement to call for the election no later than 70 days before the election, the recommendation is to include the mill levy request in the resolution. If the Board later determines that the mill levy cannot be requested or is not desired, that portion of the election can be cancelled.
-
- If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions, the trustee election can be cancelled.
- The county elections office has requested that the exact language, including amounts, for any and all levies be transmitted to their office by March 25th so they may begin to prepare the ballot layout in the week leading up to the April 2nd ballot certification deadline. Any portion of the election may still be cancelled up until the April 2nd deadline.
- The cost of running an election can range (depending on the number of ballots and number voters) from approximately \$45,000-\$60,000.

Superintendent recommendation:

Approve the attached resolution calling for the annual regular election.

