



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, January 12, 2021 - 5:30 p.m.

Capital High School Auditorium and via Microsoft Teams

Notice: In accordance with State and Local health guidance/regulations, physical attendance at this meeting will be limited to 25 individuals. 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 remotely 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 remotely by clicking here: <https://helenaschools.org/event/board-of-trustees-meeting-01-12-2020/> and using the Microsoft Teams link. 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. 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. NEW BUSINESS

A. Consent Items

1. Board of Trustees December 8, 2020, Meeting Minutes (see attached)

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair

Siobhan Hathhorn
Board Vice Chair

Terry Beaver
Trustee

Libby Goldes
Trustee

John E McEwen
Trustee

Jennifer McKee
Trustee

Sarah Sullivan
Trustee

Jennifer Walsh
Trustee

www.helenaschools.org

2. Approval of Personnel Actions (see attached)
3. Approval of Warrants (see attached)
4. Acknowledge Discretionary Out-of-District Tuition Agreements (see attached)
5. Approval of Out-of-District Attendance Agreements (see attached)

B. Items for Information

1. Policy 4005: School Support Associations (see attached)
2. Policy 4020: Visitors to Schools (see attached)
3. Policy 4330: Community Use of School Facilities (see attached)
 - a. 4330P: Community Use of School Facilities – Administrative Procedures (see attached)
4. Mid-Year Strategic Priorities Update

C. Reports

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

V. SUPERINTENDENT’S REPORT

VI. BOARD COMMENTS

VII. ADJOURNMENT

The next Board of Trustees meeting has been scheduled for February 9, 2021.



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Due to the response of COVID-19 this meeting was held virtually as well as in person at
Capital High School

Tuesday, December 8, 2020

5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Luke Muszkiewicz over the Microsoft Teams platform at 5:30 p.m.

ATTENDANCE – Present unless otherwise noted

Luke Muszkiewicz, Board Chair
Siobhan Hathorne, Board Vice Chair
Terry Beaver, Trustee
John McEwen, Trustee
Sarah Sullivan, Trustee
Jennifer McKee, Trustee
Libby Goldes, Trustee, excused
Jennifer Walsh, Trustee
Claire Downing, HHS Student Board Representative
Mariah Mercer, CHS Student Board Representative

Dr. Tyler Ream, Superintendent
Josh, McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Stacy Collette, Human Resource Administrator
Tim McMahon, Activities Director
Kalli Kind, Director of Support Services

Sean Maharg, Special Education Administrator
Joslyn Davidson, Curriculum Administrator
Sean Morrison, Special Education Administrator
Gary Meyers, Educational Technology Coordinator
Jane Shawn, Helena Education Association President
Brett Zanto, Capital High School Principal
Rex Weltz, Rossiter Elementary Principal
Wynn Randall, Project for Alternative Learning Principal
Trish Klock, Bryant Principal
Justine Alberts, Hawthorne Principal
Brian Cummings, Jim Darcy Principal
Lona Carter, Jefferson Elementary Principal

Many Guests of the Helena School District

I. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

Chair Luke Muszkiewicz called the meeting to order at 5:30 pm and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

The agenda item New Business, Section B, Items for Consent, lists 2 items and Section C lists 3 items. Sections B and C should be combined to read B. Consent Action Items with 6 sub-sections listed 1-6.

III. STUDENT & EDUCATOR RECOGNITIONS

A. HHS Model UN team won the Small Delegation Award for outstanding group at the 55th annual conference. Advisor Lauren Gustafson spoke first explaining that there were 7 students involved in the competition and all worked very hard in helping the group win. Team: Owen Cleary, Tim Cuddy, Jonathan DeWald, Grace Johnson, Isaac Nehring, Brynja Severtson & Lenny Triem. Each student was given the opportunity to briefly speak on their experience. Students thanked their families and schools for being supportive of them in this win. Students explained how this competition helped to broaden their world view. Trustees asked participants to explain more about what it took to win the competition. This is an imitation of the United Nations. This year these students represented the Dominican Republic and Japan, and it was their job to work within 5 committees to write mock legislation to help both their represented countries, but also the world.

B. Capital High Volleyball won the Montana AA Volleyball State Championship for the 3rd year in a row. Head Coach Rebecca Cleveland spoke first explaining that this year was harder with COVID. Both games and practices looked different. Masks and social distancing came into play, making things tougher. She explained that the overall GPA of the volleyball team was 3.88. Team: Audrey

Hofer, Kennedy Pocha, Noel Teders, Addy Meredith, Katie LaFave, Rachael Stacey, Nyeala Herndon, Parklyn Heller, Dani Bartsch, Paige Bartsch and Kayla Almquist. Each student was given the opportunity to briefly speak on their experience. Students thanked family and school for their support. Students expressed how included they felt in the team effort and each said they enjoyed their experience. Trustees commented that they appreciated Coach Cleveland's focus on grades and sportsmanship as well as the competition.

- C. Capital High educator, Sarah Urban, was awarded the Outstanding Biology Teacher Award (OBTA) for Montana. She spoke briefly on her efforts and administration applauded her accomplishment.
- D. Capital High educator, Heather Parrish, through the MATELA newsletter that she co-edits, was awarded an NCTE Affiliate Newsletter of Excellence Award. She spoke briefly on her efforts and administration applauded her accomplishment.

IV. GENERAL PUBLIC COMMENT

None

V. NEW BUSINESS

A. Items for Action

1. Authorization of Trustees to Advocate for MTSBA's Legislative Platform in the 2021 Legislature. It was explained that when Trustees are authorized to advocate for the school district, they do not have to register as lobbyists. Individual Trustees can advocate for the schools as they see fit and in the best interest of the school district. When MTSBA supports or opposes groups or items during the Legislative session, the schools will have Trustees there to speak in support of MTSBA. MTSBA will pick 10 proposals to focus on to preserve the previous progress. Items can be seen in the packet each member was given.

Motion: Trustee Sullivan makes a motion to approve. Trustee Hawthorne seconds the motion.

Public Comment: None

Board Comment: None

Vote: 7-0. Motion Carries

2. Authorization of Superintendent and/or Authorized Designees to Advocate in the 2021 Legislature. It is explained that like above, the Superintendent or his Authorized Designee can be approved to advocate for the school districts best interest during the Legislative session. Trustees discussed whether the board had to approve each thing the Superintendent may do, and the answer is no, however he is expected to do only those things that are in the best interest of Helena schools.

Motion: Trustee Hawthorne makes a motion to approve. Trustee McKee seconds the motion.

Public Comment: None

Board Comment: None

Vote: 7-0. Motion carries.

B. Consent Action Items

1. Approval of 11/10/2020 Board Meeting Minutes
2. Approval of Personnel Actions
3. Approval of Warrants
4. Acknowledgement of Out-Of-District Attendance Agreement
5. Approval of Out-Of-District Attendance Agreement
6. Approval of MTSBA FY22 Dues Revenue Estimate

Motion: Trustee Sullivan makes a motion to approve. Trustee McEwan seconds the motion.

Public Comment: None

Board Comment: None

Vote: 7-0. Motion carries.

C. Reports:

1. Teaching and Learning Committee

Trustee Sullivan tells the Board that the committee met to learn about Montessori in the schools. They saw how it is functioning within the Public schools and how it is changing. They will meet again the 1st Wednesday in January.

2. Health Benefits Committee Report

Trustee McEwan tells the Board that they got a briefing from Allegiance. They were given information on the upcoming COVID vaccines. Vaccines are expected to be covered under Preventative Care. They went over the flex spending deadlines for the year.

3. Negotiations Update

Human Resource Administrator, Stacy Collette told the Board that they were continuing to meet with the Helena Education Association. They are expected to change from the PCAP to the Steps and Lanes model that most of the educators across the state are already using. They have been exploring the costs and info to moved towards a complete agreement.

4. Montana School Boards Association Report

Board Chair Muszkiewicz told the Board that they can login to mtsba.org and see all education related legislation for the 2021 session. There is a

dashboard and link to all related bills and will update with any changes. Chair Muszkiewicz, along with Dr. Ream attended a meeting with several other educational committees and found that all organizations seemed to be on the same page for the upcoming Legislative session and will of course so what is best for the kids. Overall, the goal will be to preserve previous progress in the funding formula which does include inflation increases. Dr. Ream explained that there are currently close to 1800 draft bills. Trustees also discuss the need for a push to use last year's numbers as opposed to this year's numbers when figuring out future funding because of the COVID decrease.

5. **Helena Education Association Report**

Jane Shaw, Helena Education Association President told the Board that they have several people ready to be contacts and who will be contacting legislatures. The goal will be to keep public education strong. They are still in the bargaining process and when an agreement is reached, a vote will come 7-10 days afterwards. They are also still trying to decide what to do as far as COVID leave in the new year. Unless renewed by Congress, the current leave ran out at the end of 2020. They have been working to come up with a way that staff will not have to burn through all leave time because of a quarantine. It was also brought up that not every building has an AED Defibrillator and that is something that should be brought up to the Safety Committee.

6. **Student Representative Reports**

Mariah Mercer, from Capital High, reported to the Board that Winter sports and Speech and Debate have started. The school also started an Academic Assistance program to assist with credit recovery from the 1st quarter as many students are having trouble with the Distance Learning. This is from 2:30-5:30 Tues, Wed and Thurs, and uses many student volunteers. The school also did a social and emotional assessment to determine the mental health of the student population. The school created a TEAMS page for each class to keep each grade informed as to what is going on in their own class. They did a food drive that was a bit different this year and instead took donations to get Vans gift cards that the counselors handed out for over the holiday break. ACTs have been set for April 6 at the Fairgrounds.

Claire Downing, from Helena High, reported that the students were happy to return after a 2-week shut down. She expressed that the teachers and staff were very supportive to students through that time. She echoed applause of the Model UN team and the volleyball team. The school also did a similar food drive for over the holiday break. The school is still

trying to figure out how to do semester tests that usually take 3 days and do them in the 2 in-person days they have now. She also spoke on the need for career development and talked about the school possibly offering a food handlers certificate to the students through the Culinary Arts Dept.

VI. SUPERINTENDENT'S REPORT

Dr Ream spoke about the 2-week shut down that had occurred a few weeks before, mainly because of the lack of staff. The school was ready for this and was able to transition to Phase 0 fairly easy. He explained that there is COVID number data for the county overall, but it is not as easy to find data that is school specific. They expected an influx after Thanksgiving and at the time of this meeting were just starting to see those numbers. The school district did start rapid testing for symptomatic employees. The school nurses have been working with DPHHS and the Public Health Department for that. Dr Ream and Chief of Staff, Barb Ridgway attended a vaccine meeting and were given the information that once the vaccine was available, group 1A would consist of healthcare workers and those living in long term care facilities. After that, group 1B should include educators. Walgreens and CVS will work with St Pete's in that process. St. Pete's has the refrigeration capability to hold all the vaccines. It is undetermined at the time of this meeting if vaccines will ever be mandatory. Dr. Ream also spoke on Sodexo working hard to continuously provide meals for the students, even through breaks.

VII. BOARD COMMENTS

Trustee Sullivan explains that they have delivered trees under their Trustee Tree Campaign, to the area schools. The trees are decorated with notes from the Board Members to let staff at each school know how much they are appreciated.

The Superintendent hiring process is underway. At the time of this meeting there have been 36 people who have started the application process. 12 have fully submitted. They have received several phone calls asking for more information. January 4th is the priority deadline.

VIII. ADJOURNMENT

There being no other topics for future meetings and no public comments on issues not on the agenda, the meeting adjourned at 7:05 p.m. The next Board of Trustees meeting will be January 12, 2021.

Respectfully Submitted,
Luke Muszkiewicz, Board Chair

Gretchen George, Recording Secretary

Date

DRAFT

PERSONNEL ACTIONS
December 9, 2020 – January 12, 2021

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
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**Temporary Contract: Contract expires at the discretion of the District or 6/10/2021 whichever occurs first.*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Hogan, Barbara	06/10/2021	HHS/Mathematics	Retirement
Kaiser, William	06/10/2021	CHS/Computer Applications	Retirement
Kimball, Shanna	06/10/2021	Kessler/Grade 3	Retirement
North, Dawn	01/04/2021	MBC-HR/Substitute Teacher	Retirement
Sargent, Debora	06/10/2021	HHS/School Nurse	Retirement
Swenson, Ann	06/10/2021	Broadwater/Title I	Retirement

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
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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>
Guggenheim, Marilyn	11/16/2020	HHS/Temp. Academic Tutor-Japanese	\$25.61/hr.*
Leonard, Clair	12/07/2020	Kessler/Temp. Academic Tutor-Russian	\$25.61/hr.*
Maki, Breanna	01/04/2020	Lincoln/SACC Para Educator	\$16.25/hr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Holbrook, Mary	12/18/2020	Lincoln/Temporary SACC Para Educ.	Resignation
Stotts, Terri	12/18/2020	Jim Darcy/Para Educator	Resignation
Tobol, Russell	06/30/2021	MBC-HMS/Warehouse-Mail	Retirement
Vulk, Jacob	12/18/2020	Lincoln Center/IT Application Support	Resignation

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 December 1 to 31, 2020

Direct Deposits: \$3,129,362.67

Payroll Warrants: 70130643-70130661

Payroll Deduction: 69278041-69278076

Non-Check Payroll Deductions: \$4,949,676.49

Non-Check Accts Payable Deductions: \$151,461.37 * Allegiance payments not available at this time

Non-Check Accts Payable Deductions- HHS Extracurricular: \$0

Claim Warrants: 69277473-69278228

CRA Middle School Student Activity Checks: 17204

HMS Middle School Student Activity Checks: 8144-8145

Capital High Student Activity Checks: 23530-23548

Helena High Student Activity Checks: 35299-35324

Cancelled Warrants: \$79,317.01

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 T. Janelle Mickelson

ACKNOWLEDGE OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(HELENA RESIDENT STUDENTS ATTENDING OTHER SCHOOL DISTRICTS)

Discretionary:

Grade	Address	District of Attendance
9	1237 Morning Glory, Helena MT 59601	Jefferson High School
9	1237 Morning Glory, Helena MT 59601	Jefferson High School
9	3420 Byron Rd, Helena MT 59602	Jefferson High School
10	3660 Skylight Vista, Helena MT 59602	Jefferson High School

Running Total of Acknowledged Out-of-District Attendance Agreements
(Helena Resident Students Attending Other School Districts)

Grade	East Helena K-12	Lincoln K-12	Townsend K-12	Cascade Public Schools	Clancy Elementary	Missoula High School	Jefferson High School	Total
K	10				2			12
1	12				1			13
2	13				4			17
3	12				7			19
4	16				1			17
5	16				4			20
6	22	1			3			26
7	20			1	4			25
8	19			2	7			28
9	28			1			4	33
10	17			3			1	21
11			1	2				3
12						1		1
	185	1	1	9	33	1	5	235

APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Grade	District of Residence	Address	School of Attendance
9	Jefferson High School	Clancy	Helena High School
10	Jefferson High School	Clancy	Capital High School
10	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Montana City	Capital High School

Running Total of Out-of-District Attendance Agreements

Grade	Address						Total
	East Helena	Clancy	Montana City	Boulder	Jefferson City	Helena	
1	1						1
2							
3	1						1
4	1						1
5		1					1
6							
7							
8	1						1
9	13	51	10	1	1	4	80
10	5	10	1				16
11	1	4		1			6
12		6	2				8
	23	72	13	2	1	4	115

**Policy Background – Items for Information
Board of Trustees Meeting
January 12, 2021**

FOR FIRST REVIEW:

4005 School Support Associations

4020 Visitors to Schools

4330 Community Use of School Facilities

4330P Community Use of School Facilities – Administrative Procedures

The Policy Committee is currently reviewing all Series 4000 policies. The policies noted above have largely minor changes.

2
3 **SCHOOL/COMMUNITY RELATIONS**

4
5 School Support Associations

6
7 The Board recognizes that parent, teacher, and student organizations are an invaluable resource
8 to District schools. The Board supports their formation and vitality and encourages their
9 suggestions and assistance. Membership in these organizations will be open and unrestricted.

10
11 Booster clubs and/or special interest organizations may be formed to support and strengthen
12 specific activities conducted within the District. All such groups must receive the approval of the
13 ~~Board~~ Superintendent in order to be recognized as a booster organization. Staff participation,
14 cooperation, and support are encouraged in such recognized organizations.

15
16 *Fund Raising by School Support Organizations*

17
18 Fund-raising by school support groups is considered a usual and desirable part of the function of
19 such groups. Specific fund-raising activities must be approved in advance by the Principal or
20 program coordinator. The Principal or program coordinator must be consulted before any
21 expenditure of such funds. All funds raised by school adjunct groups are to be used for direct or
22 indirect support of school programs. Equipment purchased by support groups and donated to the
23 schools becomes the property of the District and may be used or disposed of in accordance with
24 District policy and state law.

- 25
- 26 Legal References: § 20-6-601, MCA Power to accept gifts
- 27 § 20-6-602, MCA Trustee’s power over property
- 28
- 29 Cross References: 7080 District, School, Student Group Fundraising
- 30
- 31 Policy History:
- 32 Adopted on: 12.9.2014
- 33 Revised on:
- 34

2

3 **SCHOOL/COMMUNITY RELATIONS**

4

5 Visitors to the Schools

6

7 The District encourages visits to all District buildings by Board members, parents, citizens, and
8 taxpayers ~~at appropriate times~~ within the discretion of building administration.

9

10 All visitors shall check-in at the school's main office for purposes of safety, security, and
11 assistance.

12

13 If a conference with a teacher is desired the District requests that an appointment be made in
14 advance. Conferences with teachers need to be scheduled outside school hours or during the
15 teacher's preparation period.

16

17 Legal References: § 20-1-206, MCA Disturbance of school

18

19 Cross References:

20

21 Policy History:

22

23 Adopted on: 12.9.2014

24 Revised on:

25

2 **SCHOOL / COMMUNITY RELATIONS**

3 **Community Use of School Facilities**

4 School facilities are available to the community for educational, civic, cultural, and other uses
5 consistent with the public interest, when such use will not interfere with the school program or
6 school-sponsored activities. The District requires that the use of school facilities for school
7 purposes has precedence over all other uses. Persons using school facilities must always abide
8 by the District conduct rules.

9 The Superintendent will develop procedures to manage community use of school facilities. Use
10 of school facilities requires the Superintendent or designee’s approval and is subject to the
11 adopted procedures.

12 Organizations or individuals wishing to use school facilities must complete a Rental of School
13 Facilities Use Request form in advance of the event, pay any fees and associated costs, and
14 provide proof of insurance if applicable.

15 District Administration will approve and schedule the use of school facilities. A master calendar
16 will be maintained to avoid conflicts during the school year. ~~Requests for use of school facilities~~
17 ~~must be submitted in advance of the event.~~

18 ~~The online District Facility Use Request form must be completed, signed, and submitted.~~ When
19 the request is approved by District Administration a contract will be created and sent to the
20 originator. The completed and signed contract must be returned to the Business Office before
21 access to the requested facility is granted.

22
23
24 Cross Reference;

25 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary Lamb’s
26 Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141
27

28
29 Policy History:

30 Adopted on:

31 Revised on: 11.27.2018
32
33
34

2 COMMUNITY RELATIONS

3 **Rental and Use of School Facilities Administrative Procedure**
4

5 The Board of Trustees wishes to make ~~School~~ District facilities available to responsible
6 community organizations, associations, and individuals for appropriate civic, cultural, welfare,
7 educational or recreational activities that do not interfere with the delivery of education and the
8 best interests of the ~~School~~ District. The Board is committed to ensuring fair and equitable
9 access to all District facilities.

10 The Board of Trustees recognizes the investment that the community has made in ~~the School~~
11 District buildings and facilities and wishes for such buildings and facilities to be temporarily
12 used under such provisions and control as the ~~School~~ District may see necessary to impose. To
13 the greatest extent possible, citizens of the community ~~should~~ may use ~~School~~ District
14 facilities, ~~so~~ as long as the educational programs of the ~~School~~ District are not hindered.

15 District facilities are not available for rent during District closed calendar days (See
16 specific Official District Calendar for specific dates.). This includes all District observed
17 holidays.
18

19 The administration shall be charged with the responsibility of coordinating and authorizing use
20 of all grounds and facilities by groups other than those directly connected with the ~~School~~
21 District. The administration has developed the rules, regulations, and procedures for the use of
22 facilities.
23

24 ***Priority for Use of District Facilities***

25 The priority for the use of ~~School~~ District facilities is as follows and is in priority order:

- 26 1. ~~School~~ District Activities
- 27 2. Nonprofit ~~Y~~youth ~~A~~activities
- 28 3. Other ~~N~~onprofit and ~~P~~rofit ~~A~~activities
29

30 In rare instances a scheduled non-District event or activity may be rescheduled due to an
31 unforeseen conflict with a District event. The District will make every effort to provide as much
32 advance notice as possible to the Facility Use Contract holder.
33

34 ***Submitting Requests***

35 All facility use requests must be initiated through the Helena Public Schools facilities rental
36 website. Requests must be submitted at least ten (10) business days prior to the activity start
37 date. Requests will be approved by the building principal and forwarded to the Maintenance
38 Department for approval. The District Business Office will be responsible for developing all
39 contracts which will outline all requirements and associated fees for the use of school-owned
40 facilities.

41 The certificate of insurance listing Helena School District #1 as an additional insured and the
42 IRS determination letter should be attached to the Facility Use Request when submitted online.

43 The maximum length of a facility rental request is 90 calendar days. After 90 calendar days a
44 request for a facility may be resubmitted if the facility is available. A separate facility request

45 form must be submitted for each facility.

46 Any questions regarding facility rental charges or the tier designation that a group has received
47 may be directed to the District Facilities Coordinator at 406.324.2021.

48

49 ***Rental Fees and Other Associated Costs and Charges***

50

51 The District Business Services Administrator will periodically review and revise as necessary
52 rental fees and other associated costs based on the District's actual costs and other related
53 factors.

54

55 The ~~School~~ District Business Office will collect deposits if applicable and invoice the user of
56 school facilities on the basis of the fee schedule. There is a two-hour minimum charge for Tier 3
57 and Tier 4. A Session/Day Minimum Charge refers to 6 hours of use. Athletic equipment is not
58 available for rental. PE equipment may be available at the discretion of the building principal.
59 Generally, teacher classrooms are not available but can be approved at the discretion of the
60 building principal. Requests for school classrooms should be discussed with the building
61 principal first.

62 School spaces available for rent include gyms, common areas, and libraries. Auditoriums are
63 also available for rent and may require additional fees including but not limited to; stage lighting
64 and technician fees. Exceptions may be made by the building principal and/or the ~~Facilities and~~
65 ~~Transportation Director~~ Manager.

66 ACTIVITIES SURCHARGE - All contracts include an annual \$30.00 surcharge per activity to
67 help fund student activities and sports. This funding will supplement the Activities Department
68 and will be used to purchase supplies and equipment for all students and activities including
69 sports, debate, music, speech, cheerleading, dance, and other student activities. This fee cannot
70 be waived or voided.

71 ***Custodial and Technology Fees***

72 Tiers 2-5 may be subject to custodial and/or technology fees which will be determined when
73 contracts are being prepared or an activity is being scheduled. These additional fees may also be
74 assessed if more than one location is required for an event or an event involves more than 100
75 participants.

76

77 The use of school equipment such as computers, TVs, media equipment, sound systems,
78 scoreboards, auditorium stage props, stage lighting, etc., shall only be permitted if included in
79 the ~~RENTAL OF SCHOOL FACILITIES REQUEST FORM~~ **Rental of School Facilities**
80 **Request form** and upon evidence by the applicant that such equipment is operated only by
81 competent and trained personnel or someone hired from the ~~School~~ District.

82 ***Liability Insurance***

83 The District requires groups to supply documented proof of liability insurance coverage with
84 the District as a named insured in the amount of \$1,000,000 combined single limit per
85 occurrence / \$1,000,000 annual aggregate for Tiers Two, Three, Four and Five.

86

87 ***Custodial Staff***

88 A custodian or other authorized staff member who is not participating in the activity may be
89 required to be on the premises when any group is using the

Revised: 10.18.2018, 11.3.2018, 11.27.2018

11.3.2020, 1.5.2021 Policy Committee Review 1.12.2021 Board Review

school buildings. The cost of the custodian will be included in the final contract if applicable.

Keyless Entry

For some locations the District may issue a contract holder a keyless entry fob which is programmed to allow access to the building for the times agreed to in the rental contract. If a fob is misplaced or lost during the rental period please notify the Facilities Office at 406.324.2021 as soon as possible so the fob can be deactivated. This will prevent unauthorized access occurring under the contract renters name. Within five business days of the conclusion of the rental the fob must be returned to the District Facilities Office at 1201 Boulder Avenue. A \$10.00 fee will be charged for unreturned or lost fobs.

Rental Tiers

<u>Tier One:</u> Activity Scheduler for District Events and Activities	<u>Tier Two:</u> Non-Profit with NO Fees or fees LESS than \$200.00 per participant (e.g. Fee types: Participation fee, Participant Registration fee, Membership fee, and/or Participant Donation Request)	<u>Tier Three:</u> Non-Profit with Fees greater than \$200.00 per participant (e.g. Participation Fee, Participant Registration fee, Membership fees, and/or Participant Donation Request Charged)	<u>Tier Four:</u> For Profit Events	<u>Tier Five:</u> Reciprocal Agreements – <u>Must have an MOU or contract on file with the Business Office</u>
No Insurance Required	Liability Insurance Required	Liability Insurance Required	Liability Insurance Required	Liability Insurance Required
No Mandatory Activity Fee	Mandatory \$30. Annual Activity Fee Required for each group or team	Mandatory \$30. Annual Activity Fee Required for each group or team	Mandatory \$30. Annual Activity Fee Required	Mandatory \$30. Annual Activity Fee Required
No Rental Fee	No Rental Fee	65% of Rental Fees Charged	100% of Rental Fees Charged	Fees may be negotiated if applicable
Example: Student Clubs, Activities and Athletic events, P.T.O. & HEF meetings & events	Example: Community Clubs, activities, sports teams, & events	Example: Kiwanis Community Clubs, activities, sports teams, & events	Example: Sports Camps, private service providers, etc.	Example: Varies

NOTE: Tiers 2-5 may incur custodial fees for activities or events occurring when there is no custodian on site (e.g. weekends).

Supervision and Maintenance of Rented Facilities

Sponsoring organizations and groups using facilities shall provide enough competent help and/or special supervision. The amount of adequate supervision shall be agreed upon at the time the contract is issued. Groups are expected to leave facilities in the condition in which they found them. Should the District find the facility in an unacceptable condition as a result of the rental,

111 the individual or group who signed the rental contract may be assessed a charge. Additionally,
112 the individual or group may also be denied access to District facilities in the future.

113 No functional alteration of the premises or functional changes in the use of such premises shall
114 be made without specific written consent of the District.

115 School property must be protected from damage and mistreatment and ordinary precautions for
116 cleanliness maintained. Groups shall be responsible for the condition in which they leave the
117 school facilities. In cases where school property has been damaged or abused beyond normal
118 wear, the same shall be paid for by the organization involved.

119 Groups that have been excluded from other community facilities because of damage will not be
120 allowed to rent District facilities.

121

122 ***Compliance with Applicable Laws, Regulations and Policies***

123

124 ~~School~~ District facilities will only be rented to groups or organizations that agree to comply in all
125 respects with all applicable laws, statutes, regulations, ordinances and policies. In particular, that
126 neither it nor its employees or agents will refuse, withhold, or deny any of its services, goods,
127 facilities, advantages, or privileges because of race, color, religion, creed, political ideas, sex,
128 age, marital status, physical or mental disability, or national origin, and that it will not publish,
129 circulate, issue, display, post, or mail a written or printed communication, notice or
130 advertisement which states or implies that any of the services, goods, facilities, advantages, or
131 privileges offered by it while in ~~School~~ District facilities will be refused, withheld, or denied
132 because of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental
133 disability, or national origin.

134

135 ***Alcohol, Drugs, Tobacco and Tobacco Innovations***

136 Alcoholic beverages, tobacco / tobacco innovations, and illegal narcotics (including medical
137 marijuana) shall **not** be permitted in school facilities or on school property at any time.

138

139 ***Property Damage or Loss***

140 All contract holders using school facilities shall hold the District and its agents free and without
141 harm from any loss, damage or liability of expense that may arise during, or be caused in any
142 way, by such use or occupancy of school facilities. In the event that property loss or damage is
143 incurred during such use or occupancy, the amount of damage shall be decided by the
144 Superintendent and the individual or group who signed the rental contract will be billed for said
145 loss or damage.

146 The use of the District's playing fields must be appropriate and compatible with each playing
147 field and its surrounding area, and appropriate rental rate schedules may apply. The use of
148 playing fields must not result in construction, damage or undue wear or pose a hazard to children
149 or others. Activities which endanger others or cause damage to fields and lawns are prohibited.
150 Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to
151 obtain restitution for any damage from the group or organization that signed the rental contract.

152

153 ***Reserved Rights***

154 Helena Public Schools (HPS) reserves the right to deny requests for facility use based on past
155 performance/compliance issues or a determination of organizational mission that is incongruent
156 with that of the Helena Public Schools. Additionally, HPS reserves the right to perform routine
157 risk analyses on facility use requests on a case-by-case basis and assess appropriate fees or
158 deposits on new or unique requests.

159 The Board of Trustees authorizes the Superintendent to make final decisions on use of school
160 facilities by any group or individual.

161

162 Procedure History:

163 Adopted on: 11.27.2018

164 Revised on: