



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

Lincoln Center | 1325 Poplar St. | Helena MT. 59601

Tuesday, January 11th, 2022 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

<https://teams.microsoft.com/l/meetup-join>

AGENDA

**I. CALL TO ORDER /PLEDGE
OF ALLEGIANCE**

II. REVIEW OF AGENDA

III. PRESENTATIONS
Solar Energy Update

IV. SUPERINTENDENT'S REPORT (See Attached)

V. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

VI. NEW BUSINESS

A. Items For Information: First Reading *(The Board of Trustees will not take public comment on items for information unless specifically noted with the agenda item; discussion only/no voting will occur).*

1. 3417 Communicable Diseases
2. 5230 Prevention of Disease Transmission
3. 2085 Graduation Requirements
4. 4025 Accommodating Individuals with Disabilities
5. 5080 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
6. 9035 Capital Assets

B. Consent Action Items

1. Approval of 12.14.21 Board Meeting Minutes
2. Approval of Personnel Actions
3. Approval of Warrants
4. Approval of Out of District Attendance Agreement

C. Items for Action

1. 1905 Student, Staff, and Community Health and Safety Needs
2. 3050 Student Discipline
3. 7063 Indoor Air Quality
4. 7064 Water Supply and Wastewater

D. Reports

1. Helena Education Association Report
2. Budget & Finance Committee Report
3. Teaching & Learning Committee Report
4. Policy Committee Report
5. Facilities & Maintenance Committee Report
6. Health Benefits Committee Report
7. Wellness Committee Report
8. Montana School Boards Association Report
9. Student Representatives Report

VII. BOARD COMMENTS

VIII. ADJOURNMENT

Next Regular Board Meeting: February 8th, 2022

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

To: Board Chair Mr. Muszkiewicz and Board of Trustees

FROM: Mr. Wetz, Superintendent

RE: Superintendent Report –

DATE: January 7th, 2022

- Recognition –
 - Central Elementary Site Visit
 - Bryant Elementary Site Visit
 - Rachel Heaton-Four Georgians- November's Teacher of the Month for 105.3 KMTX
 - CHS Advanced Orchestra Performed at Lincoln Center
 - Ironhorse Youth Music Group Performed at Lincoln Center
 - CHS Jazz Choir
 - HMS 8th Grade Choir
 - Montana Rail Link-Dennis & Phyllis Washington Foundation/Missoula Children's Theater Recreated a "Polar Express" Train Ride Experience for the students at Warren Elementary
 - PAL students created stunning backdrops for the Premiere Dance Company ballet performance of the "Christmas Attic"
 - Therapy dogs Mocha and Bluebonnet and their handlers-St. Peter's Health-supporting students and families at vaccination clinics
 - Nurses, Ms. Ridgway, and volunteers that make the vaccine clinics possible
 - January is School Board Recognition Month
- New Business
 - Rapid Testing
 - Kindergarten Registration for Fall 2022-opened January 4th
- Strategic Priorities
 - Work Session – Warren Elementary

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Outreach/Meeting
 - HEF
 - AA Superintendents
 - HEA
 - Lewis and Clark Board of Health
 - Media – TV/Radio
 - Other

- Other

Policy Background – Items for Information

Board of Trustees Meeting

January 11, 2022

BACKGROUND:

The first six policies are being presented for information. These are either existing policies that needed to be revised or new policies that need to be adopted as a result of recent legislation or a recommendation for MTSBA.

The last four policies are being presented for action. These are either existing or new policies that need to be revised or adopted because of recent legislation.

FOR INFORMATION:

- I. 3417 Communicable Diseases**
New policy that outlines what we do to reduce and manage communicable disease transmission among students.
- II. 5230 Prevention of Disease Transmission**
New policy that outlines what we do to reduce and manage communicable disease transmission among staff. Includes staff training.
- III. 2085 Graduation Requirements**
Revised to reflect new legislation that allows a student to apply to waive the District's graduation requirements (23 credits) and meet the Board of Education's requirements (20 credits) if they have had an educational disruption.
- IV. 4025 Accommodating Individuals with Disabilities**
Revised to include a statement that Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to education.
- V. 5080 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**
Revised to comply with Commercial Driver's License Drug and Alcohol Clearinghouse.
- VI. 9035 Capital Assets**
Revised to include language that states the District will identify anticipated improvements or projects in any resolution required to pass a permissive levy.

FOR ACTION:

- A. 1905 Student, Staff, and Community Health and Safety Needs**
Authorizes the Superintendent to implement masking in all District schools and programs if deemed necessary.
- B. 3050 Student Discipline**
Revised to define illegal substances and allow the Superintendent to modify discipline for a gun violation on a case-by-case basis.
- C. 7063 Indoor Air Quality**
Codifies air quality requirements to ensure proper ventilation.

D. 7064 Water Supply and Wastewater

Outlines how districts manage both their water supply and wastewater

1 **Helena School District**

2
3 **STUDENTS**

3417

4
5 Communicable Diseases

6
7 ***Note:** For purposes of this policy, the term “communicable disease” refers to the diseases*
8 *identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*
9

10 In all proceedings related to this policy, the District shall respect a student’s right to privacy. All
11 applicable district policies and handbook provision governing confidentiality of student medical
12 information remain in full effect.

13 Although the District is required to provide educational services to all school-age children who
14 reside within its boundaries, it may deny attendance at school to any child diagnosed as having a
15 communicable disease that could make a child’s attendance harmful to the welfare of other
16 students. The District also may deny attendance to a child with suppressed immunity in order to
17 protect the welfare of that child when others in a school have an infectious disease, which,
18 although not normally life threatening, could be life threatening to a child with suppressed
19 immunity.
20

21 The District shall provide soap and disposable towels or other hand-drying devices shall be
22 available at all handwashing sinks. Common-use cloth towels are prohibited. ~~A sanitary napkin~~
23 ~~disposal receptacle shall be available in student restrooms, teachers' restrooms and nurses'~~
24 ~~restrooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and~~
25 ~~teachers' restrooms or some other readily available on-site access to sanitary napkins.~~
26

27 The Board recognizes that communicable diseases that may afflict students rangeing from common
28 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as
29 human immunodeficiency virus (HIV) infection. The District shall rely on advice of school nurses
and the public health and medical communities in assessing the risk of transmission of various
communicable diseases to determine how best to protect the health of both students and staff.

32
33 The District shall manage common communicable diseases in accordance with DPHHS
34 guidelines and communicable diseases control rules. If a student develops symptoms of any
35 reportable communicable or infectious illness as defined while at school, the responsible school
36 officials shall do the following:

- 37
38 (a) isolate the student immediately from other students or staff; and
39 (b) inform the parent or guardian as soon as possible about the illness and request him or
40 her to pick up the student.; and
41 (c) consult with a school nurse, health care provider, other qualified medical professional,
or the local county health authority to determine if report the case should be reported to the
local health officer.
44

45 Students who express feelings of illness at school may be referred to a school nurse or other
46 responsible person designated by the Board and may be sent home as soon as a parent or person

designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Board Policy and Administrative Procedure. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation shall be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

5
6 Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control
 37.111.825, ARM Health Supervision and Maintenance

7
8
9 Policy History:
10 Adopted on:
11 Reviewed on:
12 Revised on:

1 **Helena School District**

2
3 **PERSONNEL**

5230

4
5 Prevention of Disease Transmission

6
7 All District personnel shall be advised of routine procedures to follow in handling body
8 fluids. These procedures, developed in consultation with school nurses and public health
9 and medical personnel, shall provide simple and effective precautions against transmission
10 of diseases to persons exposed to the blood or body fluids of another. The procedures
11 shall follow standard health and safety practices. No distinction shall be made between
12 body fluids from individuals with a known disease or infection and from individuals
13 without symptoms or with an undiagnosed disease.

14
15 The District shall provide training on procedures on a regular basis. Appropriate supplies
16 shall be available to all personnel, including those involved in transportation and custodial
17 services.

18
19 The District shall provide soap and disposable towels or other hand-drying devices shall
20 be available at all handwashing sinks. Common-use towels are prohibited. ~~The District~~
21 ~~shall provide sanitary napkin disposal receptacles in teachers' restrooms and nurses'~~
22 ~~restrooms. The District shall provide either sanitary napkin dispensers in the nurses' and~~
23 ~~teachers' restrooms or some other readily available on-site access to sanitary napkins.~~

24
25 If a staff member develops symptoms of any reportable communicable or infectious
26 illness while at school, the responsible school officials shall do the following:

- 27
28 (a) isolate the staff member immediately from students or staff
29 (b) consult with a school nurse, health care provider, other qualified medical
30 professional, or the local county health authority to determine if the case should be
31 reported.

32
33 *Healthy Hand Hygiene Behavior*

34
35 All staff and volunteers present in any school building shall engage in hand hygiene at the
36 following times, which include but are not limited to:

- 37 (a) Arrival to the facility and after breaks
38 (b) Before and after preparing, eating, or handling food or drinks
39 (c) Before and after administering medication or screening temperature
40 (d) After coming in contact with bodily fluid
41 (e) After recess
42 (f) After handling garbage
43 (g) After assisting students with handwashing
44 (h) After use of the restroom

45 5230

46 Page 2 of 2

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff privacy rights. All applicable district policies and handbook provision governing confidentiality of staff medical information remain in full effect.

Legal Reference:	37.114.101, et seq., ARM	Communicable Disease Control
	<u>37.111.825, ARM</u>	<u>Health Supervision and Maintenance</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

STUDENT INSTRUCTION

Graduation Requirements

1. Four (4) units of English,
2. One (1) unit of American History,
3. One (1) unit of American Government,
4. One (1) unit of social science,
5. Two (2) units of science,
6. Three (3) units of mathematics,
7. Two (2) units of health enhancement which must include one and one-half (1.5) units of physical education and one-half (.5) of health education,
8. One (1) unit of fine arts,
9. One (1) unit of career and technical education (Voed).
10. Seven (7) electives

A total of 23 credits will meet the requirement for graduation.

Students may directly petition the Superintendent to waive Helena Public Schools' course requirements that exceed the minimum state requirements for graduation, as outlined in Rule 10.55.905 of the Montana School Accreditation Standards.

The Superintendent may grant waivers based on individual student needs, hardships, aspirations, and performance levels.

Educational Disruption

If a student who has experienced an educational disruption meets the minimum high school credit requirement for graduation as established by administrative rules of the Board of Public Education but will not meet a higher credit requirement established by Board of Trustees, the District shall award the student a diploma. The District may distinguish the diploma in a reasonable manner from standard diplomas issued under this policy.

For the purposes of this policy, "educational disruption" means a disruption experienced during grades nine through twelve caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis, or another event considered a qualifying educational disruption by the District.

Legal References:	10.55.906, ARM	High School Credit
	10.55.905, ARM	Graduation Requirements
	§ 10-1-1402, MCA	Montana Youth Challenge
	House Bill 246	Revise education laws to enhance local control and opportunities for pupils
	§ 20-1-101, MCA	Definitions (<i>Revised by House Bill 246</i>)

47 § 20-3-324, MCA Powers and duties (*Revised by House Bill 246*)
48 § 20-7-118, MCA Offsite provision of educational services by school
49 district (*Revised by House Bill 246*)
50 § 20-4-101, MCA System and definitions of teacher and specialist
51 certification --student teacher exception (*Revised by House Bill 246*)
52

53 Cross References:

54

55 Policy History:

56 Adopted On:

57 Revised On: 2.12.1991, 3.9.1993, 3.10.1998, 12.8.1998, 9.10.2002, 2.9.2016

58 Reviewed On:

SCHOOL/COMMUNITY RELATIONS

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. The District shall provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to education.

The Superintendent is designated the Title II Coordinator and, in that capacity, is directed to:

- Oversee District compliance efforts, recommend necessary modifications to the Board, and maintain the District’s final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
- Institute plans to make information regarding Title II protection available to any interested party.

Individuals with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or of federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Section 504 and ADA Grievance Procedure.

Legal References:	42 USC § 12111 et seq. Americans with Disabilities Act
	§ 49-3-201, MCA et seq Governmental Code of Fair Practices
	<u>House Bill 702 Prohibits Discrimination Based on Vaccine</u>
	<u>Status</u>
	<u>§ 50-16-502, MCA Legislative findings (Cited by House Bill 702)</u>

Cross References:

Policy History:

Adopted on:	3.10.2015
Revised on:	
Reviewed on:	2.2.2021

2
3 **PERSONNEL**

4
5 **Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

6
7 School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program
8 that fulfills the requirements of the federal law. Other persons who drive vehicles designed to
9 transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug
10 and alcohol testing program. Testing procedures and facilities used for the tests shall conform
11 with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

12
13 *Pre-Employment Testing*

14
15 Tests shall be conducted before the first time a driver performs any safety-sensitive function for
16 the District. Safety-sensitive functions include all on-duty functions performed from the time a
17 driver begins work or is required to be ready to work, until he/she is relieved from work and all
18 responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and
19 servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or
20 obtaining and waiting for help with a disabled vehicle; performing driver requirements related to
21 accidents; and performing any other work for the District or paid work for any entity.
22 Exceptions may be made for drivers who have had the alcohol test required by law within the
23 previous six (6) months and participated in the drug testing program required by law within the
24 previous thirty (30) days, provided that the District has been able to make all verifications
25 required by law.

26
27 *Post Accident Testing*

28
29 Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable
30 on any driver:

- 31
32 • who was performing safety-sensitive functions with respect to the vehicle, if the accident
33 involved loss of human life; or
34 • who receives a citation under state or local law, for a moving traffic violation arising from
35 the accident.

36
37 Drivers shall make themselves readily available for testing, absent the need for immediate
38 medical attention. No such driver shall use alcohol for 8 hours after the accident, or until after
39 he/she undergoes a post-accident alcohol test, whichever occurs first.

40
41 If an alcohol test is not administered within 2 hours or if a drug test is not administered within 32
42 hours, the District shall prepare and maintain records explaining why the test was not conducted.
43 Tests will not be given if not administered within 8 hours after the accident for alcohol or within
44 32 hours for drugs. Tests conducted by authorized federal, state, or local officials will fulfill
45 post-accident testing requirements, provided they conform to applicable legal requirements and
46

are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements, provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within 2 hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after 8 hours. A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions, and will be subject to discipline up to and including termination. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including termination. A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs

available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests if permitted to return to work.

Return to Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties. Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

- the person designated by the District to answer driver questions about the materials;
- the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;

- sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
- specific information concerning driver conduct that is prohibited by Part 382;
- the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
- the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
- the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
- an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
- the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
- the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
- information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

The requirement that the following personal information collected and maintained under this part shall be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to any test required by law;
4. An employer's report of actual knowledge, as defined in law;
5. On duty alcohol use;
6. Pre-duty alcohol use;
7. Alcohol use following an accident;
8. Controlled substance use;
9. A substance abuse professional report of the successful completion of the return-to-duty process;
10. A negative return-to-duty test; and
11. An employer's report of completion of follow-up testing.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs. Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application. The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive. Drivers shall inform their supervisors if

at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Clearinghouse

The District will comply with the requirements of the Commercial Driver's License Drug and Alcohol Clearinghouse. The District and transportation service providers are called upon to report DOT drug and alcohol testing program violations to the Clearinghouse. Drivers must be notified that any information subject to disclosure will be submitted to the Clearinghouse in accordance with this policy and applicable regulations.

Legal References: 49 USC § 45101 Alcohol and Controlled Substances Testing
49 C.F.R. Part 40 Procedures for Transportation Workplace Drug
and Alcohol Testing
 49 CFR Parts 40, 382 and 395

Cross References:

Policy History:

Adopted on:

Revised on:

SCHOOL FACILITIES

Capital Assets

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

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

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

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

The District will identify anticipated improvements or projects in any resolution required to pass a permissive levy.

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

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

Legal References: House Bill 192 MT Facilities Finance Modifications

§ 20-9-116, MCA Resolution of intent to increase non-voted levy – notice (Revised by House Bill 192)

Cross References:

Policy History:

Adopted on: 04.14.2015

Revised on: 08.11.2020



Superintendent
Rex Weltz
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Lincoln Center
1325 Poplar St., Helena, MT 59601
And on TEAMS

Tuesday, December 14th, 2021
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Luke Muszkiewicz, Board Chair
Siobhan Hathhorn, Vice Chair
Jennifer Walsh, Trustee
Terry Beaver, Trustee
Elizabeth “Libby” Goldes, Trustee
Janet Armstrong, Trustee
Jennifer McKee, Trustee
Eliza Lay, Capital High School Representative

Rex Weltz, Superintendent
Josh McKay, Assistant Superintendent
Brian Cummings, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Gary Myers, Technology Administrator
Stacy Collette, Human Resources Administrator
Karen Ogden, Communications Officer
Jane Shawn, HEA President

Many guests of the public

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board Chair Luke Muszkiewicz called the meeting to order at 5:33 p.m. and led the Pledge of Allegiance. Board Chair Luke Muszkiewicz commented. This is our last meeting of 2021. This is the first meeting in our new board room here in the Lincoln Center and I want to thank Superintendent Weltz, Ms. Collette, Mr. Myers, Mr. Brewer, and everyone who worked so hard to put together this space.

II. REVIEW AGENDA

No changes to the agenda were made.

III. SUPERINTENDENT'S REPORT

Superintendent Rex Weltz began his Superintendent Report by thanking the people that worked on Lincoln Center. Helena Public Schools Custodian Josh Morrow was recognized by Superintendent Weltz for his swift action to put out a small fire at C.R. Anderson Middle School Monday morning. The fire, which was out within minutes, was caused by a short in a light ballast. Mr. Weltz proceeded to thank Mr. Boyle and his team for a great work session at Helena Middle School. Mr. Weltz also thanked Dr. Randall and his staff at Rossiter, as well as Mr. Morrison and his staff from Four Georgians. Superintendent Weltz and his Administrative staff visited Rossiter and Four Georgians for site visits and toured the schools and met with the staff. Mr. Weltz thanked Mr. Jim Weber from Capital High for inviting the Administrative Team and the Trustees on a tour of the Boeing manufacturing plant. Superintendent Weltz recognized Shodair Children's Hospital for reaching out to the Helena School District employees and for offering a dinner and gathering centered around responding to community loss, learning about trauma, and learning the tools to help each other during times of loss and tragedy. Mr. Weltz proceeded to recognize Zach Keller, a 17-year-old at Capital High. Zach is working on his Eagle Scout project and came up with a memorial garden to honor those who died at Pearl Harbor 80 years ago. Mr. Weltz recognized the Capital High School Science and Green Clubs for creating trees for the Intermountain Festival of Trees. Superintendent Weltz next recognized Mr. Helseth and the C.R. Anderson Middle School Choir, and Mr. Harris and the Capital High School Orchestra for their outstanding performances at the Lincoln Center. Mr. Harris and the Capital High School Orchestra also did a wonderful job performing for Hometown Helena. Mr. Weltz recognized Ms. Janelle Mickelson, Business Manager, and her team for their work and effort this week with the financial audit. Lastly, Mr. Weltz recognized the wonderful work of the people in the District office. They call themselves the elves. For the last fifteen years, they have been selecting students in the District that come from families in need, and shop for Christmas presents to give them a great Christmas. This year they bought presents for 48 students.

Superintendent Weltz moved on to discuss new business. The second round of vaccination clinics were conducted at Bryant, and many families chose to participate in the vaccination clinic. Mr. Weltz mentioned that Kindergarten registration is coming up in January immediately after winter break. Mr. Weltz also discussed the family and staff survey, and the Special Education Program review. Superintendent Weltz commented that when the students return from winter break on January 4th, that grades Pre-K through 8 would become mask optional.

To conclude the Superintendent Report, Superintendent Weltz discussed his outreach in the community including HEF, AA Superintendents, HEA, Teacher Advisory, Parent Advisory, Cabinet pre-evaluation meetings, media opportunities, and the Lewis and Clark Board of Health.

Luke Muszkiewicz, Board Chair, commented. I appreciate you mentioning the concert for Hometown Helena, it was indeed impressive. Mr. Harris mentioned that there will be another concert coming up at Capital High and a special concert at the Capital Rotunda. Board Chair Muszkiewicz mentioned that if a family does not receive the survey, they can reach out to their school Principal, and they can give them a link to the survey. Mr. Muszkiewicz thanked Superintendent Weltz for the way that he has communicated his decision-making process the entire year, and especially the last few weeks regarding masking. Mr. Muszkiewicz thanked him for sending out the Friday updates externally and communicating internally in the District. Board Chair Muszkiewicz also thanked Ms. Barb Ridgway and the nurses in the District for their work with rapid testing.

IV. GENERAL PUBLIC COMMENT

Ms. Loni Blair commented. So first and foremost, I'll be making statements, not questions. So, until I'm finished speaking, there's no need or requirement for anyone else to speak. I'm one of the people and not subject to the rules or regulations of your Board. So, time limits mean nothing to me, or anyone else speaking. I assure you not hearing what I have to say will be extremely detrimental to both your office and you individually. My name is Loni Blair and my children do not attend this school, but I'm here for them for a simple reason. They will know when tyranny and tyrants came to town, their Mom and Grandma stood, smiled, and kicked its butt out of town. Here is a bit of scripture from Luke 17:2, "it would be better for him to have a millstone hung around his neck and to be thrown into the sea than to cause one of these little ones to stumble." The Bible repeats this several times and I urge all of you sitting here tonight to read that and hear what it says. Judgment will be done in this life or the next and I hope you're prepared. Ms. Blair then discussed Title 59 Public Officers in General-Chapter Four Oath of Office 59-401, and Montana Code Annotated 2021 Chapter Two Standards of Conduct Part One Code of Ethics. Montana Constitution Montana Code Annotated 2021 Article Two Declarations of Rights Section Three Inalienable Rights. Ms. Blair went on to discuss surety bonds in detail and commented that a public office bond is a type of surety bond that serves as the step of a statutory obligation requiring faithful performance fidelity and integrity. Ms. Blair commented. I would like to require a vote by all members both bonded and not, on any and all COVID guidelines to continue or revoke, nothing in any of this is bound by law simply words put on a paper by non-governing bodies.

Dennison Rivera is the chairman of the Montana Young Republicans. Mr. Rivera commented. Over 500 Montanans signed a vote of confidence letter supporting our State Superintendent, Elsie Arntzen, and I quote, "we write to refute the unauthorized, no confidence letter recently sent to you by certain school Superintendents gone rogue. These Superintendents spoke no authority from their local school boards, or the parents and students they purport to serve. We remind you and the news media that the Superintendents are nothing more than unelected bureaucrats who do not represent the people of the state of Montana. The people elected you twice and we are delighted that they did so. We thank you sincerely for the compassion, the professional and steadfast support you offer to local school boards, and most of all parents and students. We are so proud of you and the work you do." Mr. Rivera went on to

discuss that when it comes to governing bodies and elected officials, people feel ignored, and they feel as if they have no say or voice in the decisions that are being made in their community. Mr. Rivera said he would like nothing more than to see healing in our community where the Board can reconnect with parents and do right by them and wants parents in the community to be heard and respected.

Darby Bramble is a parent of three Helena School District children. Ms. Bramble thanked the Board. Ms. Bramble commented that her children just received reflective tape from the District to put on their backpacks and it was wonderful to be able to talk to her boys about safely walking to and from school, and how thankful she was for the tape. She also said it has been a joy to watch her children in sports this year, and that the District and Board has stood solid in supporting kids and how much she appreciates that.

Erik Martini has three children in the school district. Mr. Martini commented that he wanted to discuss masks yet again. Mr. Martini said an event took place at Jim Darcy Elementary School a few weeks ago, and at this event there were hundreds of individuals that were not wearing masks. Mr. Martini said children and staff members are still required to wear masks for seven hours a day at the school. Mr. Martini said he contacted the District, and a school District representative called him back and left a message explaining facility use agreements versus school sponsored events, and there are different rules for after school hours. Mr. Martini said the whole intent of the forced masking policy was to save lives, right? But somehow 30 minutes after the last bell rings, all COVID rules go out the window and that COVID knows when the school day is over. Mr. Martini also mentioned that at that event there would have been hundreds of people talking, coughing, sneezing, touching railings and door handles the evening before his children go to school the next day. Mr. Martini said that parents are not even allowed to watch their children's Christmas performances in person, masked. Mr. Martini commented. I am here today to demand we rescind the mass policy immediately, and not on January 4th. The district should never have been forcing children to wear a medical device like this. You should have never had that power.

Robyn Mohs commented. We live in a microbiome world, and scientists will tell you that we live around bacteria and viruses all over the place, and we get to individually decide what we do for our own families and ourselves in order to combat how those affect us. What we believe and what you believe are two different things and you cannot force your beliefs on families, and on kids through material and teaching that you're doing in schools. There are policies about what you can teach our kids as far as beliefs go. If you want to follow your policies, you need to look further at what you already have in the books about beliefs and masks being medical devices. Ms. Mohs concluded by stating that she signed the letter stating she has confidence in State Superintendent, Elsie Arntzen.

Tammy Stefanik commented regarding the vaccine clinics on our public property and mentioned (VAERS), which stands for Vaccine Adverse Event Reporting System. Ms. Stefanik said this year there have been 19 deaths, ages 6 to 17, from the Pfizer Covid vaccine. Ms. Stefanik said it is concerning to her that we continue to encourage and host these vaccination clinics when any individual in our community can get one for their child tomorrow, yet we are using our school resources, and our nurses. Ms. Stefanik concluded by saying she would urge us to consider what we're doing and our use of public property for promoting vaccination clinics.

Heidi Keaster commented. When you make these decisions, I think you owe us the science and the logic on why you think the cloth masking works. If you're going to consider masking you might want to do the N95 masks. Ms. Keaster commented that she was disappointed that our Superintendent signed the letter to Elsie. Ms. Keaster agreed that we need to heal the community and give answers with scientific logic and reasoning why we are masking or not masking.

Courtney McAdams is a parent of two children in the district. Ms. McAdams commented. I am thankful that we are getting rid of these masks. It's been a very long haul for my elementary student who had an authorized mask waiver but could never do that in school because the peer pressure was so strong from the other kids who did not think it was fair that he was able to not wear these masks when they had to. And so, he took it upon himself to be a good citizen and wear his mask even though he was not required to, and his physician recommended that he not. That gives you an understanding of how much this was disliked by our students, and how unfair they felt that it was. Ms. McAdams said she would like to see the science and the data for any future decisions. Ms. McAdams commented that we need to focus our resources on kids that are behind and bring kids up to grade level and beyond. Ms. McAdams commented. I hope that as a Board, you will allocate as many resources as you possibly can to getting our kids above where they need to be in a productive, positive, academic, and rigorous environment on a daily basis.

Christene Sorem commented. I just found out at parent teacher conferences that my kids are behind in school. I should have found out as soon as they took those tests, not three months after. I'm grateful that the masks are off, and I believe they should be off tomorrow. Why wait? We have waited long enough, and my kids need to be able to breath in school. The last two years I'm bummed I had to miss out on my kids in elementary school-taking them treats and getting to meet their friends in the classroom. I only get six years with them in elementary school, and I missed out on two already. I want to be there. I want to volunteer. I want to meet their friends. I want to be involved in their lives and I can't do that when I can't even go in. I'm not okay with this and I want the restrictions removed tomorrow.

Kate Cirullo commented regarding the event that was held at Jim Darcy on November 22nd. Ms. Cirullo commented that a funeral is always worth celebrating one's life, and it wasn't the type of event itself, but that a public event was held at all. Ms. Cirullo commented that holding this event at Jim Darcy was not appropriate given that kids and staff are required to wear masks during school hours. Ms. Cirullo commented. Please explain to me how it makes sense that you have to wear a mask at 2pm but at 4pm it's okay to remove them. Did any Jim Darcy students attend the funeral? If so, how confusing. I was informed by someone working at this school that it was not properly cleaned, and that the lunch staff had to clean for two hours before they could serve lunch. I was also informed that balloons were stationed throughout the cafeteria, and a few had been sitting on the ceiling on Tuesday while kids were back in school. I didn't realize that balloons weren't allowed in the school for students. I'm curious why anyone thought this was a good idea to do to our Jim Darcy families. Ms. Cirullo commented that families are not able to attend the upcoming Christmas program and the kids must sing with a mask on. Ms. Cirullo commented. It is my understanding that middle schools can have band and choir performances after school hours, yet our elementary age kids and families are not receiving equal treatment. It all screams discrimination to be honest. How do you hold a public event with different rules while you have Jim Darcy kids in SACC there at the same time with different rules? If 1905 is an issue for the holiday programs, then please allow us the same treatment and hold the performance after school hours.

Kristin Bishop commented. I want to thank you all for your service and dedication to our schools, to our children, and to our families. I'm both a teacher in the District and a parent of two children that attend schools in this District. I've seen a lot of the behind-the-scenes workings that have gone on the last year and a half from the Administrators, the teachers, the janitors, the paras, and from the bus drivers. I realize that things have gotten highly political and very volatile, but if we can have an ounce of perspective to know that our children are doing great, and that as a community we're looking towards the best interest of the children and recognizing that everyone is doing the best that they can. I genuinely see every day how hard you're working and that you're working for the best interest of each child in this District. I just want to thank you all for your hard work and hope you have a more peaceful and smoother 2022.

Scott and Paige Pfahler commented. As parents of four kids in the Helena Public Schools we are asking for the removal of the mask mandate immediately. Your reasoning stated at the beginning of the year regarding the vaccine being available to the high school therefore no need to mandate the masks at that level should now be applied to grades K-8. With the vaccine being available to kids 5-11, (many already receiving their second shot) it seems discriminatory to force these kids to remain in masks. Please don't discriminate against our children.

Luke Muszkiewicz, Board Chair, commented. Thank you everyone, both in person and online for sharing your viewpoints with us, we really do appreciate it. It is important input for all of us to have. You can always send us an email to boardoftrustees@helenaschools.org. We appreciate our community members who choose to reach out to us via email as well. So, thank you very much. We will now move on to our New Business Consent Action Items.

IV. NEW BUSINESS

A. Consent Action Items

1. Approval of 11.09.21 Board Meeting Minutes
2. Approval of Personnel Actions
3. Approval of Warrants
4. Approval of Out of District Attendance Agreement
5. Acknowledgment of Out of District Attendance Agreements

Board Chair Luke Muszkiewicz commented. At this point I would entertain a motion to approve our Consent Action Items.

Motion: Trustee John McEwen moved to approve the consent action items as written.
Siobhan Hathhorn, Vice Chair, seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries.

D. REPORTS

1. Helena Education Association Report

Jane Shawn, President of the Helena Education Association, commented. Good evening. I also wanted to say that it is great to be here in the Lincoln Center. It's nice to have everybody in one place. Huge shout out to the carpenters, painters, electricians, movers, and everyone who made this possible. As I told you before, the National Board for Professional Teaching Standards is a highly rigorous, highly respected professional certification for teachers. In order to achieve National Board Certification, teachers must provide clear, concise, and convincing evidence through written commentary, student work, videos, and assessment of the five core propositions of the National Board. These core propositions include-teachers are committed to students and their learning, teachers know the subjects they teach and how to teach those subjects to students, teachers are responsible for managing and monitoring student learning, teachers think systematically about their practice and learn from experience, and teachers are members of learning communities. That said, I'm incredibly pleased to announce that both Jodi Delaney, a Montessori teacher at Broadwater, and Hope Morrison, the librarian at Hawthorne and Helena Middle School, successfully completed their Maintenance of Certification for National Board, which means they have certification for an additional five years. I'm also incredibly pleased to announce our newest National Board teachers-Katie Literski, Four Georgians Instructional Coach, and Kristen Lyndes (Ugetti-Lyndes), Four Georgians 4th grade teacher. They both achieved initial certification this past cycle. These amazing teachers spent hundreds of hours of time to become certified. And Kristen while in the midst of writing a written commentary for one of the four components said to me, "regardless of whether I achieve or not, I'm a better, more reflective teacher now than I was before, simply by going through this process". So, congratulations to Jodi, Hope, Katie, and Kristen.

2. Budget & Finance Committee Report

Trustee Terry Beaver commented. Mr. Chairman, we did not meet in December. The main reason was the audit was going on, so the staff was otherwise deployed to doing that. So, we'll meet in January with the full agenda.

3. Teaching & Learning Committee Report

Committee Chair Jennifer McKee was unable to attend the December Teaching and Learning meeting, so committee member Siobhan Hathhorn commented with the report. We had a very impressive and comprehensive update on the curriculum process and how it's changed over the last 10 to 20 years. I learned a lot during this presentation, and I thought Joslyn Davidson and her staff did an excellent job in informing the Board as to what's going on and I'll try to summarize that as concisely as I can. First of all, curriculum used to be where you looked at a series, such as a Math book and you gave it to some teachers, they tried it out and then decided whether it met our needs and then would purchase it or not. It is completely changed now, and the part that I thought was really intriguing was there's a lot of data to support that the jobs and the tasks that students need to do are unknown, and that's been happening over the last 10 years. And so instead of having more content, we have gone to a more skills based and general based

approach so that students when they graduate, for whatever they want to do, will be well prepared to do a variety of things. That has completely changed the way that we look at curriculum. The curriculum review process has turned into a yearly event where the standards are reviewed and then they're matched to our resources. So instead of just looking at a book to meet that, we see what the kids know, where our holes are, what we need to do to supplement, what resources we must get in the hands of the teachers and then into the hands of the students so that we can fill those holes or meet some of the standards that they need to know. Some of the things that the audience have talked about today is actively being addressed by our curriculum. We were lucky to meet four of the Instructional Coaches that were mentioned just previously. They not only serve as Instructional Coaches at the buildings where they are helping teachers fill those learning gaps, but they also serve on the Curriculum Committee. So, we have an expert from the teaching level in Science, Social Studies, English, Language, Arts, and Math there. They are the liaison between the Administrators and what's really happening in the buildings. In summary it was super meaningful, and I think an exciting direction that our District is going, and I was very thankful for that presentation.

Trustee Beaver commented. Has there been discussion on what percentage of our adoptions result in online texts as opposed to hard text?

Ms. Hathhorn replied. The Reading and Math, at the elementary level, has been augmented and is still in place from say 10 years ago. At that point, it had a lot of online resources and those are continually updating. The other online piece that was presented and is extremely valuable is the standards that they're pinpointing and the holes and the needs that we have in our District are tied to a document the teachers can access that has many resources that they can use to fill specific holes that they see.

Mr. Beaver commented. Are there course offerings in which there is no text, and it is all online resources?

Ms. Hathhorn replied. I'm not sure. This particular presentation was more on the curriculum review process, and I think Joslyn would have to answer that question.

Trustee Janet Armstrong commented. As you're looking at these kinds of intervention strategies, how are we tracking the impact they have?

Ms. Hathhorn replied. They did mention that they're tied to all our assessments, including our iReady that was implemented last year, as well as the SBAC, and ACT.

Trustee Jennifer McKee commented. We have state assessments and District assessments, but there are assessments that happen every week. They are small and built in, and kids are assessed to see if they are hitting a target, and they get bursts of instruction to accompany that every day. It all builds on itself, so we don't wait for one big, standardized test to say we should have been doing something different back in September.

Ms. Armstrong commented. Do we have a process for sharing that with the other schools?

Ms. Hathhorn replied. It's happening at every school. This district is putting a huge amount of energy into pinpointing and doing those weeklong interventions and testing at the beginning of the week. If the student is identified with a need, they are tested again at the end of the week to make sure that they have accomplished that. If they haven't, there is further remediation, if they have, then you move on to a higher level of skill. We have coaches at every elementary, middle school, and high school building that are helping the teachers go through that process. They are called WIN (What I Need) groups. That is where kids are separated into different groups with different educators to get something specific, and it's very targeted, very intentional, and I think very exciting.

Superintendent Weltz commented. One of our goals was to build in K12 consistent programs throughout our buildings. There are pockets of greatness that's going on and what the coaches and academic coaches have been able to help us with is that we are able to be more solidified and congruent across the District. Best practices in one grade or one school is also shared with our coaches and then disseminated out to the rest of the District.

4. Policy Committee Report

Committee Chair Libby Goldes commented. We met a week ago and had some very in-depth discussions about the first policy, 1085 Uniform Complaint Policy, and then we were able to spend some time on student discipline, but the result was that we decided that they both needed to come back to the committee before they came to the full board. So that is the report.

5. Facilities & Maintenance Committee Report

Committee Chair Siobhan Hathhorn commented. Our goal is to have a Facilities Master Plan which will be updated yearly in a living document that can help guide us in our facilities decisions, and our plan has not been updated since 2013. Our goal for the year is to get that complete so that we can make more informed facilities decisions. We held a special Board meeting on the second of December, and that was to have an opportunity to hear from all our Board members, because facilities decisions impact every aspect of education. So that was an opportunity for us to get a general idea of where the Board was sitting and how we would move forward. We got some really good information that Ms. Collette compiled for us from that meeting, and then we took that to our committee meeting on the 13th. We are in the midst of having an updated Deferred Maintenance Report which tells us what is working in our buildings and what needs to be improved upon. That will be done for our next meeting on January 10th. We also had an update on the May Butler building and we're so happy that we've had such a successful move from our Administration down here. That does leave a vacant building up there on Rodney Street, and there were a few options that were presented and will be discussed in our Facilities Plan. We also discussed what needs to happen so that we can decide whether to put the building reserve levy on the May ballot and that is also pending on the Deferred

Maintenance Report which we should hear about on January 10th. We are moving forward with doing requests for qualifications. The Facilities Master Plan is a large document that is very complicated and needs specialists such as demographers and architects and expertise that we don't necessarily have in house. So, we will be looking at hiring a firm to update that and so we'll start with a request for qualifications and then move as quickly as possible to the request for proposal and hopefully get that ball rolling so that we'll be in good shape to make informed facilities decisions. I just really want to thank the Board members for taking that time to come together and have an extra meeting. As you know, it's a busy time of year and I'm just appreciative and want to thank you for coming and sharing your views and giving us the information that we need.

6. Health Benefits Committee Report

Trustee John McEwen commented. The Health Benefits Committee met this afternoon and we spent most of the meeting reviewing a year-end report from Allegiance. A couple of brief takeaways- costs are going up somewhere in the five to eight percent range, and our group is a bit below some benchmarks, meaning our costs aren't as high as some. I need to take more time to digest everything they've presented, and next time I can give more information about the health of our plan.

7. Wellness Committee Report

Trustee Jennifer Walsh commented. This was a wellness committee meeting that was combined with both the nutrition subcommittee and our physical activity subcommittee. Our concentration was on trying to see if we could have a newsletter created with some specific content and goals in mind. We are trying to focus on awareness for the committee, especially out in the community, and the resources and information that we can provide. We were wanting to really focus on who we are, what our goals are, who makes up the membership, our passion, our purpose, etc. We're going to be looking at how we can put that content together, and we hope to have that done in January. We're hoping to collaborate with the District office to put a brand together and design a logo that's appealing to our community and it's not something that's just tossed aside. We're also looking at a social media campaign that's in the very early stages. We're trying to figure out timelines, what that might look like with content and things, so some ideas were tossed around with that. We are continuing to move forward with the Harvest of the Month program inside of our schools. I believe there are six currently. That is put on by St. Peter's Health and they have a representative who's leading that program. It was neat to hear the focus, the creativity, and the information that's provided to the students. We will be meeting as a full committee February 9th, but we will have our subcommittees, so for January I will hopefully have some information on individual subcommittees.

8. Montana School Boards Association Report

Board Chair Luke Muszkiewicz commented. There's been some good trainings going on and I hope all of you receive those email invites and I would encourage you, if there's

ever a training that you're interested in, to reach out to me or Ms. Mickelson to get signed up. Trustee Goldes, Trustee Armstrong, and I participated in the Title Nine training as did our HR director, Ms. Collette. Our District has already been through Title Nine training, but it was a good refresher. We typically have a January board meeting that we are not having this year, because it seems like two thirds of the time, we end up canceling it due to weather, so our next board meeting will be in March, likely along with our delegate assembly. At that delegate assembly you will remember that we as a statewide organization consider individual resolutions related to our legislative advocacy platform. In the past four and a half years, we have not submitted a specific resolution. If any of you have thoughts in terms of specific legislative agenda items that you'd like to pursue, let's have that conversation and think about putting together a resolution. We would act on it as a Board, and if it passed, it would go to the MTSBA delegate assembly, and they would consider it. So that's always an option for us.

9. Student Representatives Report

Eliza Lay, Capital High School Representative, commented. The Capital High community, with help from the Student Council, funded over fifty, \$50 food gift cards, to support Capital High families over the holiday break. Counselors will determine which families receive this support. The Capitol High National Honor Society hosted a Christmas Toys for Tots drive and filled four big cardboard boxes, which is more than we've ever gotten. Capitol High is currently hosting a talent show this Thursday, and the top candidates will perform next Wednesday. The staff continues to focus on our two academic goals, the literacy goal, and the instructional goal. Likewise, we continue to focus on student social and emotional health. Orchestra students will be performing for staff during lunchtime on Tuesday and culinary students will be providing treats. There are two more orchestra holiday concerts. The Capitol High advanced orchestra will be performing Thursday, December 16th at the Capitol rotunda. All the orchestras combined will be performing Tuesday, December 21st. The winter iReady assessment will occur in the middle of January, and all freshmen through juniors will be taking this assessment. We will now be able to compare student data from the fall benchmark to the winter benchmark. I'd like to do a quick shout out to our swim team. Our first swim meet was in Butte this past Friday. Helena High girls took first, Capital High girls took third, Capital High boys took first, and Helena High boys took fourth. Winter formal is in the planning, and we have booked the Civic Center for some time in February.

Rylie Schoenfeld, Helena High School Representative, was absent, so Ms. Lay gave the report on behalf of Ms. Schoenfeld. Helena High has finished up a very successful fall activity season with lots of statewide recognition for our teams and athletes in cross-country, volleyball, football, and soccer. Transition to winter activities has started with performances by our choir, orchestra, and band, with larger audiences in attendance than last year. There is a band concert happening tonight at Helena Middle School, and there was a band concert last night at Capitol High School. Sam Geary on guitar and Ryan Burke on alto saxophone were both selected for the All-State jazz band. Helena high will have a winter assembly of sorts on Wednesday prior to the break. No whole school gathering will be held but music groups will be performing, and student council will be

hosting events and giving away prizes throughout the day. Spirit Week activities will coincide with this final week. Student Council is also planning winter formal, and information is still to be discussed. The end of the first semester is coming up on January 20th.

VII. BOARD COMMENTS

Trustee John McEwen commented that a significant change which is allowing us to go mask optional is the fact that children have the option to be vaccinated coupled with the decrease in our rate of infection in our area.

Trustee Janet Armstrong commented. I wanted to bring up there was a post on Facebook last week, the post is now down. The school District did reach out to the individual posting it and none of the information in the post is accurate. So, I just wanted to let you know what the post said. I'm not going to talk about the person that posted it. But it said "Parents I'm researching what agendas are being pushed in Helena Schools, especially Jim Darcy. I will be an advocate for your children. I've been told they're banning Harry Potter books and will no longer have a Christmas tree. Also heard they're pushing children to use pronouns. What are you hearing is happening in the schools? This picture is from a classroom at Bryant. This can't be allowed here. Stop being silent to this liberal communist agenda and take our schools back from them. Helena, read these comments. I understand that the communist agenda is here in Helena and unless you stand up to it, they're coming for your children or grandchildren. Now isn't the time to be quiet." So, I want to reiterate my thought. We reached out and none of the information is accurate. I totally support people having concerns and coming before the Board. In fact, every Board member here is a parent, a current or former student, and we're all up here because we care about this community. So, I do really encourage that, and I really value it, because each time we hear different perspectives from different families, that helps me form a complete idea of what's happening. But it's another thing to start seeing some of this stuff, and that does concern me. It concerns me as well that the Superintendent was threatened following the letter that was posted. So, I really appreciate everyone here and the respectful manner in which you engaged with us. The reality is we're all neighbors, and even though we have different methods of approach, we're all going for the same goal, and if you have concerns, please bring them to us.

Board Chair Luke Muszkiewicz commented. I would like to give a special shout out to our building Administrators, our Principals, and Assistant Principals. I really appreciate the work that's being done, and I know that the teachers, the paras, the librarians, and the nurses are doing the exact same thing. I just want to wish everyone Happy Holidays. This is our last full board meeting of the year. I hope everyone can find some time to rest, relax, and stay safe. It was pointed out to me my first year as a Trustee that this holiday break isn't easy for everyone. We have families in our community who are struggling with homelessness and food scarcity. We have kids who are dealing with that and don't have a warm place to go for a week and a half, and oftentimes don't have the food they need. I just want to say I appreciate Superintendent Weltz talking about the elves at the District office, and I know there are so many similar efforts in each one of our schools. So many community partners, Helena Food Share and Toys for Tots, just to

name two that I think are really going above and beyond to make sure that all our students and their families can have a safe and happy holiday break and celebrate as they see fit.

VIII. ADJOURNMENT

The board meeting adjourned at 7:24 p.m.

Candice Delvaux, Recording Secretary Date

PERSONNEL ACTIONS
December 15, 2021 – January 11, 2022

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 6/10/2022, whichever occurs first.*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Bode, Heather	06/09/2022	Hawthorne/Grade 3	Resignation

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>
Hatzenbuehler, Jacob	01/11/2022	Bryant-Central/Custodian	\$16.01/hr.
Heppner, Jr., James	01/05/2022	HHS/Custodian	\$16.01/hr.
Lockett, Alaura	01/05/2022	CRA/Float Custodian	\$16.01/hr.
Madrid, Janice	01/05/2022	Rossiter/Para Educator	\$14.84/hr.
McGurn, Christopher	01/05/2022	Smith/Custodian	\$16.01/hr.
McHugh, Sally	01/04/2022	HHS/General Secretary-Library	\$18.28/hr.
Puderbaugh, John	01/05/2022	HHS/Custodian	\$16.01/hr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Brandl, Jessica	12/22/2021	PAL/Para Educator	Resignation
Clay, Sandra	06/16/2022	HHS/General Secretary	Retirement
Cleveland, Rebecca	12/31/2021	CHS/Head Volleyball Coach	Resignation
Cox, Sharon	06/09/2022	HMS/Para Educator	Retirement
Doran, Anna	01/28/2022	CHS/General Secretary	Resignation
Evans, Scott	12/31/2021	HHS/Head Football Coach	Resignation
Schneckloth, Calvin	12/14/2021	CRA/Float Custodian	Resignation
Stewart, Malinda	01/14/2022	SSC/Administrative Secretary	Retirement
Thomas, Trevor	02/03/2022	IT/Computer Support Technician	Retirement
Whitten, Danielle	01/14/2022	HHS/Para Educator	Resignation

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
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SUPPLEMENTARY CONTRACT ASSIGNMENTS

Last Name	First Name	Assignment	Location	Amount
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Helena School District #1

Warrants December 1 to 31, 2021

Direct Deposits: \$3,313,428.26

Payroll Warrants: 70131001-70131045

Payroll Deduction: 69284293-69284321

Non-Check Payroll Deductions: \$5,289,880.64

Non-Check Accts Payable Deductions: \$505,324.79 ***Allegiance payment not included

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

Claim Warrants: 69283798-69284509

CRA Middle School Student Activity Checks: 17231-17234

HMS Middle School Student Activity Checks: 8664-8666

Capital High Student Activity Checks: 23762-23784

Helena High Student Activity Checks: 35588-35623

Cancelled Warrants: \$30,222.14

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	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School

Running Total of Out-of-District Attendance Agreements

Address																			
	East Helena	Clancy	Montana City	Helena	Jefferson City	Townsend	Elliston	Basin	Whitehall	Avon	Harlem	Vaughn	Thompson Falls	Miles City	Butte	Billings	Missoula	Out- of- State	Total
K		2																	2
1	1																		1
2		1																	1
3	1																		1
4								1							1				2
5											1				1				2
6	2	2				1							1			1	1		8
7	1											1							2
8	1	1																	2
9	9	43	3	1	1														57
10	2	13	2				1											1	19
11	4	12	1		1				1	1								2	22
12		10												1					11
	21	84	6	1	2	1	1	1	1	1	1	1	1	1					130

THE BOARD OF TRUSTEESStudent, Staff, and Community Health and Safety Needs

This policy applies during the COVID-19 state of emergency declared by the Board of Trustees or other local, state, or federal agency, official, or legislative body. This policy is adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution. The Board of Trustees authorize the Superintendent to develop and implement procedures to enforce this policy. This policy is intended to ensure the safe and healthy delivery of educational services provided to students and a safe workplace for staff.

Face Coverings as Personal Protective Equipment

The District recommends all staff, volunteers, visitors, and school-aged students wear a face covering while present in any school building, regardless of vaccination status.

Face covering means disposable or reusable masks that cover the nose and mouth. The District will provide masks to students, volunteers, and staff, if needed. If a student or staff wears a reusable mask, the District expects that the masks be washed on a regular basis to ensure maximum protection.

~~If the number of active COVID-19 cases in the county increases to the point of being considered a "substantial" or "high" rate of transmission as defined by the Centers for Disease Control (CDC),~~ The Board of Trustees authorizes the Superintendent to implement a requirement for face coverings to be worn in any or all Elementary District PreK-8 schools and PreK-8 programs should conditions warrant. The Superintendent ~~may also will~~ consult with ~~local health experts to include but not be limited to:~~ St. Peter's Health, Lewis and Clark Public Health and other local health providers.

In the event it is determined face coverings are required, the Superintendent shall announce the face covering requirement to students, parents, staff, and visitors for the immediate successive school week by 3:00 pm on Friday of the previous week. If the Superintendent determines masks are required, signs will be installed to inform students, parents, staff, and visitors of mask requirements while present in the identified District buildings.

All points of entry to any school building or facility open to the public shall have a clearly visible sign posted stating whether masks are required or recommended.

Allegations of harassment of any person wearing or not wearing a mask will be promptly investigated in accordance with District policy.

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other

signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work.

To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

Physical Distancing

To the extent possible students, staff, volunteers, and visitors will maintain a three-foot distance between themselves and their colleagues and peers throughout the school day inside any school building, on school provided transportation, and on school property before and after school.

Recess will continue as scheduled in accordance with recommended physical distancing guidance.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing guidance around the exterior of the school building while on school property.

Cleaning and Disinfecting

School district personnel will routinely both clean surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will always engage in appropriate hand hygiene.

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. Bus drivers

will clean and disinfect each seat on each bus after each use.

Public Awareness

The School District will communicate with parents, citizens, and other stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provisions governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy.

Legal Reference	Governor's Directive Implementing Executive Order 2-2021 – February 12, 2021
	Correspondence clarifying Governor's Directive – February 11, 2021
	Article X, section 8 Montana Constitution
	Section 20-3-324, MCA Powers and Duties
	Section 20-9-806, MCA School Closure by Declaration of Emergency
	10.55.701(2)(d)(s) Board of Trustees
	<i>State, ex rel., Bartmess v. Helena Board of Trustees</i> , 726 P.2d 801

Cross References:	1900 Temporary COVID-19 Policy
	1901 Emergency Policy and Procedures
	School District Declaration of Emergency 8.11.2020

Policy History:

Adopted on:	3.9.2021
Revised on:	4.13.2021, 6.8.2021, 8.10.2021
Reviewed on:	

STUDENTS

Student Discipline

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

These grounds stated below for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
- Travel to and from school or a school activity, function, or event;
- Anywhere if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products, vapor products, or alternative nicotine products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages including powdered alcohol or any other alcohol innovation.
- ~~Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.~~
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, medical marijuana,

alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Hazing or bullying, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Gun Free Schools

~~The Board is obligated to expel for a definite period of at least one (1) calendar year~~ The Board will follow federal law for any student who uses, possesses, controls, or transfers a firearm on school property. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis, ~~including implementing lower levels of discipline that do not include a recommendation for expulsion.~~ including eliminating the requirement for expulsion. The administrator may immediately suspend a student if, prior to a hearing, there is cause to believe the student brought a firearm to school or possessed a firearm at school. The student may not be expelled unless the trustees find that the student knowingly brought a firearm to school or possessed a firearm at school.

Possession of a Weapon in a School Building

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only, “school building” means all buildings owned or leased by the District that are used for instruction or for student activities; “weapon” means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, brass or other metal knuckles, or any other article or instrument possessed with the purpose to commit a criminal offense. The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the

Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

Legal References:

§ 16-11-302, MCA	Definitions
§ 20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited
§ 20-4-302, MCA	Discipline and punishment of pupils
§ 20-5-202, MCA	Suspension and Expulsion
<u>§ 45-5-637, MCA</u>	<u>Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties</u>
§ 45-8-361, MCA	Possession of a weapon in school building
§ 45-8-317, MCA	Exceptions
§§ 50-46-301 et seq., MCA	Montana Marijuana Act
20 USC §§ 7101 et seq.	Safe and Drug-Free Schools & Communities Act
20 USC § 7961	Gun-Free requirements
<u>§ 1-1-204, MCA</u>	<u>Terms denoting state of mind (Cited by Senate Bill 283)</u>
<u>Senate Bill 283</u>	<u>Expulsion Policies and Firearms on School Grounds</u>

Cross References:

Policy History:

Adopted on: 3.26.2013

Revised on: 8.15.2017

10.5.2021 Policy Committee – 1st Reading – Mtg Cancelled
11.2.2021 Policy Committee – 1st Reading
12.7.2021 Policy Committee – 2nd Reading
1.4.2022 Policy Committee – 3rd Reading

1.11.2022 Full Board – 1st Reading

2
3 OPERATIONAL SERVICES

4
5 Indoor Air Quality

6 The District will ensure ventilation systems operate properly and increase circulation of outdoor
7 air as much as possible. District ventilation systems will undergo annual checks by the school
8 facility manager, superintendent or other staff approved by the superintendent to ensure
9 ventilation systems are operating within manufacturer parameters.

10 Air filters in the District will have a minimum efficiency reporting value of between 8 and 13 as
11 recommended by the National Air Filtration Association and the EPA unless other types of non-
12 MERV rated filters are used.

13 To the greatest extent possible during times of poor outdoor air quality, the District will change
14 filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District
15 also will clean any electrostatic air filters according to manufacturer specifications.

16 The school facility manager, superintendent or other staff approved by the superintendent will
17 complete annual indoor air quality inspections using the Walk-Through Inspection Checklist
18 from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

19 The District will maintain records of indoor air quality inspection on site for no less than three
20 years and the records shall be made available to the local health authority and DPHHS upon
21 request.

22
23
24 Legal References: 37.111.826, ARM Indoor Air Quality
25 10.55.701(q), ARM Board of Trustees

26 Cross References:
27
28
29

30 Policy History:

31 Adopted on:

32 Revised on:

33 Reviewed on:
34
35

10.5.2021 Policy Committee – 1st Reading – Mtg Cancelled
11.2.2021 Policy Committee – 1st Reading
12.7.2021 Policy Committee – 2nd Reading – Moved to 1.4.2022
1.4.2022 Policy Committee – 2nd Reading

1.11.2022 Full Board – 1st Reading

2
3 **OPERATIONAL SERVICES**

4
5 Water Supply and Wastewater

6
7 In order to ensure an adequate and potable supply of water for school buildings and properties the
8 District will either:

- 9 a) Connect to a compliant water supply system; or
10 b) Use a non-public system whose construction meets the standards published by DPHHS
11 (Department of Public Health and Human Services). This would be in the case where the
12 school is not used by more than 25 people daily at least 60 days out of the calendar year and
13 where a public water supply system is not accessible.
14 • When using a non-public system, the District will submit a water sample at least
15 quarterly to a DPHHS licensed laboratory to perform microbiological analysis of the
16 water supplied in order to determine that the water does not exceed the maximum
17 microbiological contaminant levels acceptable to DPHHS.
18

19 A water supply system of a type other than described in subsections (a) or (b) may be utilized only if
20 it is designed by a professional engineer and offers equivalent sanitary protection as determined by
21 DPHHS or local health authority. When using a system outlined in this paragraph, the District shall
22 submit a water sample at least quarterly to a laboratory licensed by DPHHS to perform
23 microbiological analysis of the water supplied in order to determine that the water does not exceed
24 the maximum microbiological contaminant levels acceptable to DPHHS, DEQ (Department of
25 Environmental Quality), or local health authority.
26

27 The District will replace or repair the water supply system serving it whenever the water supply:

- 28 a) contains microbiological contaminants in excess of the maximum levels acceptable to
29 DPHHS, DEQ, or local health authority.
30 b) does not have the capacity to provide adequate water for drinking, cooking, personal hygiene,
31 laundry, and water-carried waste disposal.
32

33 If the District cannot make water under pressure available, the drinking water from an approved
34 source shall be stored in a clean and sanitized container having a tight-fitting lid and a suitable
35 faucet apparatus for filling individual cups. In this situation, single service drinking cups shall be
36 provided.
37

38 *Flushing and Testing*

39
40 The District shall review water systems and features including but not limited to sink faucets,
41 drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility
42 shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create
43 and implement a flushing program unless it meets the established waiver requirements established
44 by DEQ. Flushing shall be required following any period of time during which the school is inactive.
45

The District shall maintain a schematic and inventory of fixtures in accordance with DEQ protocols as part of the District's water testing program. The District shall sample all water fountains and sinks used for food preparation. All other potential human consumption fixtures shall be sampled, unless the District receives approval for a testing plan from DEQ to test a representative sample of potential fixtures in the school in accordance with DEQ protocols. All samples shall be analyzed by a Montana certified lab using EPA (Environmental Protection Agency)-approved standard drinking water methods for the detection and quantification of lead. All test results will be considered public records.

Wastewater

The District shall ensure wastewater is completely and safely disposed of by:

- a) connecting to a compliant public wastewater system; or
- b) if the school is not utilized by more than 25 persons daily at least 60 days out of the calendar year, including staff and students, and a compliant public wastewater system is not available, utilizing a non-public system whose construction and use meet DEQ construction and operation standards.

If the District uses pit privies, the privies shall be operated and maintained in compliance with the standards specified in DEQ Circular-4. If the District uses a wastewater system design of a type other than described in this policy, it shall be designed by a professional engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or local health authority.

Legal References:	37.111.832, ARM	Water Supply System
	ARM Title 17, chapter 38, subchapter 1	
	17.38.207, ARM	Maximum Microbiological Containment
		Levels
	DEQ Circular FCS 1-2016	
	DEQ Circular 4	
	10.55.701(s), ARM	Board of Trustees
	10.55.701(1), ARM	Board of Trustees
	10.55.701(q), ARM	Board of Trustees

Cross References:

Policy History:

Adopted on:

Revised on:

Reviewed on: