



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 11, 2021 - 5:30 p.m.

Ray Bjork Board Room and via Zoom
1600 8th Ave, Helena, MT 59601

Notice: In accordance continued health/safety guidance and recommendations, we ask those physically attending the meeting to remain distanced and masked. Given distancing needs, physical attendance at this meeting is limited to 30 individuals. 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-05-11-2021/> and using the Zoom 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. RECOGNITIONS

A. HEF Harrison Writing Awards

“Thank God for Christmas Lights” by **Andrea Stalnaker**, Capital High School

“A House that Remains Silent” by **Rebecca Smillie**, Capital High School

“The Pale White House with a Red Brimmed Door” by **Angelo Bender**, Access to Success

B. Helena High student **Tim Cuddy** earned the National Speech and Debate Association’s Academic All-American award.

Coach: **Jen Hermanson**

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair

John E McEwen
Trustee

Siobhan Hathorn
Board Vice Chair

Jennifer McKee
Trustee

Terry Beaver
Trustee

Sarah Sullivan
Trustee

Libby Goldes
Trustee

Jennifer Walsh
Trustee

www.helenaschools.org

C. Helena High student **Heath Caldwell** was awarded the Animal Science Award, Best Wildlife Project, and Gold Ribbon at the Montana Science Fair for his work “Comparative Osteohistology within the Long Bones of Rocky Mountain Elk.” Mr. Caldwell also presented his work at the Intel Regional Science Fair and won Montana Technology University Biology Department “Best in Show” and Blue-Ribbon Silver Medal.

D. Helena High student **Claire Downing** earned the First Place Grand Award, Larry Fauque Grand Award and Silver Ribbon at the Montana Science Fair for her work “Colonizing Bryophytes Used as a Post-Wildfire Ecosystem Stabilization Treatment in Montana.” Ms. Downing also presented her work at the Intel Regional Science Fair and was awarded First Place Grand Award, Association for Geoscientists Award, and a Blue-Ribbon Gold Medal.

Both students are advised by Helena High Biology, AP Research, and Biomed Educator, **Tyler Hollow**.

E. SkillsUSA Montana State Leadership & Conference Award Winners from Helena High:

Logan Eckerson: Gold Medal for Extemporaneous Speech

Luc Ronan: Gold Medal for Job Skill Demonstration and Silver Medal for Welding Sculpture

Byren Stoner: Silver Medal for Combination Welding

Nolan Bumgardner: Silver Medal for Job Skill Demonstration

This team is advised by **Jason Hartwick** and **Veronica Robertson**.

F. SkillsUSA Montana State Leadership & Conference Award Winners from Capital High:

Tristan Kelley: Silver Medal for Technical Drafting

Katelyn Obert: Gold Medal for Architectural Drafting

Megan McCauley: Gold Medal for Photography

Wes Bruski: Gold Medal for CNC Milling and Gold Medal for Job Interviewing

The **CHS team** also won the “Quality Chapter” award.

This team is advised by **Eric Croft**.

G. Capital High Educator, **Reg Hageman**, was awarded the Striving for Excellence award from SHAPE Montana.

H. Recognize 2020/21 Student Trustees, **Mariah Mercer** (CHS) and **Claire Downing** (HHS), for their service on the Board of Trustees

I. Recognize Trustee **Sarah Sullivan** for her service on the Board of Trustees

IV. 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.

V. NEW BUSINESS

A. Items for Action

1. Canvass of Election Results
2. Oath of Office 2021 Elected Trustees

3. Reorganization of the Board of Trustees
4. Appointment of Clerk
5. Consideration of High School General Fund Budget Amendment (see attached)
6. Award Workers' Compensation Contract (see attached)
7. Award Transportation Camera Surveillance RFP (see attached)

B. Items for Consent

1. Consideration of a Resolution to Dispose of Personal Property- Five Qualitone Audiometers
2. Consideration of the 04.22.2021 Board of Trustees Special Meeting Minutes – Open Session (see attached)
3. Consideration of the 04.22.2021 Board of Trustees Special Meeting Minutes – Closed Session
4. Consideration of the Personnel Actions (see attached)
5. Consideration of the Warrants (see attached)
6. Approval of Out-of-District Attendance Agreements (see attached)

C. Items for Information

1. Policies for First Reading/Approval (see attached)
 - a. Policy 1027: Board Member Conflict of Interest
 - b. Policy 1035: Board Development and Self-Evaluation
 - c. Policy 1040: Board Member Expenses
 - d. Policy 1055: Communication to and from the Board
 - e. Policy 1060: Committees
2. Overview Update: Social-Emotional Support and Services

D. Reports

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

VI. SUPERINTENDENT'S REPORT

VII. BOARD COMMENTS

VIII. ADJOURNMENT

The next Board of Trustees meeting has been scheduled for June 8, 2021.

Board of Trustees Meeting

Canvass election results and issue certificates of election



IV. NEW BUSINESS

A. Items for Action

1. Canvass election results and issue certificates of election
-

Background:

The annual regular school election was held on Tuesday May 4, 2021. Pursuant to 20-20-415, MCA, at the first regular or special meeting after receiving the certified tally sheets and no later than 25 days after the election, trustees must canvass the election results. After the canvass of the total votes cast, trustees must issue a certificate of election. In the case of a trustee election, the certificate must be issued to the elected trustee and the county superintendent, designating the term of the trustee position. In the case of an election on a proposition, the trustees must issue a certificate specifying the outcome of the election.

Considerations:

- The County Election Office provided the attached tally sheets on May 11, 2021.
 - Highlights:
 - Total ballots issued for the Helena Elementary District was 35,941. Total ballots tabulated was 13,520 with a total voter turnout of 34.99%.
 - Total ballots issued for the Helena High School District was 37,875. Total ballots tabulated was 14,262 with a total voter turnout of 35.06%.
- The election results were also provided by the county elections office on May 11, 2021.
 - Highlights:
 - Janet Armstrong and Terry Beaver received the most votes for the two vacant K-12 seats with Ms. Armstrong receiving 6,728 votes (31.16%) and Mr. Beaver receiving 6,442 votes (29.84%).
 - The elementary general fund levy proposition passed with a margin of 52.12%.
 - The high school general fund levy proposition passed with a margin of 50.90%.
- Katrina Chaney, County Superintendent of Schools will administer the oath of office to elected trustees.

Superintendent recommendation:

Canvass the election results, issue the certificates of election, and administer the oath of office to elected trustees.

Ballot Style	Total Registered Voters	Active	Provisional	Late Registration	Inactive
EL01 HS01	37498	34637	41	22	2798
EL01 HS01 TLF	1104	1055	1	1	47
EL01 HS01 YF	43	40	0	1	2
HS01	2029	1931	0	2	96
K-1209	4381	4082	4	2	293
K-1209 TLF	2533	2441	1	3	88
K-1209 YF	228	220	0	0	8
Total	47816	44406	47	31	3332

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA ELEMENTARY/HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 5th DAY OF May, 2020.

Office or Issue: Three-year term (Vote for 2)

CANDIDATE	NUMBER OF VOTES
Janet Armstrong	6,728
Terry L. Beaver	6,442
Neal Blossom	872
Greg L. Guthrie	2,906
Erik Rose	1,537
Charlotte Sanborn	2,903
Write-In Totals	201
Overvotes	104
Undervotes	5,349

Total Votes Cast: 21,589

Office or Issue: Elementary General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	6,958
AGAINST the Additional Levy	6,392
Overvotes	0
Undervotes	171

Total Votes Cast: 13,350

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena Elementary/High School District, No. 1, Lewis and Clark County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this 11th day of May, 2021.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____

District Clerk: _____

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 4th DAY OF May, 2021.

Issue: High School General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	7,123
AGAINST the Additional Levy	6,871
Overvotes	1
Undervotes	267

Total Votes Cast: 13,994

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena High School District, No. 1, Lewis and Clark County for the issue enumerated.

Attest my hand this 11th day of May, 20 21.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

District Clerk: _____

	Total	EL01 HS01	EL01 HS01 TLF	EL01 HS01 YF	HS01	K-1209	K-1209 TLF	K-1209 YF
Registered Voters	47816	37498	1104	43	2029	4381	2533	228
MT Votes Counts								
Total Ballots Issued	44648	34837	1063	41	1934	4099	2453	221
Sent (not returned)	25295	19081	568	18	1067	2756	1660	145
Received								
Processed/Rejected	943	732	23	1	55	87	42	3
Rejected - No Signature	31	25	0	0	3	2	1	0
Rejected - Signature Did Not Match	46	40	2	0	1	3	0	0
Rejected - Late for Election	866	667	21	1	51	82	41	3
Rejected - Other	0	0	0	0	0	0	0	0
Processed/Void	183	150	8	0	3	12	9	1
Undeliverable	2226	1794	46	0	67	201	103	15
Processed/Accepted	16001	13080	418	22	742	1043	639	57
Election Staff and Election Judge Counts								
Total Affirmation Envelopes	16001	13080	418	22	742	1043	639	57
Total Secrecies Removed from Affirmation Envelopes	16001	13080	418	22	742	1043	639	57
Total Secrecy Envelopes Received for Opening	16002	13081	418	22	742	1043	639	57
Rejected Ballots	1	0	0	0	1	0	0	0
Accepted Ballots	15981	13081	418	22	741	1043	619	57
Total Accepted for Counting by Tabulators	16001	13081	418	22	741	1043	639	57
Ballots Counted on DS850								
Ballots Cast	16001	13081	418	22	741	1043	639	57
Blank Ballots Cast	14	10	0	0	1	2	1	0
Difference*	1	1	0	0	0	0	0	0
Voter Turnout	33.46%	34.88%	37.86%	51.16%	36.52%	23.81%	25.23%	25.00%

2021 School and Special Purpose District Election Report for Canvass

*Explanation of Difference:

The staff that separated the secrecy envelopes from affirmation envelopes documented **291** secrecy envelopes in tray with batches 245 to 343 in ballot style EL01 HS01. This subtotal was consistent with the MT Votes report for tray with batches 245 to 343 in ballot style EL01 HS01.

The election judges who opened and removed ballots from the secrecy envelopes in tray with batches 245 to 343 in ballot style EL01 HS01 documented **292** secrecy envelopes.

The staff that removed the secrecy envelopes from the affirmation envelopes could not recall making the error of removing two secrecy envelopes from one affirmation envelope. However, they suggested that perhaps an affirmation envelope contained a secrecy envelope and an extra ballot not enclosed within a secrecy envelope.

In this case, the instructions are to enclose everything contained within the affirmation envelope in a new secrecy envelope. The staff believe they may have erred and placed the extra ballot in a new secrecy envelope and removed the other secrecy envelope, thereby creating two secrecy envelopes from one affirmation envelope.

Ultimately, the extra ballot is the result of human-error and failure to accurately follow instructions.

2021 School and Special Purpose District Election Report for Canvass

	Reporting by Districts in Election					
	Total Helena Elementary School District	Total Helena High School District	Total East Helena School District	Total Tri-Lakes Fire Service Area	Total York Fire Service Area	Total
Registered Voters	38645	40674	7142	3637	271	47816
MT Votes Counts						
Total Ballots Issued	35941	37875	6773	3516	262	44648
Sent (not returned)	19667	20734	4561	2228	163	25295
Received						
Processed/Rejected	756	811	132	65	4	
Rejected - No Signature	25	28	3	1	0	31
Rejected - Signature Did Not Match	42	43	3	2	0	46
Rejected - Late for Election	689	740	126	62	4	866
Rejected - Other	0	0	0	0	0	0
Processed/Void	158	161	22	17	1	183
Undeliverable	1840	1907	319	149	15	2226
Processed/Accepted	13520	14262	1739	1057	79	16001
Election Staff and Election Judge Counts						
Total Affirmation Envelopes	13520	14262	1739	1057	79	16001
Total Secrecies Removed from Affirmation Envelopes	13520	14262	1739	1057	79	16001
Total Secrecy Envelopes Received for Opening	13521	14263	1739	1057	79	16002
Rejected Ballots	0	1	0	0	0	1
Accepted Ballots	13521	14262	1719	1037	79	15981
Total Accepted for Counting by Tabulators	13521	14262	1739	1057	79	16001
Ballots Counted on DS850						
Ballots Cast	13521	14262	1739	1057	79	16001
Blank Ballots Cast	10	11	3	1	0	14
Difference*	1	1	0	0	0	1
Voter Turnout	34.99%	35.06%	24.35%	29.06%	29.15%	33.46%

2021 School and Special Purpose District Election Report for Canvass

*Explanation of Difference:

The staff that separated the secrecy envelopes from affirmation envelopes documented **291** secrecy envelopes in tray with batches 245 to 343 in ballot style EL01 HS01. This subtotal was consistent with the MT Votes report for tray with batches 245 to 343 in ballot style EL01 HS01.

The election judges who opened and removed ballots from the secrecy envelopes in tray with batches 245 to 343 in ballot style EL01 HS01 documented **292** secrecy envelopes.

The staff that removed the secrecy envelopes from the affirmation envelopes could not recall making the error of removing two secrecy envelopes from one affirmation envelope. However, they suggested that perhaps an affirmation envelope contained a secrecy envelope and an extra ballot not enclosed within a secrecy envelope.

In this case, the instructions are to enclose everything contained within the affirmation envelope in a new secrecy envelope. The staff believe they may have erred and placed the extra ballot in a new secrecy envelope and removed the other secrecy envelope, thereby creating two secrecy envelopes from one affirmation envelope.

Ultimately, the extra ballot is the result of human-error and failure to accurately follow instructions.

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena Elementary School District No. 1 of Lewis and Clark County, State of Montana, on the 4th day of May, 2021, voted on the following proposition:

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of two hundred twenty-one thousand one hundred sixty-nine DOLLARS (\$221,169) per year which is approximately 1.98 mills, for the purpose of: the general operations of the district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$2.67 and on a home with a market value of \$200,000 by approximately \$5.35. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Number of votes for: 6,958

Number of votes against: 6,392

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Libby Goldes

Trustee Signature: _____

Trustee Name: John McEwen

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Sarah Sullivan

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena Elementary School District No. 1

DATED this 11th day of May, 2021.

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL GENERAL FUND MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena High School District No. 1 of Lewis and Clark County, State of Montana, on the 4th day of May, 2021, voted on the following proposition:

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of two hundred ninety thousand one hundred sixty-six DOLLARS (\$290,166) per year which is approximately 2.36 mills, for the purpose of: the general operations of the district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.19 and on a home with a market value of \$200,000 by approximately \$6.37. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Number of votes for: 7,123

Number of votes against: 6,871

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Libby Goldes

Trustee Signature: _____

Trustee Name: John McEwen

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Sarah Sullivan

Trustee Signature: _____

Trustee Name: Jennifer Walsh

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena High School District No. 1

DATED this 11th day of May, 2021.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL GENERAL FUND MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Helena Public School District No. 1 of Lewis and Clark County, State of Montana, held on the 4th day of May, 2021, the candidate Janet Armstrong was duly elected to fill the office of Trustee for the term of three years, beginning on the date of filing this certificate with the Lewis and Clark County Superintendent of Schools, but no later than the 7th day of June, 2021, and ending at the trustee organizational meeting in May 2024, or until a successor has been elected or appointed and has been qualified.

ISSUED this 11th day of May, 2021:

Board Chair: Luke Muszkiewicz

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

Helena Public School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Janet Armstrong
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Helena Public School District No. 1 of Lewis and Clark County, State of Montana, held on the 4th day of May, 2021, the candidate Terry L. Beaver was duly elected to fill the office of Trustee for the term of three years, beginning on the date of filing this certificate with the Lewis and Clark County Superintendent of Schools, but no later than the 7th day of June, 2021, and ending at the trustee organizational meeting in May 2024, or until a successor has been elected or appointed and has been qualified.

ISSUED this 11th day of May, 2021:

Board Chair: Luke Muszkiewicz

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

Helena Public School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Terry L. Beaver
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Board of Trustees Meeting

Organization of the Board of Trustees, Election of Officers and Appointment of Clerk



I. NEW BUSINESS

A. Items for Action

1. Organization of the Board of Trustees, Election of Officers and Appointment of Clerk
-

Background:

Pursuant to 20-3-321, MCA, trustees must annually organize as a governing board of the district, no later than 25 days after the regular school election day and after the issuance of the election certificates to the newly elected trustees. At this organizational meeting, trustees elect presiding officers and appoint the clerk of the district.

Considerations:

- The Helena Public School's Board of Trustees recognizes two leadership positions, chairperson, and vice-chairperson.
- The chairperson is the presiding officer at all meetings and shall serve until the next organization meeting.
- If the chairperson is unable to attend or otherwise absent from a meeting, the vice-chairperson is the presiding officer for that meeting.
- The presiding officer of a board of trustees of an elementary district may be any trustee of the board, including an additional high school trustee. If an additional high school trustee is chosen to serve as the presiding officer of the board of trustees of an elementary district, the additional high school trustee may not vote on issues pertaining only to the elementary district.
- Pursuant to 20-3-325, MCA, trustees are required to employ and appoint a clerk of the district.

Superintendent recommendation:

Organize the board of trustees, elect a Chairperson and vice-chairperson, and appoint a clerk of the district.

CERTIFICATE OF APPOINTMENT OF CLERK

THIS IS TO CERTIFY, that at a regular or special meeting of the Board of Trustees of School District No. 1 of Lewis and Clark County, State of Montana, which was held on the 11th day of May 2021, (Teresa) Janelle Mickelson, was duly appointed to fill the office of District Clerk to serve at the pleasure of the Board for a 1 year term.

Trustees for District No. 1

Trustee: Luke Muszkiewicz
Trustee: Siobhan Hathhorn
Trustee: Janet Armstrong
Trustee: Terry Beaver
Trustee: Elizabeth (Libby) Goldes
Trustee: John H. McEwen
Trustee: Jennifer A. McKee
Trustee: Jennifer Walsh

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Subscribed and sworn to before me this 11th day of May, 20 21

Print Name of Clerk: (Teresa) Janelle Mickelson

Signature of Clerk: _____

Print Name of County

Superintendent (or Designee): Katrina Chaney

Signature of County

Superintendent (or Designee): _____

Note: This form is to be presented to the Clerk after the trustees' organizational meeting.

20-1-202 and 20-3-325, MCA

Board of Trustees Meeting

High School General Fund Budget Amendment Resolution



I. NEW BUSINESS

A. Items for Action

5. 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 \$407,576.
- The financing source for the budget amendment is tuition receipts received from East Helena K-12 School District.
- 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, 2021.

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
COUNTY**

At the regular meeting of the board of trustees of the Helena School District No.1, Lewis and Clark County, Montana, held April 27, 2021, at 4:00p.m. at Helena High School, 1300 Billings Avenue, Helena, Montana 59601, 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 \$407,576 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 2021 in the amount of \$407,576 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, will meet at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8th Avenue, Helena MT 59601 on May 11, 2021 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 11, 2021

List all budget amendment expenditure line items and amounts:201.100.1800.610

Board of Trustees Meeting

Award workers' compensation contract



I. NEW BUSINESS

A. Items for Action

1. Award workers' compensation contract

Background:

The District's contract with its current workers' compensation carrier, Montana State Fund, expires on June 30, 2021. A request for proposals (RFP) was issued on February 1, 2021, with a submittal deadline of April 12, 2021. Proposals were received from Montana Schools Group Interlocal Authority (MSGIA) and Payne West/Montana State Fund. The evaluation committee reviewed and rated the two proposals based on the following criteria:

- Net cost of coverage
- Experience, qualifications, and references
- Loss control services
- Subjective fit

After careful consideration, the evaluation committee is recommending the workers' compensation contract be awarded to Payne West/State Fund.

Considerations:

- Both proposals were evaluated on several factors, including risk, stability of rates across the network and flexibility. Payne West/State Fund was rated higher because it has a stable and strong net position and stability of rates across their network.
- The committee felt more comfortable and less risk with the Payne West/State Fund bid.
- Helena School District needs to rely on stable rates over the term of this engagement. In looking at MSGIA, and reflecting on historic rates with them, as presented in the RFP process, we have had variable rates year over year, creating a challenging budgeting scenario.
- Furthermore, with Payne West/State Fund, the District can budget and reevaluate if the rates or experience changes, including drop or opt out, and go out for bid. MSGIA requires a 3-year commitment without a 3-year commitment to rate stability.
- MSGIA describes a fantastic loss control program, but we know that the Payne West/Montana State Fund model is working and decreasing costs for us in loss ratios and actual employee return to work.
- The Mod calculations used by Payne West/Montana State Fund match what the District has seen year over year as a school district. The MSGIA mod calculation is internally calculated and considerably lower than our prior experience with them and with our current carrier, leading the evaluation committee to believe it is not an accurate look at our book of business and underestimating loss and experience, which could lead to higher premiums and rates year over year.
- Overall, the committee had a lack of confidence in MSGIA's net position, mod rank and 3-year lock in.
- Our safety committee is proving results with the losses decreasing year over year with the Payne West/Montana State Fund participatory model.
- Payne West/Montana State fund can sustain major losses with their strong net position.

Superintendent recommendation: Accept the evaluation committee's recommendation and award the workers' compensation contract to Payne West/Montana State Fund.

Board of Trustees

Results of camera surveillance bus system RFP

Background:

The Transportation Dept. is currently using a 7-year-old camera system. The current system allows for live video by using cellular coverage, GPS tracking, speed tracking and emergency events. Each bus’s hard drive can store up to 2 weeks of video and audio data.

The RFP was advertised, and the following deadlines were placed:

- April 5 - Deadline for discovery questions submitted by the contactors
- April 7 – Discovery Zoom conference with contactors on questions submitted
- April 15 – Live demonstrations by contactors
- April 22 – Deadline for RFP proposals
- April 28 – Awarding of RFP

Considerations:

- Durability of the new systems
- Video capacity & quality
- References from other school on:
 - Customer service
 - Ongoing costs
 - Training for system
 - Performance of system
- Price

Received Bids	Price
• Safety Vision	\$245,670
• Provision	\$298,277
• Angel Tracks	\$243722
• REI	\$277,720

Recommendation: Safety Vision

Reasons

- Excellent customer service
- Superior hardware and software
- Best in class onsite training
- Best in presentation
- Only vender to send a complete bid package

HELENA SCHOOL DISTRICT NO., LEWIS AND CLARK COUNTY
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of five (5) 1988 Qualitone Audiometers; and

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell or dispose of such audiometers because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall dispose of the audiometers by sealed bids. Purchasing parties are responsible for the pickup or shipping of the purchased items no later than June 7th, 2021. Interested parties must submit sealed bids to the Helena School District #1 Business Office, 55 S. Rodney, Helena, MT 59601 by 3:00 p.m. on June 1st, 2021. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for Surplus Audiometers. In the event that no bids are received for an item listed above, the District will dispose of the item(s) in any manner deemed appropriate.

The items may be viewed at May Butler Center, located at 55 S Rodney, Helena, MT, May 25th, 2021, between the hours of 2:00 pm and 3:00 pm. Please call Special Education Administrator, Sean Maharg at (406) 324-2005 for more information.

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the sale or disposal of the above-described property. Money realized from the sale of any of the above-identified items shall be credited to the special education interlocal fund.

Adopted this ____ day of _____ 2021.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows _____ made the motion to approve this RESOLUTION TO DISPOSE OF PERSONAL PROPERTY and _____ seconded the motion; the following Trustees voted in favor of the motion:

_____; the following Trustees voted against _____; and the following Trustees were absent: _____.

By: _____

Janelle Mickelson, District Clerk
Helena School District No. 1



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 – Special Meeting

Thursday, April 22, 2021

MINUTES - DRAFT

Attendees

Trustees:

Luke Muszkiewicz, Board Chair
Sarah Sullivan, Past Chair
Terry Beaver, Trustee
Libby Goldes, Trustee
John McEwen, Trustee
Jennifer McKee, Trustee
Jennifer Walsh, Trustee

Others:

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Stacy Collette, Human Resources Director
Janelle Mickelson, Business Services Director
Gary Myers, Educational Technology Coordinator

Jamie Bright, member of the public
Christine Roberts, member of the public

Excused Absence:

Siobhan Hathhorn, Board Vice Chair

I. CALL TO ORDER

The meeting was called to order at 12:02pm by Board Chair, Luke Muszkiewicz, and the Pledge of Allegiance was recited.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. NEW BUSINESS

A. ITEM FOR ACTION

1. Personnel-Specific Item for Action – CLOSED SESSION
The board entered a closed session at 12:06pm.

The board resumed an open session at 12:31pm.

Ms. Sullivan moved to authorize Elizabeth Kaleva to notify the Office of Public Instruction of the resignation of a former employee pursuant to Section 20.4.110. The motion was seconded by Ms. McKee.

There was neither public comment nor board comments.

The motion passed 6-0. (Ms. Goldes was absent for this vote.)

V. BOARD COMMENTS

No board comments were offered.

VI. ADJOURNMENT

Mr. Muszkiewicz adjourned the meeting at 12:34pm.

PERSONNEL ACTIONS
April 14, 2021 – May 11, 2021

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Anders, Diane	04/13/2021	HHS/Resource Teacher	\$210.04/day*
Brand-Cleary, Emily	04/09/2021	CRA/DLI Music Teacher .33 FTE	\$3,081.78*
Cathcart, Bethany	03/16/2021	Central/Resource	\$210.04/day*
Horning, Karri	08/26/2021	RBLC/Day Treatment Teacher	\$46,000
Jensen, Barbara	08/26/2021	RBLC/Temporary Pre-K	\$43,000*
Kavanagh, Ryann	08/26/2021	SSC/Occupational Therapist	\$57,737
McMahon, Britney	08/26/2021	Hawthorne/Resource Teacher	\$42,000
Schulz, Allie	04/16/2021	Kessler/3-4 Combo Classroom	\$210.04/day*
Schimmoeller, Hannah	08/26/2021	RBLC/Day Treatment Teacher	\$42,000
Smith, Brooke	08/26/2021	HHS/Resource Teacher	\$40,000
Thennis, Leslee	06/07/2021	Rossiter/Grade 1	\$418.27/day*

*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>
Clanin, Jessica	06/09/2021	CRA/eNET	Resignation
Guay, Jeffrey	06/10/2021	CHS/English	Resignation
Henry, Nathan	06/09/2021	CRA/Special Education-Resource	Resignation
Scott, Stephanie	04/19/2021	CHS/Special Education-Resource	Resignation
Thompson, Felicia	06/10/2021	HHS/Special Education-Resource	Resignation
Wylie, Carol	06/10/2021	HHS/Speech-Language Pathologist	Resignation

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Hanson, Courtney	2021-2022	SSC/Physical Therapist	LOAWOP
Zepeda, Haendel	2021-2022	HMS/Spanish	LOAWOP

Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
-------------	-------------	-----------	-----------------------

**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Beaudin, Josiah	08/26/2021	RBLC/Day Treatment Para Educator	\$15.22/hr.
Blessinger, Shawn	04/16/2021	HHS/Custodian	\$16.01/hr.
Boynton, Brett	04/26/2021	Maintenance/Carpenter	\$24.81/hr.
Mondejar, Jennifer	01/13/2021	Warren/Temporary Para Educator	\$13.30/hr.*
Stoner, Kelly	05/15/2021	TOSA-Student Information System/Data Coach	\$6,000.00
Stout, Carly	08/12/2021	Hawthorne/Elementary Secretary	\$18.28/hr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Auck, Kellie	06/09/2021	Central/Para Educator	Retirement
Bliss, Collette	04/20/2021	Central/Para Educator	Resignation
Butler, Jessica	06/09/2021	Central/Para-Sign Language Interpreter	Resignation
LeBoutillier, Julia	04/10/2021	Warren/Temporary Para Educator	Resignation
McLane, Kelli	04/24/2021	CHS/Temporary Para Proctor	Resignation
Noel, Nicole	04/17/2021	HHS/Head Cheerleading Coach	Resignation
Smith, Kent	04/20/2021	Jim Darcy/Custodian	Resignation
Thom, Wallace	04/30/2021	HHS/Float Custodian	Resignation

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
-------------	-------------	----------------------------	-------------

SUPPLEMENTARY CONTRACT ASSIGNMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
Bishop	Kristen	Asst Boys Track Coach	HMS	\$562.00
Brooks	Karli	Asst Girls Track Coach	HMS	\$562.00
Cleveland	Rebecca	Asst Girls Track Coach	CRA	\$562.00
Connolly	Paul	Asst Boys Track Coach	CRA	\$562.00
Crowson	Amanda	Asst Girls Track Coach	HMS	\$562.00
Crum	Lisa	Asst Girls Track Coach	HMS	\$562.00
Flatow	Kevin	Asst Boys Track Coach	HMS	\$562.00
Graham	Susan	Asst Girls Track Coach	CRA	\$562.00
Grobto	Sara	Asst Girls Track Coach	HMS	\$562.00
Hagengruber	Leslie	Cross Country Coach	CRA	\$509.00

Hagengruber	Leslie	Asst Girls Track Coach	CRA	\$562.00
Hatten	Teal	Folf Coach	HMS	\$509.00
Hatten	Teal	Asst Boys Track Coach	HMS	\$562.00
Hill	Anna	Asst Girls Track Coach	HMS	\$562.00
Hogan	Sarah	Asst Girls Track Coach	CRA	\$562.00
Hunt	Jarad	Asst Boys Track Coach	CRA	\$562.00
Lowney	Ejay	Asst Boys Track Coach	HMS	\$562.00
Maddock	Grace	Asst Girls Track Coach	CRA	\$562.00
Maharg	Christy	Asst Girls Track Coach	CRA	\$562.00
McGinley	Michael	Asst Boys Track Coach	CRA	\$562.00
McGinley	Michael	Cross Country Coach	CRA	\$509.00
Miller	Lauren	Asst Girls Track Coach	CRA	\$562.00
Muir	Jeremy	Asst Boys Track Coach	CRA	\$562.00
Nicholson	Brandon	Folf Coach	HMS	\$509.00
Nicholson	Brandon	Asst Girls Track Coach	HMS	\$562.00
North	Dawn	Asst Boys Track Coach	CRA	\$562.00
Pattinson	Michaela	Asst Boys Track Coach	HMS	\$562.00
Reiter	Tyson	Asst Boys Track Coach	HMS	\$562.00
Sears	Gerogia	Asst Girls Track Coach	HMS	\$562.00
Sheridan	James	Head Track Coach	CRA	\$644.00
Sheridan	Sydney	Asst Girls Track Coach	CRA	\$562.00
Smith	Lori	Head Coach Girls Track	HMS	\$644.00
Stief	Haylsten	Asst Girls Track Coach	HMS	\$562.00
Thomas	Shannon	Cross Country Coach	CRA	\$509.00
Wall	Glen	Asst Boys Track Coach	CRA	\$562.00
Zapada	Haendel	Head Coach Boys Track	HMS	\$644.00

Helena School District #1

Warrants April 1 to 30, 2021

Direct Deposits: \$3,165,262.73

Payroll Warrants: 70130724-70130745

Payroll Deduction: 69280146-69280173

Non-Check Payroll Deductions: \$5,692,786.69

Non-Check Accts Payable Deductions: \$1,115,659.59

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

Claim Warrants: 69279811-69280370

CRA Middle School Student Activity Checks: 17212-17214

HMS Middle School Student Activity Checks:

Capital High Student Activity Checks: 23613-23636

Helena High Student Activity Checks: 35395-35411

Cancelled Warrants: \$38,288.44

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 _____

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

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

Running Total of Out-of-District Attendance Agreements

Grade	Address							Total
	East Helena	Clancy	Montana City	Boulder	Jefferson City	Helena	Avon	
1	1							1
2								
3	1							1
4	1							1
5		1						1
6								
7								
8	1							1
9	14	52	10	1	1	4		82
10	6	19	2				1	28
11	2	18	1	1				22
12	4	26	5					35
	30	116	18	2	1	4	1	172

**Policy Background – Items for Information
Board of Trustees Meeting
May 11, 2021**

BACKGROUND:

The Policy Committee is currently reviewing the policies included in Series 1000, “School District Organization”.

A number of the policies will see no changes but will be noted as reviewed in the Policy section on the HPS web site.

Below are five policies that have recommended changes requiring Board approval.

FOR INFORMATION:

1027 Board Member Conflict of Interest

Additional language is being recommended to clarify what is meant by connected by blood within the 4th degree or by affinity to the 2nd degree. Included is a chart that provides clarity, but the chart is not being recommended for inclusion in the policy.

1035 Board Development and Self Evaluation

There is a significant change to this policy. New language establishes the Board **will** conduct an annual self-assessment. Current language states the Board **may** conduct a self-evaluation.

1040 Board Members Expenses

Updated and clarifying language is being recommended as noted.

1055 Communication To and From the Board

The Policy Committee is recommending that “digital communication” be used rather than electronic mail.

1060 Committees

Language is being recommended establishing that trustees who are members of committees may participate remotely while retaining the same privileges, rights and responsibilities as if the trustee were physically present.

2 SCHOOL DISTRICT ORGANIZATION

3 Board Member Conflict of Interest

4
5 Board members are expected to be familiar with and observe those provisions of Montana law
6 that define school board authority and govern conflict of interest. Board members shall not only
7 ~~to~~ adhere to all laws regarding conflict of interest, but also to be alert to situations that may have
8 the appearance of a conflict of interest and to avoid actions that might compromise himself or
9 herself or the Board. Therefore, a trustee may not:

- 10 • engage in a substantial financial transaction for the trustee’s private business
- 11 purpose with a person whom the trustee inspects or supervises in the course of
- 12 official duties;
- 13 • perform an official act directly and substantially affecting, to its economic benefit,
- 14 a business or other undertaking in which the trustee has a substantial financial
- 15 interest or is engaged as counsel, consultant, representative or agent;
- 16 • act as an agent or solicitor in the sale or supply of goods or services to the
- 17 District;
- 18 • have a pecuniary interest, directly or indirectly, in any contract made by the Board
- 19 when the trustee has more than a 10% interest;
- 20 • perform an official act directly and substantially affecting a business or other
- 21 undertaking to its economic detriment a business or other undertaking in which
- 22 the trustee has a substantial personal interest in a competing firm or undertaking;
- 23 • be employed in any capacity by the District, except to officiate at athletic
- 24 competitions under the auspices of the Montana Officials Association; or
- 25 • ~~take part in the appointment or employment of any person related or connected by~~
- 26 ~~blood within the 4th degree or by marriage within the 2nd degree, except as~~
- 27 ~~provided by statute.~~
- 28 • Appoint or employ any person related or connected by consanguinity within the fourth
- 29 (4th) degree or by affinity within the second (2nd) degree.
- 30 a. This prohibition does not apply to the issuance of an employment contract to a
- 31 person as a substitute teacher who is not employed as a substitute teacher for more
- 32 than thirty (30) consecutive school days.
- 33 b. This prohibition does not apply to the renewal of an employment contract of a
- 34 person related to a Board member who was initially hired before the Board member
- 35 assumed the trustee position.
- 36 c. This prohibition does not apply if trustees comply with the following
- 37 requirements:
- 38 1) all trustees, except the trustee related to the person to be employed or
- 39 appointed, vote to employ the related person;
- 40 2) the trustee related to the person to be employed abstains from voting;
- 41 and
- 42 3) the trustees give fifteen (15) days written notice of the time and place of
- 43 their intended action in a newspaper of general circulation in the county
- 44

45
46
47
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where the school is located.

Degrees of Affinity

Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

Legal References:	§ 2-2-105, MCA	Ethical Requirements for Public Officers and Public Employees
	§ 2-2-121, MCA	Rules of Conduct for Public Officers and Public Employees
	§ 20-9-204, MCA	Conflict of interest
	§ 20-1-201, MCA	School officers not to act as agents
	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful -- exceptions -- publication of notice.

Cross Reference:

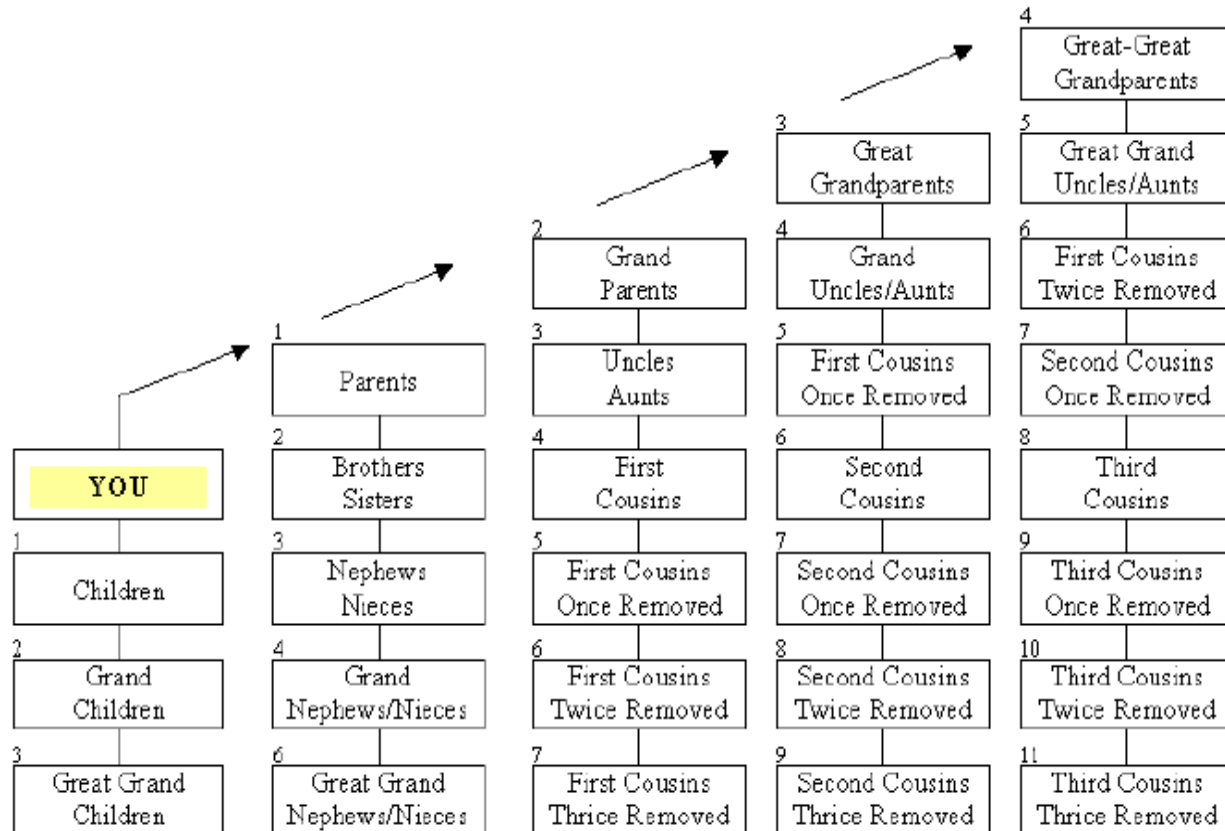
Policy History:

Adopted on:	2.8.2011
Revised on:	9.10.2019

53

Degrees of Family Relationships

Degrees of relationship by blood (consanguinity)



Relationships by Marriage (Affinity)

A relationship by blood is also referred to as being related by consanguinity. A relationship by marriage is sometimes referred to as being related by affinity.

A husband and wife are related in the first degree by marriage. For other relationships by marriage, the degree of relationship is the same as the degree of underlying relationship by blood. Example: John and Steve are brothers and are therefore second-degree relatives by blood. John's wife, Linda, is related to Steve in the second degree by marriage.

4
5 SCHOOL DISTRICT ORGANIZATION

6
7 Board Development and Self Evaluation

8
9 The Board strives to learn, understand, and practice effective governance for the benefit of the
10 District. As determined by the Board, individual members have the opportunity to attend state
11 and national meetings designed to familiarize members with public school issues, governance
12 and legislation. Notice of training opportunities will be provided either through the
13 Superintendent or through the Board Chair.

14
15 Newly elected or appointed trustees shall be ~~given a copy of the~~ made aware of the location of
16 District policies manual on the District web site and shall have the opportunity to meet with the
17 Superintendent and/or members of the Board for the purpose of answering questions and
18 providing information about the District. The Board Chair may request that a veteran Board
19 member mentor a new member.

20
21 As part of the Board’s professional development and in an effort to ~~improve on~~ ensure a
22 continuous improvement ~~basis cycle~~, the Board ~~may conduct a self-evaluation as needed.~~ will
23 conduct an annual self-evaluation.

24
25 The Board of Trustees will ~~periodically~~ make adjustments in its conduct and practices to ensure
26 continued improvement in its performance over time based on their self-evaluation.

27
28 Legal Reference:

29
30 Cross References:

31
32 Policy History:

33 Adopted on: 2.8.2011

34 Revised on:

35 Reviewed on:

36

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Board Member Expenses

6
7 Trustees are not compensated for their service to the District. Travel expenses in the form of a
8 mileage reimbursement may be paid to any trustee who lives more than three (3) miles from the
9 regular meeting place of the trustees at the rate specified in § 2-18-503, MCA.

10
11 The District will pay the expenses for trustees to attend Board approved workshops, trainings
12 and conferences both in state and out of state. The following expenses are eligible for payment
13 and/or reimbursement at the rate established by the District:

- 14 1. Transportation as approved by the Board;
- 15 2. Hotel or motel costs as necessary;
- 16 3. Food costs as necessary;
- 17 4. ~~Telephone services as necessary~~ Communication services;
- 18 5. Incidental expenditures for tips and other necessary costs.

19
20 The District will not pay for or reimburse expenses for ~~liquor~~ alcohol, expenses of a spouse,
21 entertainment or other ~~unnecessary~~ unrelated expenses.

22
23 Legal Reference: § 20-3-311, MCA Trustee travel reimbursement

24
25 Cross Reference:

26
27 Policy History:

28 Adopted on: 2.8.2011

29 Revised on:

30 Reviewed on:

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Communications To and From the Board

6
7 The Board encourages open lines of communication between members of the education
8 community. It also must maintain a chain of command as an organization to promote efficient
9 and effective communications.

10
11 All **official** communications to the Board should be directed to the Superintendent. Board
12 member questions or communications to staff about programs and/or requests for information
13 should also be submitted through the Superintendent.

14
15 The Board acts only as a body. Individual school board members have no authority to act
16 independently, and cannot commit or bind the board by their individual actions. Powers and
17 duties of the board must be exercised by the board as a whole. If contacted individually, Board
18 members should refer the matter to the Superintendent. Individual Board members may not take
19 action to compromise the Board or the administration.

20
21 Use of ~~electronic mail~~ digital communication will conform to the same standards of judgment,
22 propriety and ethics as other forms of Board related communication. E-mail may not be used as a
23 substitute for deliberations at Board meetings or for other communications or business properly
24 confined to Board meetings. E-mail and related attachments received or prepared for use in
25 Board business may be regarded as a public record subject to disclosure upon request, unless
26 otherwise made confidential by law.

27
28 Legal Reference: § 2-3-301, MCA Agency to accept public comment electronically - -
29 dissemination of electronic mail address and documents required --
30 prohibiting fees

31
32 Cross Reference: Policy 1065 Board Meetings

33
34 Policy History:

35 Adopted on: 2.8. 2011

36 Revised on: 1.9.2018

37 Reviewed on:
38

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Committees

6
7 *Board Member Committees*

8
9 The Board may create Board member committees as deemed necessary. The Board Chair will
10 make all appointments to board member committees. Notice of board member committee
11 meetings shall be given in the same manner as notice for special meetings, and board member
12 committee meetings shall be open to the public.

13
14 A trustee who is a member of a committee and is participating remotely in a committee meeting
15 has the same privileges, rights, and responsibilities as if the trustee were physically present.

16
17 *Citizen Committees*

18
19 The Board or the Superintendent may create committees that involve community members as
20 deemed necessary, either on an ad hoc or regular basis. The board chair or the Superintendent
21 will make all appointments to citizen committees and will establish the parameters and duties for
22 the citizen committees. Notice of citizen committee meetings shall be given in the same manner
23 as notice for special meetings, and citizen committee meetings shall be open to the public.

24
25 *Administrative Committees*

26
27 The Superintendent may create administrative committees as deemed necessary. The
28 Superintendent will make all appointments to the administrative committees. In determining
29 whether an administrative committee meeting shall be open to the public, the following factors,
30 although not exhaustive in nature, should be considered:

- 31 (1) the frequency of the meeting held;
32 (2) whether the committee is deliberating or just gathering facts;
33 (3) whether the deliberations concern a matter of policy rather than ministerial or
34 administrative functions;
35 (4) whether the committee members have executive authority and experience; and
36 (5) the results of the meeting.

37
38 If the presiding officer determines that the administrative committee should be held
39 in compliance with the Open Meeting Act, they shall provide notice of the meeting in the same
40 manner as notice for a special meeting, and the administrative meeting shall be open to the
41 public.

42
43 Legal Reference: § 2-3-203, MCA Meetings of public agencies open to the public

44
45 Cross Reference:

47	<u>Policy History:</u>	
48	Adopted on:	2.8 2011
49	Revised on:	
50	Reviewed on:	
51		

Board of Trustees Board Meeting

Overview Update: Social-Emotional Support and Services
May 11, 2021



C. Items for Information

2. Overview Update: Social-Emotional Support and Services
-

Summary: Social-emotional supports are an integral piece to the overall function of our campuses. These networks of support are designed according to student needs in a tiered manner. The Helena Public Schools utilize a Multi-Tiered Systems of Support (MTSS) model. This model will be discussed along with tier-specific examples as part of this regular update report.

Supplemental Resources:

- PowerPoint Presentation



Board of Trustees Meeting

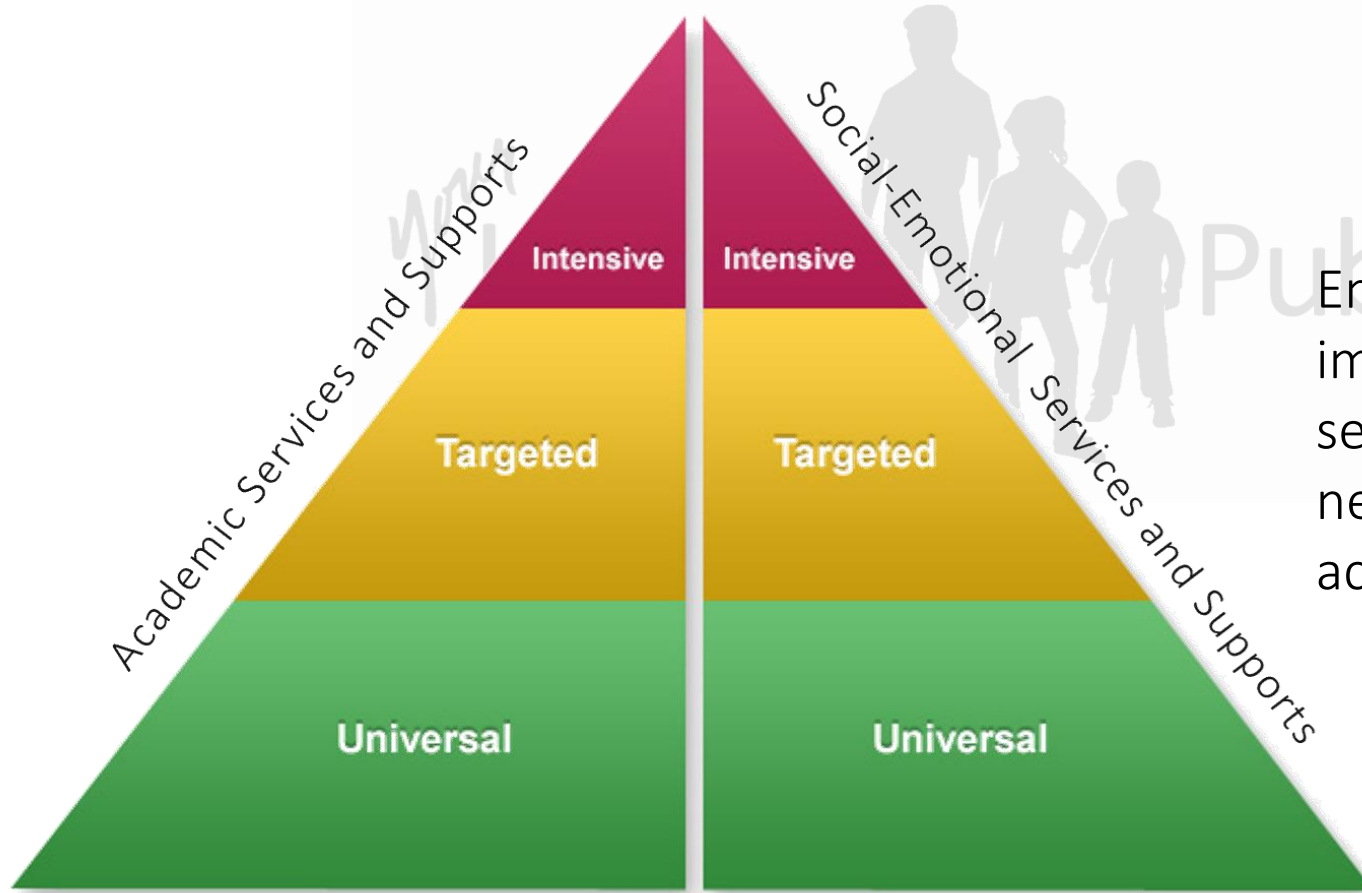
Helena Public Schools – May 11, 2021

Educational Disneyland

Academic/Social-Emotional ICU

Social Emotional Support Systems:

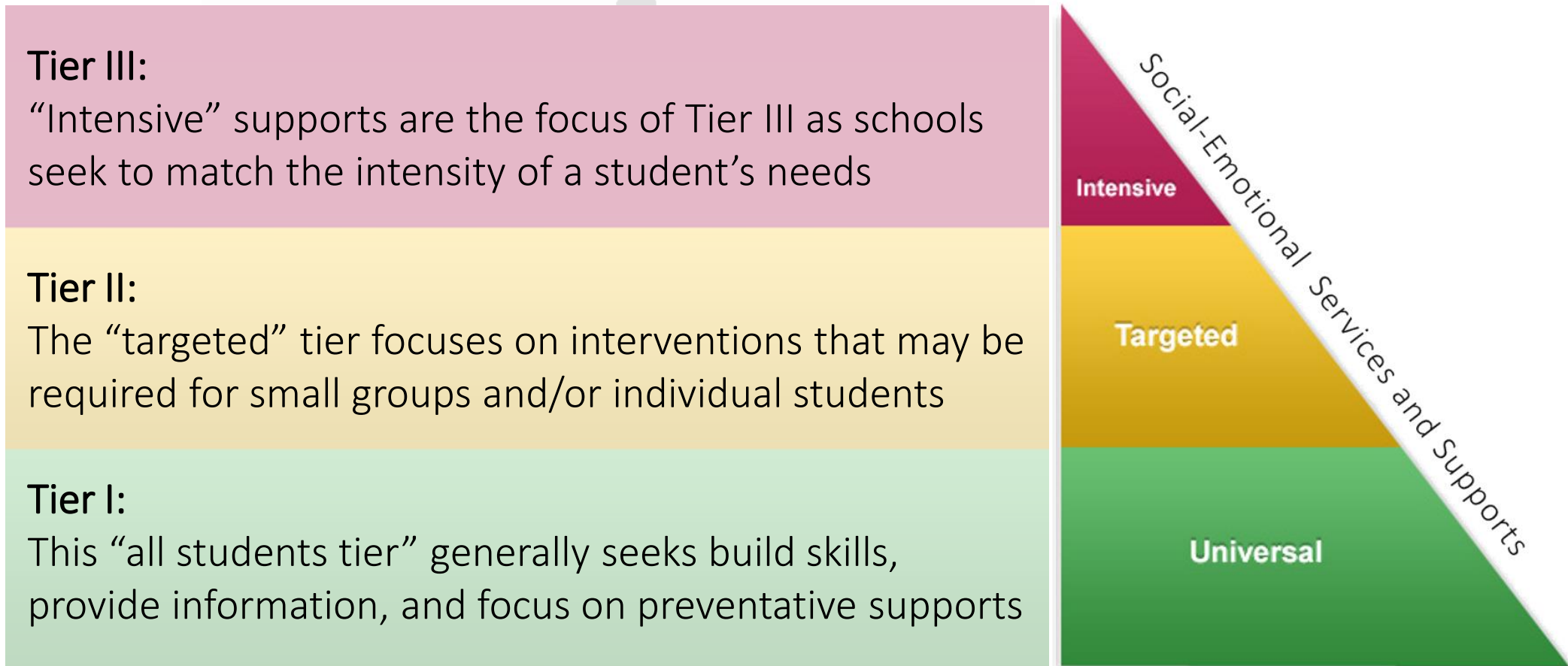
Interdependent with student learning, these supports encompass a wide array of tiered services ranging from all students (Tier I), to intensive, learner-specific needs (Tier III)



Embedded within our continuous improvement philosophy and practices, we seek to concentrate on social/emotional needs (student wellness) in concert with academic services/interventions.

Social Emotional Support Systems:

A constantly developing MTSS framework (Multi-Tiered System of Supports) is critical to matching student needs with available services and supports.




Social Emotional Support Systems:

Helena High's examples from last week's Board Work Session illustrate how the school utilizes their MTSS model as a foundation for common, Tier I expectations.

At Helena High, for bell-to-bell instruction, we do our...

B

Begin Strong




- Greet at the door
- A posted agenda and Learning Targets
- Bell ringer routine

Guiding questions for instructional staff:

- What do you want each student to learn?
- How will you know if they have learned it?
- How are you helping those that have not learned?
- How are you engaging those who are already proficient?

E


Engage Everyone



- Opportunities to Respond
- Praise positive behavior
- Vary learning approaches
- Vary depth of knowledge
- Chunking Instruction

S

Skills and Strategies




- Disciplinary Literacy
- Purposeful reading, writing and discussion
- I do, We do, You do
- Formative Assessments

Guiding questions for students:

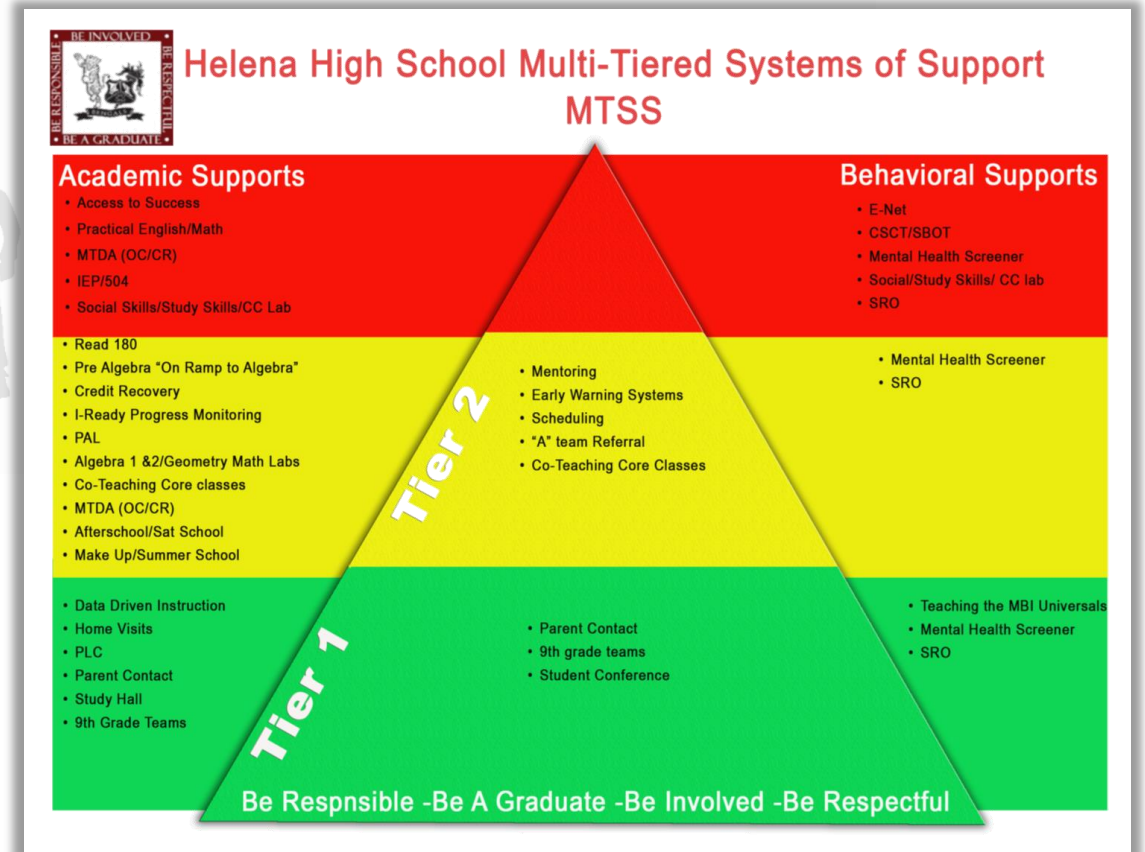
- Am I in class and ready to learn?
- What do I hope to learn?
- When I am challenged, how do I respond?
- Who can help me when I struggle?

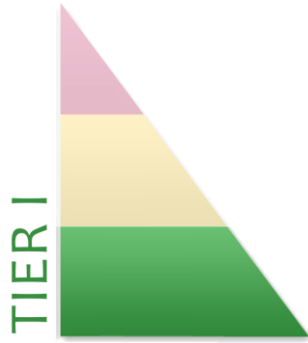
T

Takeaways



- Exit strategies
- Positive send-off
- Feedback





Examining Tier I: 80% to 90% of Students

Tier I supports and services are available to all students. These school-wide systems are often preventative in nature, focusing on building skills (example: resilience) and providing needed, general information (example: Signs of Suicide)

Programs of Focus:

- General Orientation/Welcoming Activities
- Use of Mental Health “Screeners”
- Montana Behavior Initiative (MBI)
- PAX Good Behavior Game
- Second Step
- Signs of Suicide
- Youth Aware of Mental Health (YAM)





Montana Behavior Initiative (MBI)

- MBI is a proactive approach to designing/implementing Tier I, school-wide behavioral supports.
- Seeks to create a school culture that establishes aligned social, emotional, and academic systems of support.
- MBI works to establish clear, school-wide goals and expectations including belief statements (core beliefs) that align with the school's mission/vision.
- Example: Essential/Effective Classroom Practices:
 - Clear Expectations (formally known as “rules”)
 - Regular Procedures and Routines (example: Do Now activators)
 - Active Supervision (classrooms, hallways, etc.)
 - Strategies to Acknowledge Appropriate Behaviors (spotlight positive behaviors)
 - Response Strategies and Error Correction Practices (practices that provide needed, corrective feedback with respect and dignity)

PAX Good Behavior Game (GBG)

- “PAX” is a set of coordinated strategies designed to help students learn important self-management skills while collaborating to make their classroom a peaceful and productive learning environment.

THE FIVE SOCIAL EMOTIONAL CORE COMPETENCIES

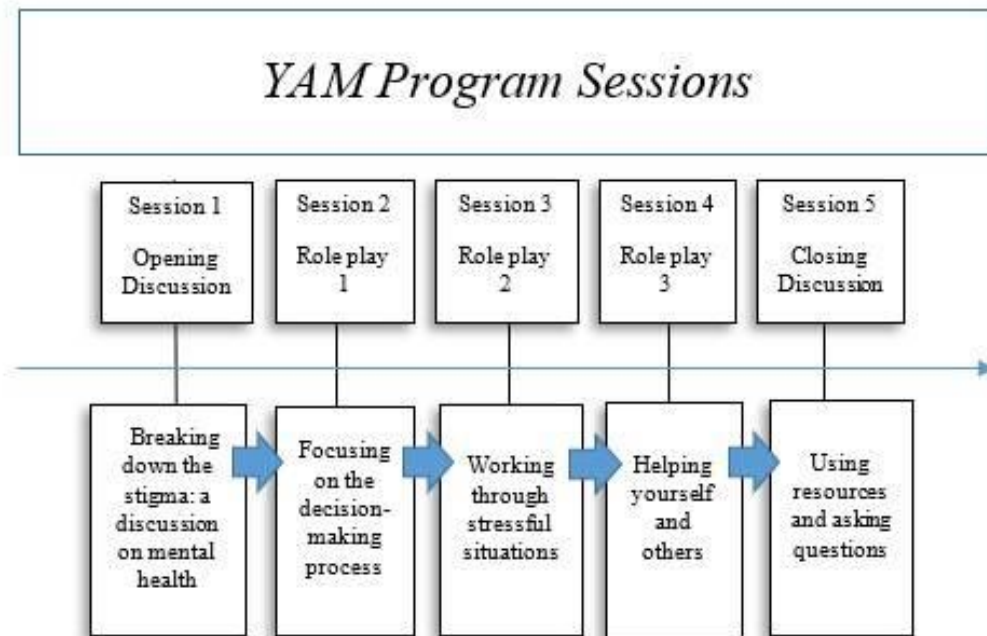


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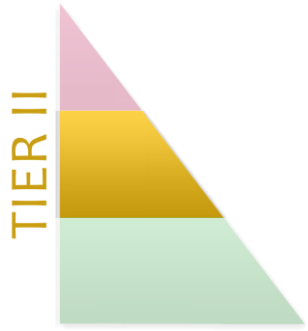
- Centered on the Good Behavior Game, PAX is not a classroom management program, but it makes managing classrooms much easier.
- Combines science from the youth violence prevention program called PeaceBuilders.
- Highly correlated with building self-regulation and resilience at an early age.
- Piloted by Smith in 2018/19, PAX is currently utilized by most of our HSD elementary schools

Youth Aware of Mental Health (YAM)

- Focused on students, ages 13 to 17, YAM is a school-based, Tier I program designed to introduce and explore the topic of mental health in an age-appropriate manner.



- With the guidance of a trained teacher and/or counselor, students actively engage with the topic of mental health through role-play and student-led discussions including everyday situations that are relevant to teens.
- Format typically includes five one-hour classroom sessions over the course of three weeks.



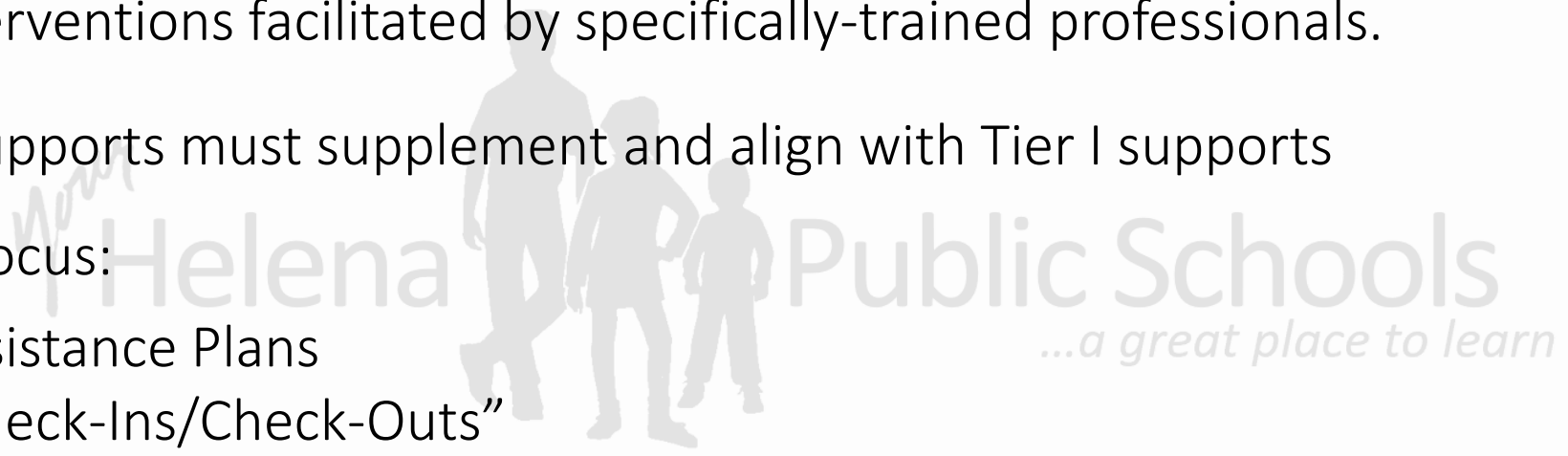
Examining Tier II: 5% to 10% of Students

Tier II includes evidence-based behavioral services, specifically for students for whom Tier 1 supports are insufficient. Practices often include small-group interventions facilitated by specifically-trained professionals.

Note: Tier II supports must supplement and align with Tier I supports

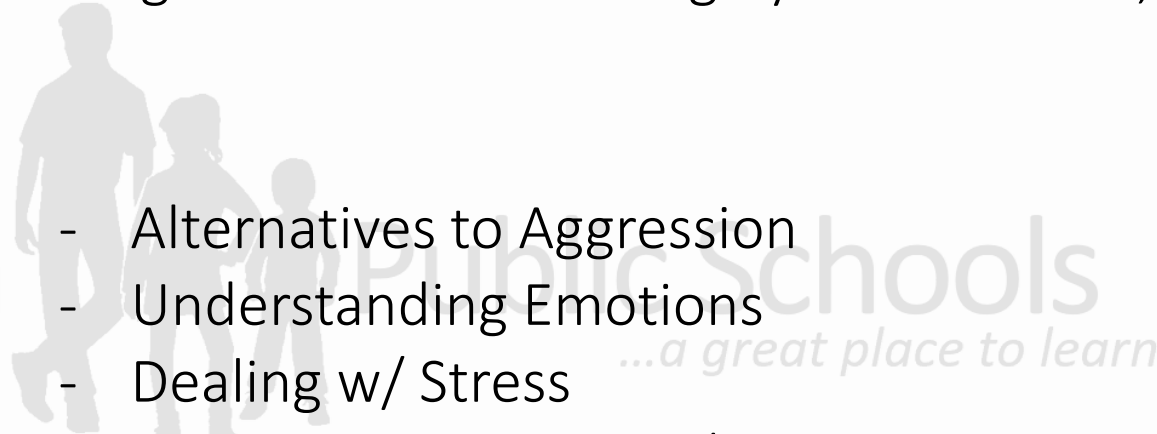
Programs of Focus:

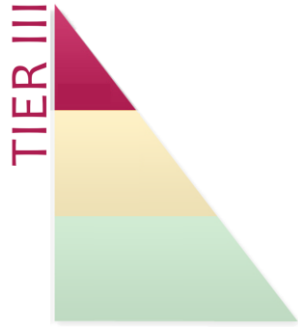
- Student Assistance Plans
- Regular “Check-Ins/Check-Outs”
- Check and Connect Program
- Various Mentor Programs
- Targeted Social Skills Groups



Targeted Social Skills Groups

- As specific needs are identified, counselors and other trained professionals work to implement social skill groups focusing on like needs in a highly collaborative, supportive environment.
- Skills groups may include:
 - Beginning Social Skills
 - Advanced Social Skills
 - Friendship Making Skills
 - Dealing w/ Feelings
 - Alternatives to Aggression
 - Understanding Emotions
 - Dealing w/ Stress
 - Executive Functioning/Planning Skills
- Groups may meet weekly or several times per week depending on identified needs





Examining Tier III: 1% to 5% of Students

Tier III provides highly intensive and individualized behavioral services to students who require support above/beyond Tiers I and II combined. These supports are generally “wrap-around” in nature involving multiple professionals/organizations.

Programs of Focus:

- Targeted Social Skills Sessions
- Comprehensive School and Community Treatment (CSCT)
- School-Based Out-Patient Therapy (SBOT)
- Applied Suicide and Intervention Skills Training (ASIST)
- Question-Persuade-Respond (QPR)
- Day Treatment Programs



Comprehensive School/Community Treatment (CSCT)

- CSCT is designed to provide in-school support for children with identified mental health needs.
- Partner organizations develop a CSCT team involving a therapist and/or behavioral specialist.



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AWARE



intermountain
Caring Solutions ■ Strong Families ■ Healthy Communities

- Provides individual and/or group therapy sessions, family therapy and supports, in class support, and advocacy for students in the program.

Applied Suicide and Intervention Skills Training (ASIST)

- A targeted, Tier III support involving ASIST Trained professionals connecting directly with a student identified as being at risk.
- Together with family and a network support for the student, a plan is developed to provide wrap-around care.
- Intensive follow-up care is required as part of ongoing intervention and monitoring.

ASIST Logic Model:

Outcomes

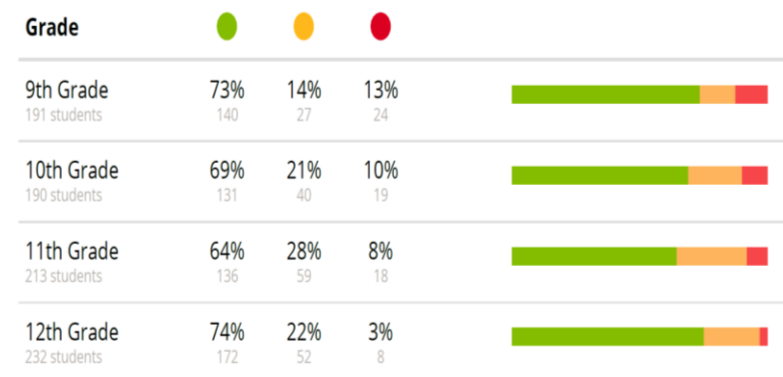
<u>Short-Term</u>	<u>Intermediate</u>	<u>Long-Term</u>
↑ Intervention Knowledge	↑ Identification of at risk	↓ Suicide Attempts
↑ Attitudes Favorable to Intervening	<hr/> ASIST Suicide Intervention Model <hr/>	↓ Suicide Deaths
↑ Suicide Intervention Skills	↑ Connecting	
	↑ Understanding	
	↑ Assisting	

How did schools specifically respond to the heightened social-emotional needs associated with the pandemic?

While efforts associated with spring 2020 were planned/implemented in real-time, the past summer provided time for a specific design team to consider needed systems of support. This resulted in better coordinated practices including system-wide use of screeners and coordinated response practices.

- District-wide implementation of SBD SES Screener (K-5) and BASC3-BESS SES Screener (6-12)
- Example: HHS Winter BASC3-BESS Overview:
- Schools examined results against previously-understood information (changes and outliers).

Risk Distribution by Grade



How did schools specifically respond to the heightened social-emotional needs associated with the pandemic?

From 20/21 HSD Pandemic Plan:

SES Framework for Providing Needed Support Across Phases:

- School-Based SES Teams:
 - Each site will create a building SES TEAM committee to include teachers, school counselor(s), CSCT partners, special education personnel, nurse, administrators, and any other needed practitioner
 - Note: Larger schools may require more than one team
 - SES can replace A/B Team if needed on individual cases
 - Teams should meet bi-weekly for the first six (6) weeks of 2020/2021 school year
 - Team members should use this involvement as a professional service given the probability of meetings extending past the traditional workday
 - A recommendation for support may be initiated by any employee
 - Administrator to make initial contact with the family
 - SES team convenes to consider needs and available supports
 - Support plan developed for each referred child
 - Monitoring required to assess progress and/or newly identified needs or services
- District-Level Team:
 - Monthly district debriefing and consultation with community mental health partners to consider best practices and ongoing areas of need

Next Steps:

- Future of CSCT in question – With future funding in question (beyond December), how can CSCT services continue as a valuable Tier III support? If these services are discontinued, how do we fill those needs for our students/families?
- Post-Pandemic Needs – What student (and adult) social/emotional needs will arise as life returns to some sense of normal next year? How do we support families that have experienced a loss?
- Continuous Improvement – How do we continually improve our tiered services/supports? What holes exist that need to be addressed? What best practices are emerging that we need to consider?



North
Helena Public Schools
...a great place to learn

