



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 Meeting

Tuesday, January 5, 2021

### MINUTES

#### *Attendees*

##### *Committee:*

Libby Goldes, Committee Chair  
John McEwen, Committee Member  
Luke Muszkiewicz, Board Chair  
Terry Beaver, Trustee

##### *Others:*

Tyler Ream, Superintendent  
Josh McKay, Assistant Superintendent  
Barb Ridgway, Chief of Staff  
Janelle Mickelson, Business Services Administrator  
Stacy Collette, Human Resources Director  
Elizabeth Kaleva, District Attorney  
Jane Shawn, HEA President  
Christine Roberts, member of the public

#### **I. CALL TO ORDER**

The meeting was called to order at 12:05pm by Committee Chair, Libby Goldes.

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

No changes were requested to the agenda.

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

There was no public comment.

#### **IV. REVIEW OF THE 11.03.2020 POLICY COMMITTEE MINUTES**

The committee reviewed minutes from the 11.03.2020 committee meeting.

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

A. Policy 3000: Equal Educational Opportunities Policy

Ms. Kaleva reminded the committee of questions raised during the last meeting regarding how this policy pertained to transgender students in extracurricular activities. The district is required to follow MHSAs rules, which state a student must compete as the gender into which they were born for gender-specific

MHSA activities. Ms. Goldes noted in Line 28 the district will post notice annually and asked where it was posted. Dr. Ream replied the information was posted on the website and in handbooks. Ms. Kaleva added federal laws determine what information was required to be provided on an annual basis. Ms. Ridgway asked if Title IX changes, the policy needed to be revised. Ms. Kaleva answered the policy would remain the same, but the processes may change. The committee agreed to forward the policy to the board for approval.

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

### **A. Policy 4330: Community Use of School Facilities**

Ms. Ridgway listed the changes, most of which were grammatical and organizational, for the committee. Ms. Goldes referenced Line 15 and requested “district” prior to “administration” for consistency. The committee agreed and determined to forward the policy to the board for a second reading.

#### **i) 4330P: Community Use of School Facilities – Administrative Procedures**

The committee offered suggestions for consistency of language and grammar. Ms. Ridgway agreed to make applicable changes. The committee determined to forward the procedure to the full board for a second reading.

## **VII. PRESENTATION OF 4000 SERIES POLICIES FOR GENERAL REVIEW**

### **A. Policy 4000: Public Relations**

Ms. Ridgway said this first policy in the 400 Series didn’t necessarily need changes; it was just next in the predetermined order of policies up for review. Ms. Goldes referenced Line 10 and asked if “participate” was indicative of the process. Ms. Kaleva answered the use of the word was intentional since the language must align with the Montana constitution and legal references. Ms. Ridgway agreed to rework the policy for added clarity when applicable. Ms. Goldes asked if the policy should be sent to the board for approval. Ms. Ridgway responded the policy didn’t need to be approved by the board since the requested changes affected neither the context nor the intent of the policy.

### **B. Policy 4005: School Support Associations**

Ms. Ridgway told the committee this was the second policy of the 4000 Series for review. Mr. McEwen asked for clarification on what types of organizations were included in the policy. Ms. Kaleva responded any organization using a specific school – or the district’s – name required approval prior to fundraising and/or making a purchase. Ms. Goldes asked if approval was granted in perpetuum or needed regular approval. Ms. Kaleva answered a booster club hadn’t been established since adoption of this policy, but approval would be needed if an additional club was established. She added this policy was established using an MSHA template, so it could be modified to fit the district’s needs. Ms. Goldes asked if PTAs needed to be approved under this policy. Ms. Kaleva replied they were separate entities, as were extra-curricular activities like clubs or school groups. The committee agreed to change board approval to superintendent approval and to forward the policy to the board for a first reading.

### **C. Policy 4015: Conduct on School Property**

Ms. Ridgway provided background on this policy, which was adopted in 2014 and revised in 2019. There were no recommended changes. Ms. Kaleva reminded the committee that district property was not public property; it was property held in trust for the public. The distinction allowed the district to put rules in place regarding conduct on district property. The policy also allowed for board approval to ban

individuals from district property. The committee did not offer any revisions and agreed to forward the policy to the board.

**D. Policy 4020: Visitors to the Schools**

Ms. Ridgway told the committee this policy was adopted in 2014, and no revisions had been made since then. Dr. Ream added the policy was consistent with procedure. Ms. Goldes referenced “appropriate times” in Line 8, asked how the public would know which times were “appropriate,” and asked if the policy should outline the procedure. Ms. Kaleva responded the designated times were different at each building and were at the discretion of each building administrator. Ms. Goldes recommended removing “at appropriate times” and stating, “at the discretion of each building administrator.” The committee agreed. Dr. Ream asked if “school buildings” should be replaced with “school facilities.” The committee agreed. Mr. McEwen asked how the policy applied to an individual running on a school track during school hours. Ms. Kaleva answered, per policy, the individual must seek administrative approval. Dr. Ream added the policy aligned with recommendations from the district’s insurance agency. Ms. Kaleva recommended signage at tracks advising visitors of the requirement of approval prior to use. The committee agreed to forward the policy to the full board with requested changes.

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

Mr. Beaver asked if there was a policy pertaining to attendance or seating restrictions and if so, was the district compliant with the policy. Ms. Kaleva replied the district must comply with county health orders. She added, in the 1000 Series, there was policy requiring all trustees and the district to follow laws and regulations. Mr. Muszkiewicz asked for clarification that if revisions to a policy were grammatical, they would not be forwarded to the board for approval; if revisions affected the intent of the policy, they were sent to the board. Ms. Kaleva confirmed.

**IX. ADJOURNMENT**

Committee Chair, Ms. Goldes, adjourned the meeting at 1:11pm.