



Board of Trustees Work Session

Tuesday, February 22nd, 2022

At the Central Elementary School Gym

402 N Warren St., Helena, MT 59601

& Via TEAMS

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

Members of the public can attend remotely by clicking the link below:

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

We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

AGENDA

I. TOUR OF CENTRAL ELEMENTARY SCHOOL at 3:30pm

II. CALL TO ORDER / PLEDGE OF ALLEGIANCE

III. REVIEW OF AGENDA

IV. PRESENTATION: Central Elementary School

V. SUPERINTENDENT'S REPORT

VI. GENERAL PUBLIC COMMENT

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

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair

Siobhan Hathhorn
Board Vice Chair

Terry Beaver
Trustee

Libby Goldes
Trustee

John E McEwen
Trustee

Jennifer McKee
Trustee

Janet Armstrong
Trustee

Jennifer Walsh
Trustee

www.helenaschools.org

VII. NEW BUSINESS

A. Items for Information

1. Transportation Report

B. Consent Action Items

1. Approval of the 11.30.2021 Board of Trustees Work Session Minutes
2. Approval of Personnel Actions

C. Items for Action

1. Approval of the HEA Teacher Retirement Incentive

VIII. BOARD COMMENTS

IX. ADJOURNMENT



Central Elementary Board Work Session February 22, 2022



Mission Alignment

Helena Public Schools

- 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.

Central Elementary School

- The primary purpose of Central School is to provide a high-quality education. It is our goal to provide that education in a safe, respectful learning environment that supports the lifelong process of becoming a productive, caring citizen.

Central Elementary School

Classes

- 11 Traditional Classrooms
 - 2 kindergarten-third grade classrooms (8)
 - 1 fourth grade classrooms
 - 1 fourth/fifth classroom
 - 1 fifth grade classrooms
- 3 Montessori classrooms
 - 2 lower Montessori classrooms (1-3)
 - 1 upper Montessori classroom (4/5)
- 3 District Special Education Programs
 - 2 Functional Life Skills
 - 1 Trailhead

Attendance Rates

- Year- to- date: 89%
- Parent Teacher Conference Attendance Average (Fall): 92%



Student Demographics:

Enrollment: 311

Traditional Classrooms: 220

Montessori: 58

Functional Life Skills: 23

Trailhead: 10

Free/Reduced: 66% (2019/20)

SACC: 27

PEAK: 12

Students in Transition: 5



Student Demographics

Individualized Education
Plans: 106

Resource: 47

Speech only: 26

Functional Life Skills: 23

Trailhead: 10

504 Plans

6 students

Angel Fund & Food Pack
Program

Angel Fund- 28 students

Food Pack Program: 102



Dedicated Staff

- 14 classroom teachers
- 1 Title 1 teacher
- 5 Special Education teachers
- 1.8 Speech/ Language Pathologist
- 1 Counselor
- 1 CSCT therapist and 1 Behavior Specialist (IMCH)
- 1 Librarian
- 1.1 PE teachers (shared with Warren)
- 1.1 Music teachers (shared with Warren)
- 10 SPED Para-Educators
- 3.8 General Education paras
- 1 Interpreter
- 1 Nurse (shared with Bryant)
- 1 Administrative Assistant
- 1 SAAC staff
- 1 School Psychologist (shared with Kessler)
- 3 Custodians
- 2 Kitchen staff
- 1 administrator



District Level Elementary Focus 21-22

INSTRUCTIONAL
FRAMEWORK

TARGETED
INSTRUCTION
(WIN)

STANDARDS
BASED GRADING

Continuous Improvement Cycle





Action Plan

Comprehensive Needs Assessment

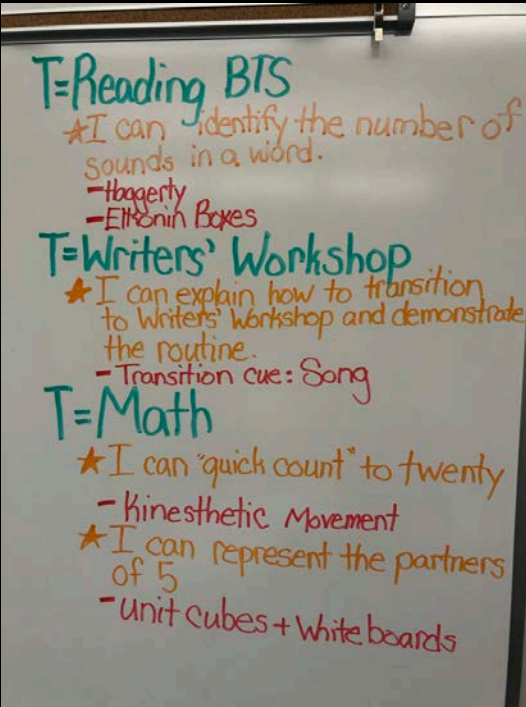
Staff Identified Needs

Walkthrough Data Drives Instruction Goals

Instructional Framework

Student Data Drives WIN

What I Need Time





Do

SMART Goal #1: By June 2022, decrease the number of students in grades 2-5 in the intensive band on the ELA iReady by 14%

- SubGoal: By June 2022, decrease the number of students in grades K-1 that are intensive on the Acadience assessment by 20%
- Sub Goal: On iReady, decrease the number of intensive students in the domain of Phonics by 16%.

Care Team		
GOAL: Q3-III. Meaningful annual climate goals are developed, communicated clearly, written into required plans, and revisited at least monthly with staff.		
Plan A: Action Steps	Who	When
1. Meeting to update goals.	Care Team	1/14
2. Increase Parent Engagement/ Community Engagement activities, since we are now allowed visitors, to each trimester next year. One community engagement piece we will have this year is Kid's College.	Care Team	
3. Increase in PAX training and implementation for staff.	Care Team	2021-2022 and 2022-2023 school year

ASEL

GOAL: Q7-V. MTSS process of using data is implemented to ensure all students' needs are being met academically and behaviorally.

Plan A: Action Steps	Who	When
1. Reboot Process	Grade Level, School Psych, Principal, Counselor, Other Staff As Needed	September
2. New Referral Form	Alexandria and Nick	September
3. Grade Level Meetings	Grade Level, School Psych, Principal, Counselor, Other Staff As Needed	November
4. Problem Solving Pre-Meeting	Grade Level, School Psych, Principal, Counselor, Other Staff As Needed	November

Title 1		
GOAL: Q17-IX. Family and community engagement activities are clearly linked to the goals, expectations, and desired outcomes articulated in the school improvement plan.		
Plan A: Action Steps	Who	When
1. Family Engagement Activity Plan for 2022-2023	Nick, Kayla, Jill, Ashlie	Monthly Meetings 1/18 2:45-3:20
2. Winter Story Walk	Jill	1/25 3:30-4:30
3. Charlotte's Web One Book Month	Jill/Classroom Teachers	Feb 2022
4. Family Calls for Central Input	Jill	Each Month
5. Coffee with the Principal	Nick	TBD as Covid Allows

GOAL: Q9-II. Quality afterschool programs align with high-quality instruction (e.g., intervention and enrichment) during the school day.		
1. After School Learning Sessions	Jill/Autumn/Gabe	2021-2022 School Year 6 Week Sessions



Study

SLT

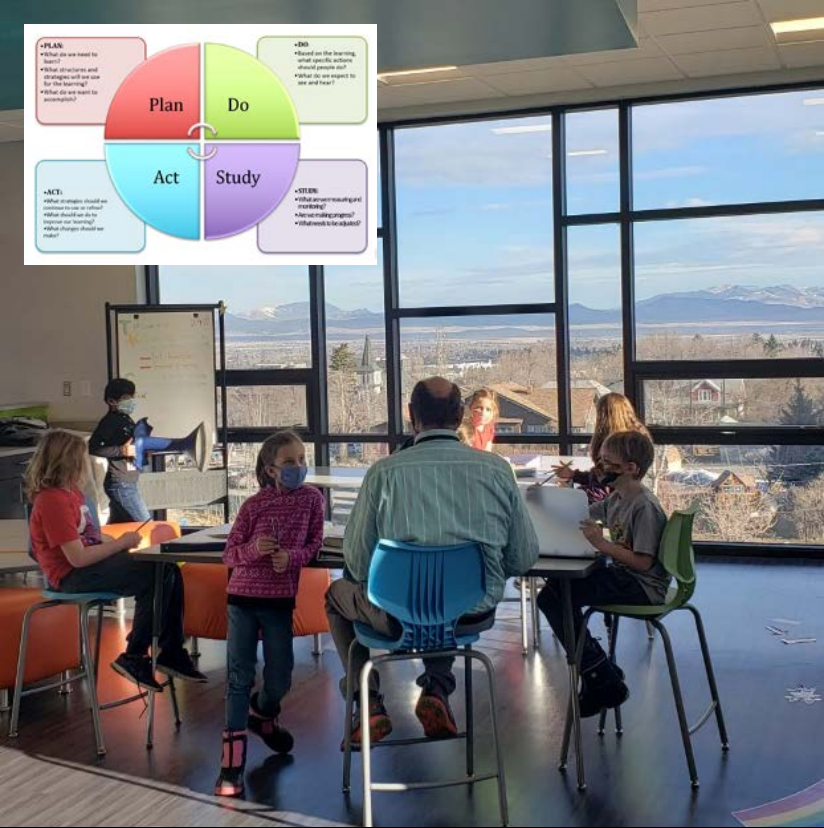
School Literacy Team

- Meets monthly.
- Review walk through data and student data.
- Review action plan goals and steps.

PLC

Professional Learning Communities

- Meet schoolwide twice a month.
- Meet as grade levels/departments on remaining Mondays.



T = WIN

★ I can hear sounds in words.

■ Heggerty, Blending, Elkonin Boxes, Book

Focus Activity: 🔍 Review Agenda

Exit Ticket: 🟡 Rate Your Learning

February

Sunday	Monday	Tuesday	Wednesday	Thursday
	1 Whole School ELA PLC @ Bryant	2	3	4
5 K Personal Narrative Assessment	6 Whole School Math PLC @ Central	7	8	9
10	11	12	13	14
15 Informative Assessment	16 Whole School Math PLC @ Bryant	17	18	19
20 Opinion Preassessment and Informative Assessment	21 No School	22 Yolanda @ Bryant SLT @ 8:00 K-2 Opinion Writing Training 4-6 (Online)	23 Yolanda @ Central SLT @ 8:00 3-5 Opinion Writing Training 4-6 (Online)	24
25	26	27 Reach out to coaches if you would like them to join your PLC.	28	29
30	31			

Act

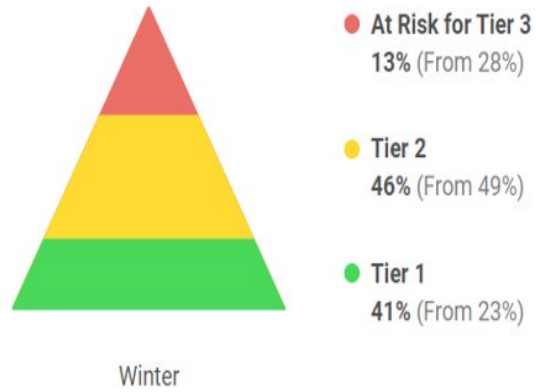
- Professional Development- Conversation with Coaches
- WIN Groups
- Coaching Cycles/Collaboration

	2/2	3/3	2/4	2/7
	3	AB	2	2
B	2	2	2	2
	3	2	2	3
B	3	3	2	2
B	2	3	2	AB
B	1	3	0	3

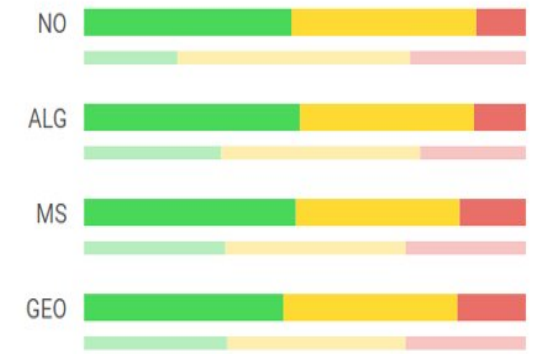
Next Steps:

Math

Overall Placement

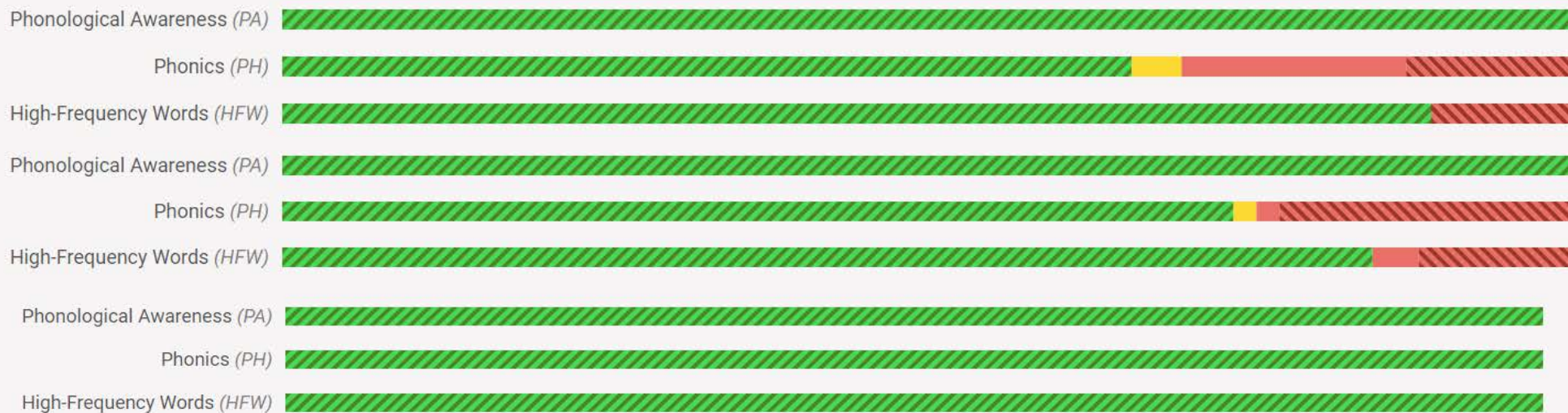


Placement By Domain



[i The Mapping Between 5-Level and 3-Level Placement](#)

Reading: Vocabulary & Comprehension



Central Montessori Program

Libby Kenney

Lower Montessori Teacher



Amy Casne-Fetz

Lower Montessori Teacher



Tony Napoletano

Upper Montessori



"Whoever touches the life of the child touches the most sensitive point of a whole which has roots in the most distant past and climbs toward the infinite future." - Maria Montessori

Central Montessori Program

T = Montessori Principles

★ = Five Great Lessons

■ = Impressionistic

● = Big to Small

"We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being." - Maria Montessori



Central Montessori Program

T = Montessori Principles

★ = Independence

■ = Work Plans

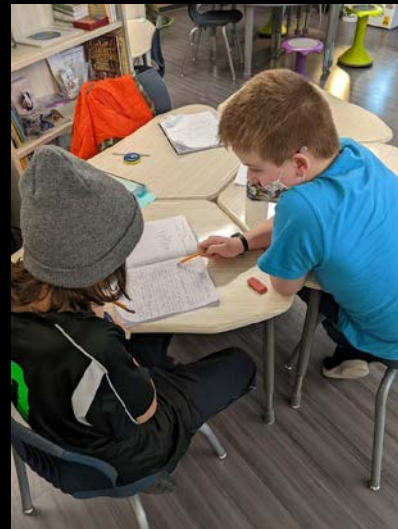
● = Choice

★ = Multiage

★ = Materials

■ = Sensory Inputs

"The greatest sign of success for a teacher is to be able to say, "The children are now working as if I did not exist." - Maria Montessori



Central Montessori Program

T = Collaboration

★ = PLC

■ = Bi-monthly meetings

● = Best Practices

★ = Lower Montessori

■ = Reading

■ = Science/Art

"The teacher's part and its techniques are analogous to those of the valet; they are to serve, and to serve well: to serve the spirit." - Maria Montessori



Central Trailhead 2 Program

The goal of Trailhead 2 is to increase communication to decrease problem behavior.

How?

- Look at the function of behavior
- Provide reinforcement for the behaviors we want to see
- Create specific interventions to increase that behavior.

What else do we teach?

- We also teach academics at ability level (some below grade level, some on grade level)
- School readiness skills, peer interaction, turn taking, flexible thinking, independence, and so much more!



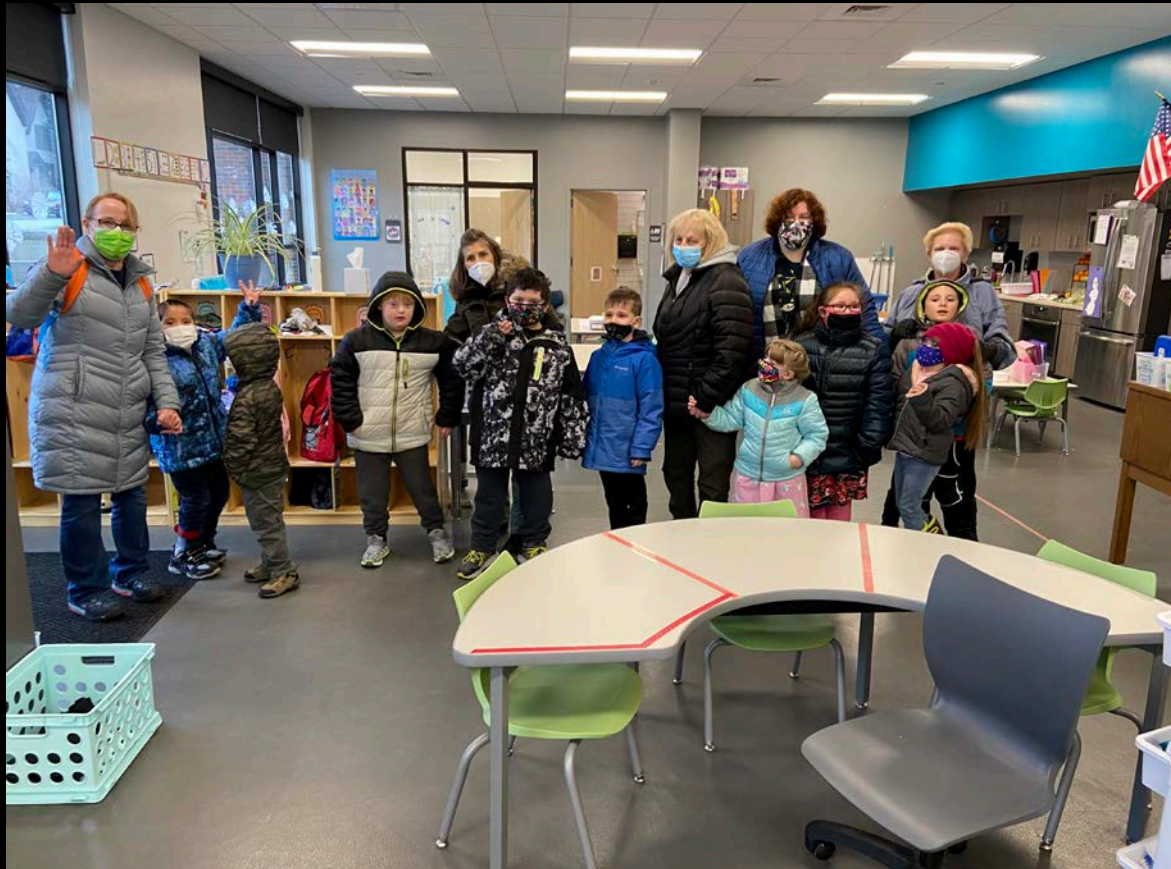
Brittany Hogan, Jessi Boyle,
Hope McPhetridge



Central FLS Program

Jamie Cosenza-Lower FLS (K-2)

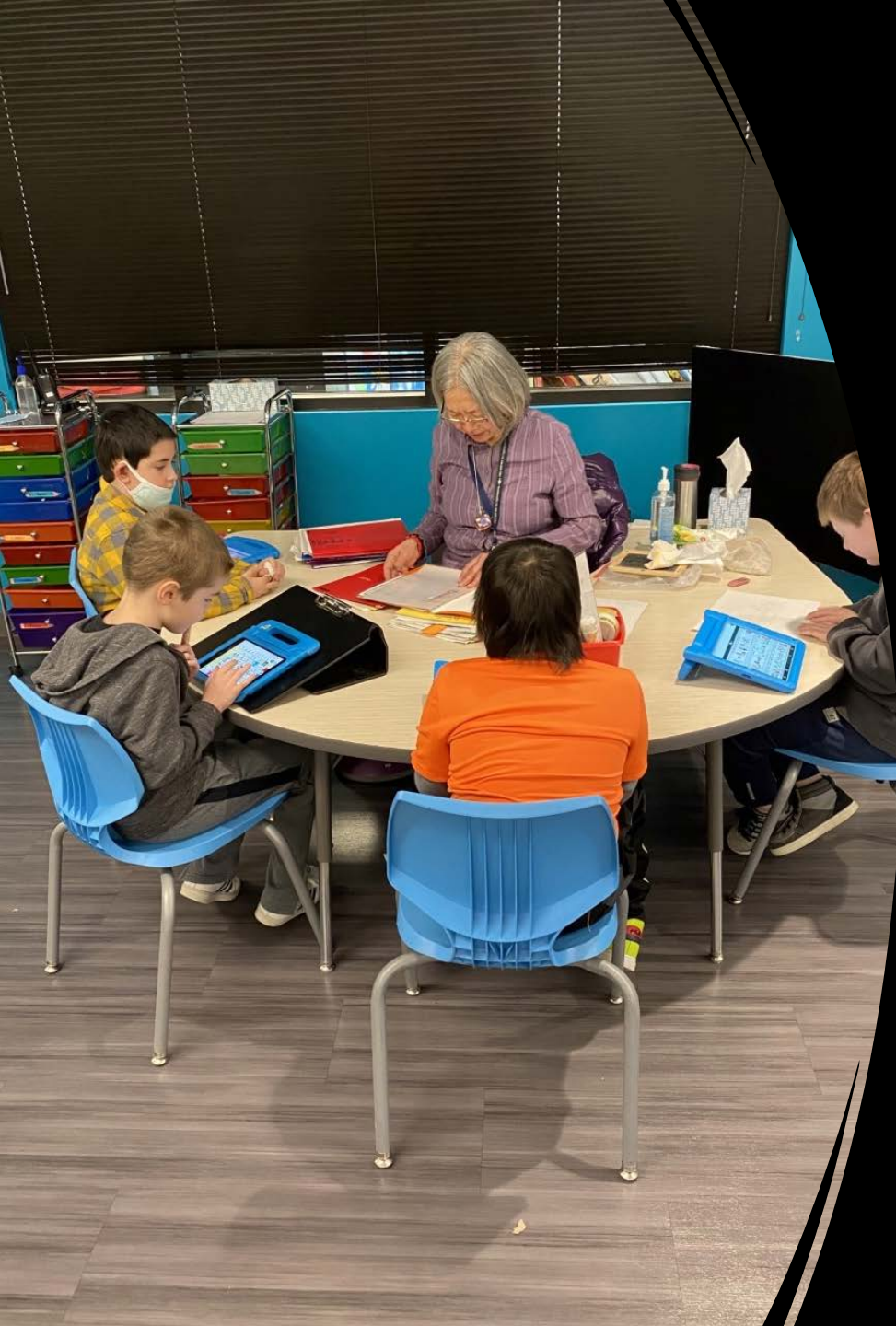
Karen McEvers, Barb Hamblin, Jessica
Butler, Kathy Steinmetz



Sarah Stankowiak- Upper FLS (3-5)

Carol Beley and Rossie Sampson





Central FLS Program

- FLS aka Functional Life Skills Program is an educational program designed to meet the academic, social and emotional needs, and to foster independence and independence of students to the best of their abilities.
- In addition to routine academics, we work on basic life skills such as feeding, dressing, communication (ex. learning how to say hi/bye, help, wants/needs, personal information).

Central FLS Program

All of our students have communication needs whether that be students who are non-verbal, to gestures, to echolalic, scripting. Students can also use a variety of communication modalities such as devices, picture cards, sign language, or their voice. Sensory needs such as sensory seeking or sensory defensiveness. It's too bright! It's too loud! Ahh! Too many directions at once! My brain is exploding!

Central FLS Program

Central FLS Program

- Each child's education is tailored to meet their individual needs.
- Realistically, our goal is to look long term.
- What am I doing to set them up for success?? And not just here in school, but what skill sets can I give them to take to their future to use.
- It's not just learning the alphabet and numbers... we need to help students to be functioning humans in society whether that be following visuals to make a recipe or put something together at a job.
- **This is only the beginning...**



School Business/Community Partners



Opportunity Bank
OF MONTANA



HELENA
EDUCATION
FOUNDATION

**Helena
Symphony**

ALLAN R. SCOTT | MUSIC DIRECTOR



*Thank you for your time,
attention and input*



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: February 18th, 2022

- **Recognition –**

- Hawthorne Site Visit
- Project for Alternative Learning (PAL) Teacher Ryan Cooney has been named the “2022 Global Educator of the Year” by the [Montana World Affairs Council](#). Mr. Cooney will receive \$500 for classroom supplies and will receive his award Feb. 28 at the Academic WorldQuest (AWQ) event at the University of Montana. AWQ is a three-day global education conference that ends in a 100-question global trivia competition. The winning team will represent Montana at the national competition in Washington DC.
- Capital High School Senior Jesse Hruska is the Montana winner of the 2021 Congressional App Challenge. An official initiative of the U.S. House of Representatives, the contest encourages middle-and high-school students to learn to code and pursue computer science careers. Jesse designed an app to educate young drivers about the dangers of distracted driving. [Watch Jesse’s video](#) on his award-winning app, or give it a try at [An Evening Drive Safety App](#).
- Night to Shine – Produced by CHS & HHS DECA

- **New Business**

- Negotiations - HEA
- Data Collection
 - CRDC (Civil Rights Data Collection)
 - Federal ESSER Funding Data Collection

- **Outreach/Meeting**

- AA Superintendents
- HEA
- HEF
- Teacher Advisory
- Parent Advisory
- Media – Monthly Radio Conversation 99.7 FM

- Other

A yellow school bus is positioned in the foreground, angled towards the left. The words "SCHOOL BUS" are printed in large, bold, black letters on its side, with "EMERGENCY DOOR" written in smaller letters below. The bus has two large red emergency lights on top. In the background is a grand, multi-story classical building with light-colored stone or concrete. It features arched windows, decorative moldings, and a balcony with a balustrade. The sky is a clear, pale blue.

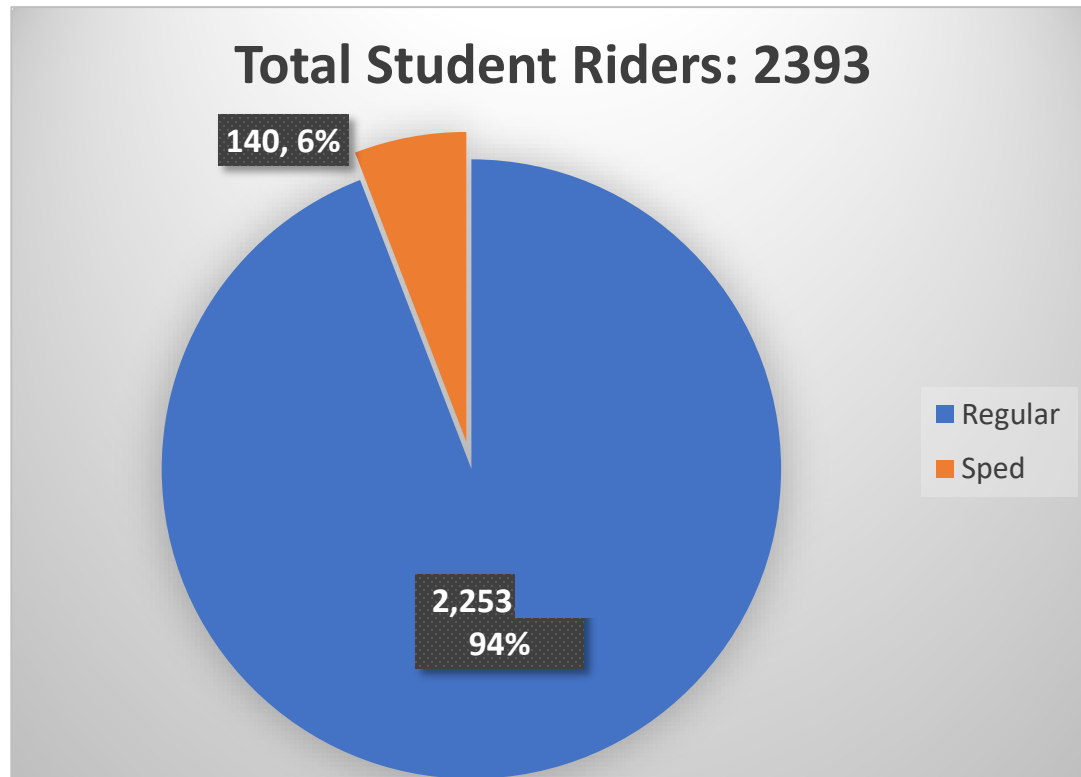
Helena Public Schools Transportation Department

What Does Transportation Do

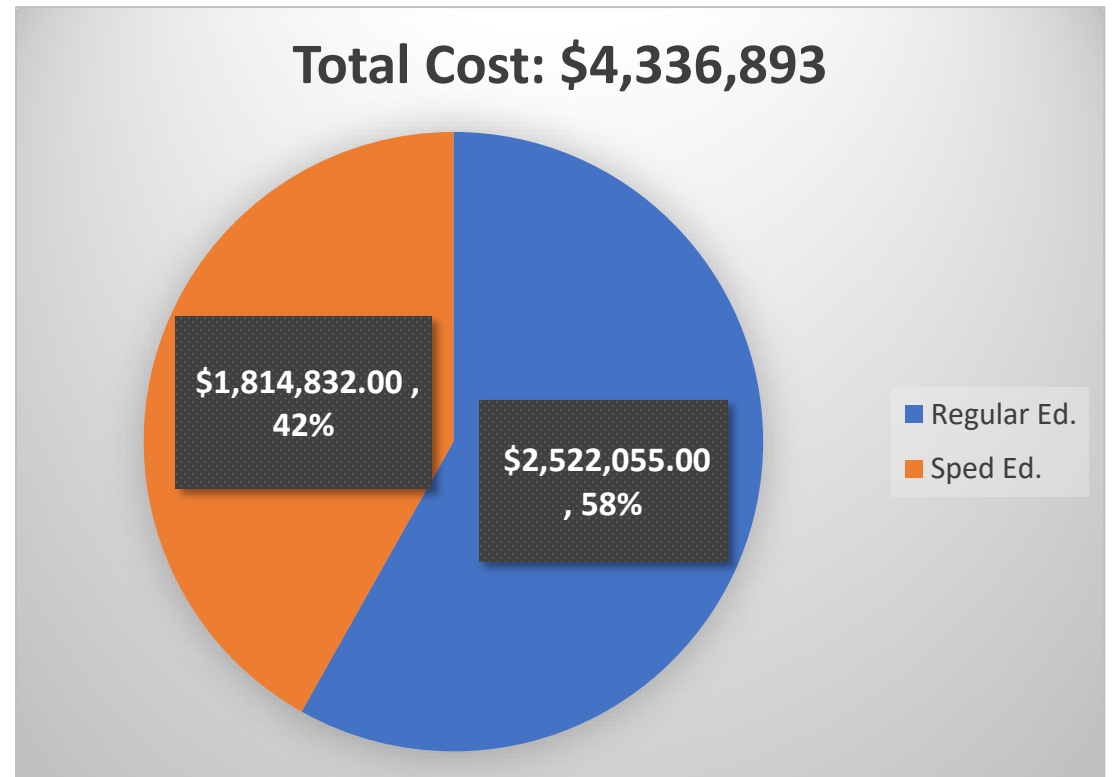
- Current operations – Weekly Bus Suspension Rotation
- Stops
- Miles per year:
 - Regular Ed 501,418 (2785 per day)
 - SPED 282,830 (1571 per day)
 - Total 784,249 (equivalent to 122 round trips to Hawaii)
- Registered riders – 2253 Total riders
- SPED riders - 140

Percentage Comparison of Ridership & Cost

Registered Student Ridership



Transportation Cost



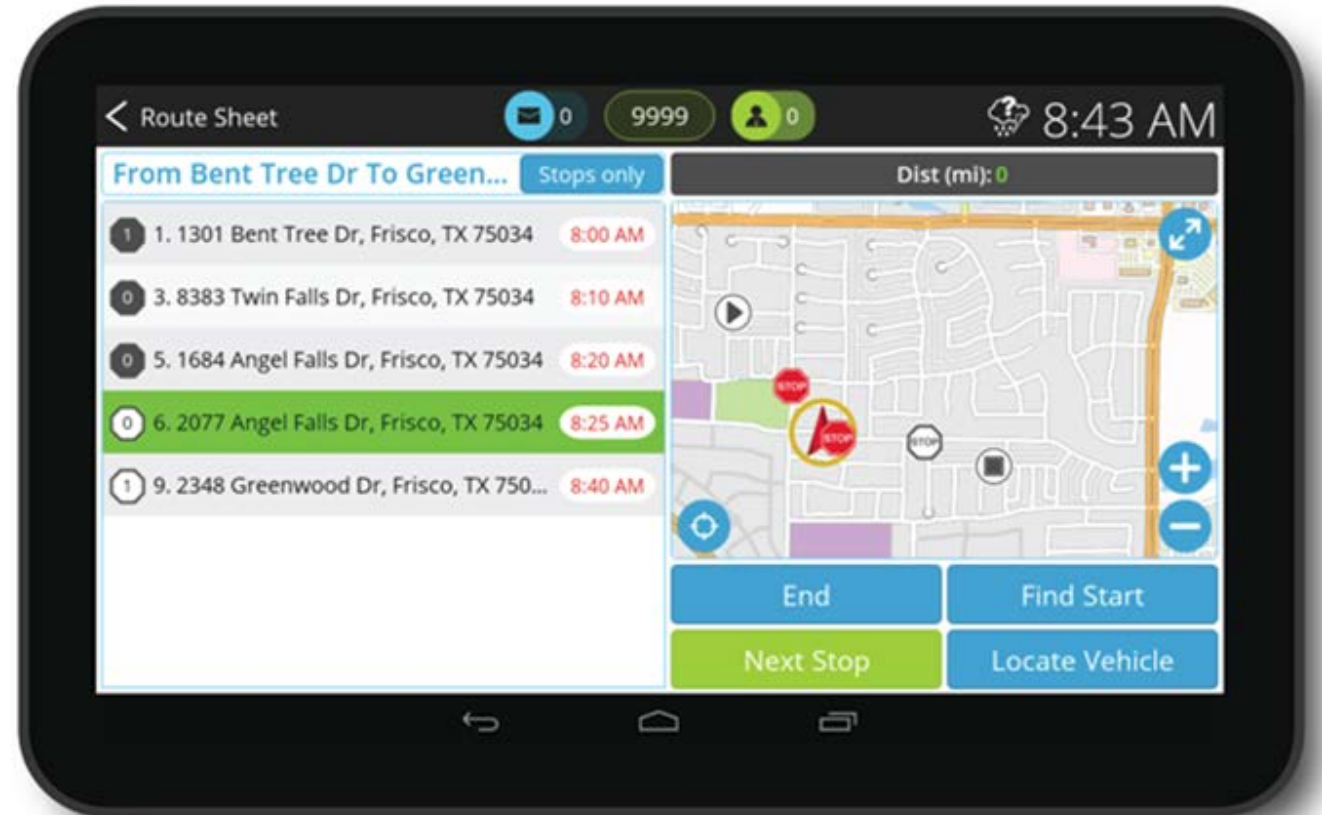


Bus Camera System and Uses

Live Time monitoring

Tablet Solution

- Uses CalAmp GPS technology to track bus location, speed, stop times and direction
- Student bus passes allow students to scan on and off the bus using an RFID reader
- Eliminates the need for checkoff sheets and provides real-time updates



Edulog Parent Portal

- Available in all App Stores for mobile phones
- Provides bus stop information, ETA and Where's My Bus?
- Safe and secure for student information
- Bus Registrations – Display status as Pending/Approved/Rejected



Verizon LTE 12:46 PM 64%

Cancel ADD STUDENT Done



Select Profile Photo

Student First Name

First Name

Student Last Name

Last Name

School

Select school



District ID

District ID

DOB

Select date



Edulog Parent Portal

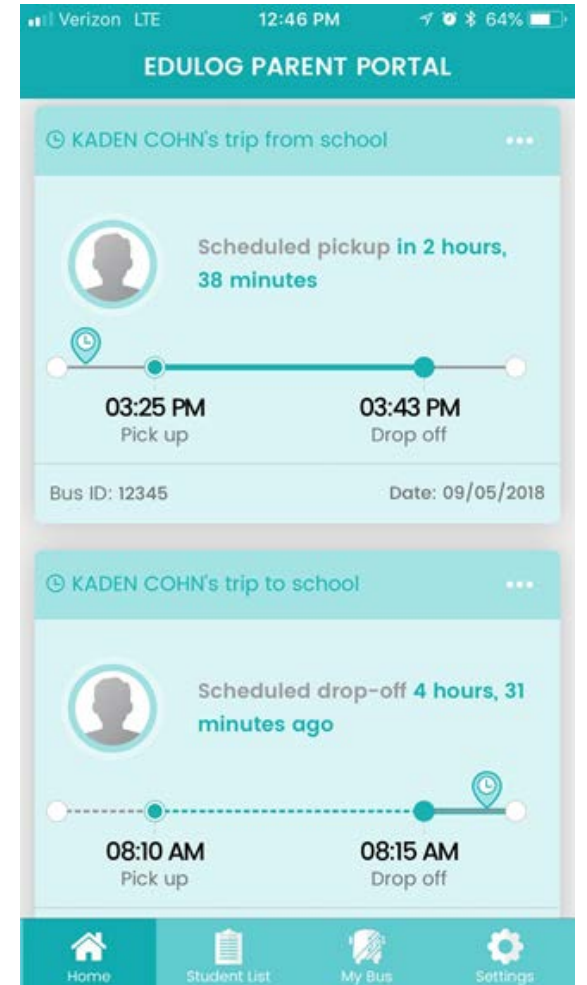
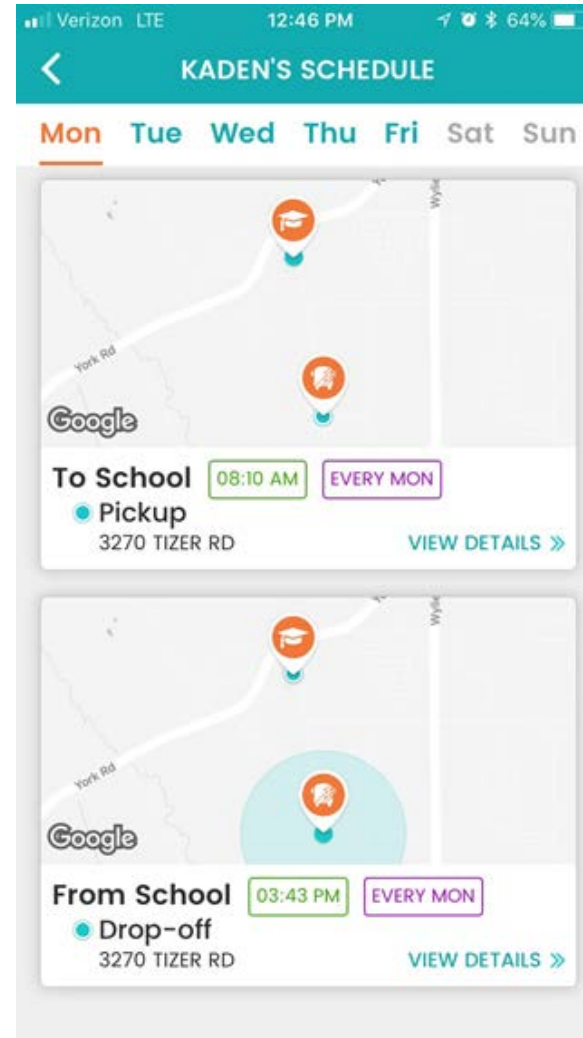
- Register with email and password and add your students
- Safety and security – information must be verified by student ID and birthdate

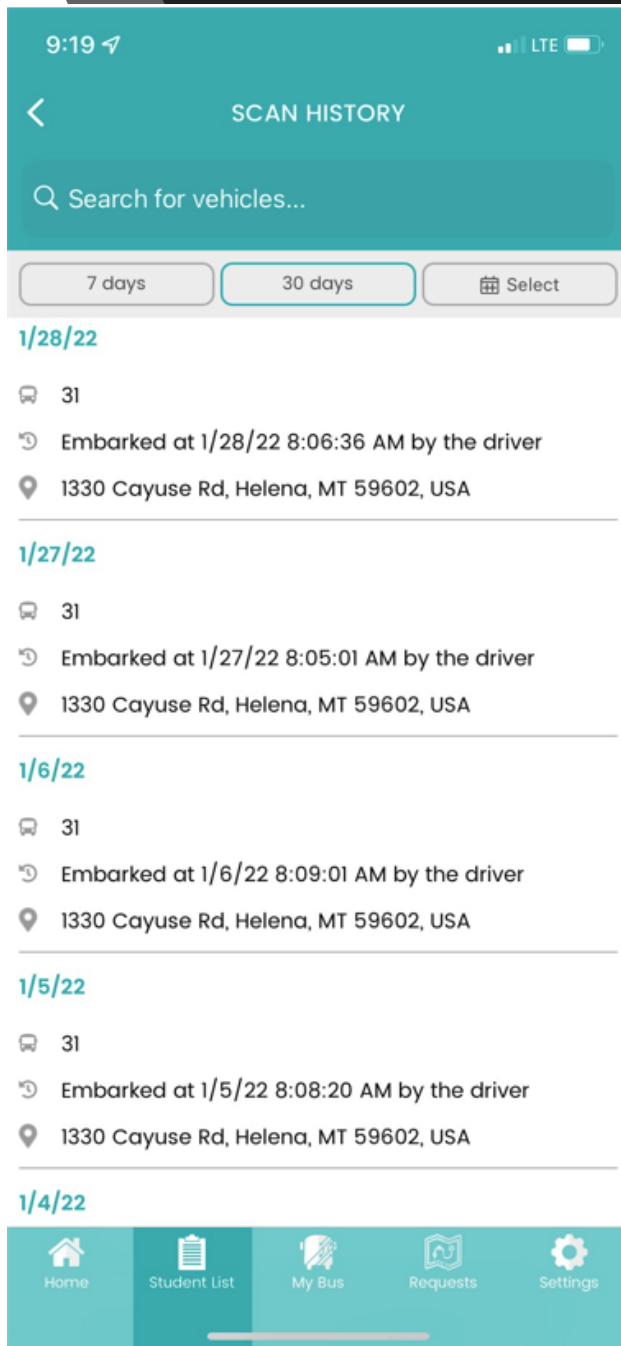
Edulog Parent Portal

Student bus
schedule with stop
location included

Where's My Bus?
feature will sync with
live GPS data to see
where the bus is

Bus ETA will inform
parents when the bus
will be arriving

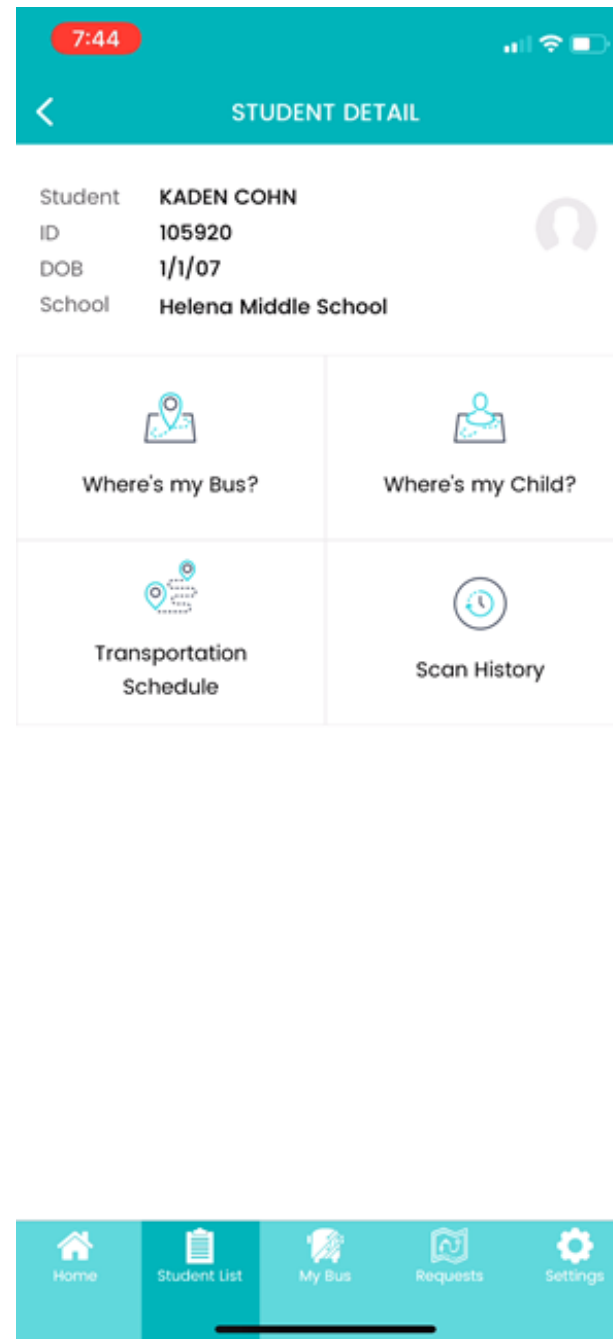




New Features

- Newly implemented features include Where's my Child? And student Scan History.
- Coincides with student bus pass swipes and driver punches.

Video Example of Where's My Bus?



Bus Pass



2021-2022

First Name: [REDACTED]

Last Name: [REDACTED]

Grade: [REDACTED]

School: [REDACTED]

Student Bus Pass

- Bus Pass Reader
- Student Scans
- Push Notifications (loading bus, arrival to school and stop)
- Data Analysis (via System Management)



System Management - How We Manage Data

System Management

Messaging

- Parent Portal

Student Management

- Student
- School
- Scan History
- Access Card

Call Center

- Student Access Request
- Transportation Change Request
- Student Record Change
- Route Record Change

Parent Portal Lite

- Registration Code Management
- Subscription Management

Fleet

- Vehicle
- Equipment

Driver Portal

- Driver Portal Tablet Usage

Routing

- Route
- Stop Points

Smart Substitution

Scan History

Filter: 1/31/2022 1/31/2022 Card Number Student ID First Name Last Name 131287 Scan from Scan via

Scan Time	Card Number	Student ID	First Name	Last Name	Bus Number	Location	Scan from
01/31/2022 02:35 PM					131287	View	Driver Portal
01/31/2022 02:35 PM					131287	View	Driver Portal
01/31/2022 02:34 PM					131287	View	Driver Portal
01/31/2022 02:33 PM					131287	View	Driver Portal
01/31/2022 02:33 PM					131287	View	Driver Portal
01/31/2022 02:33 PM					131287	View	Driver Portal
01/31/2022 02:33 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal
01/31/2022 02:32 PM					131287	View	Driver Portal

Microsoft Excel (.xlsx)

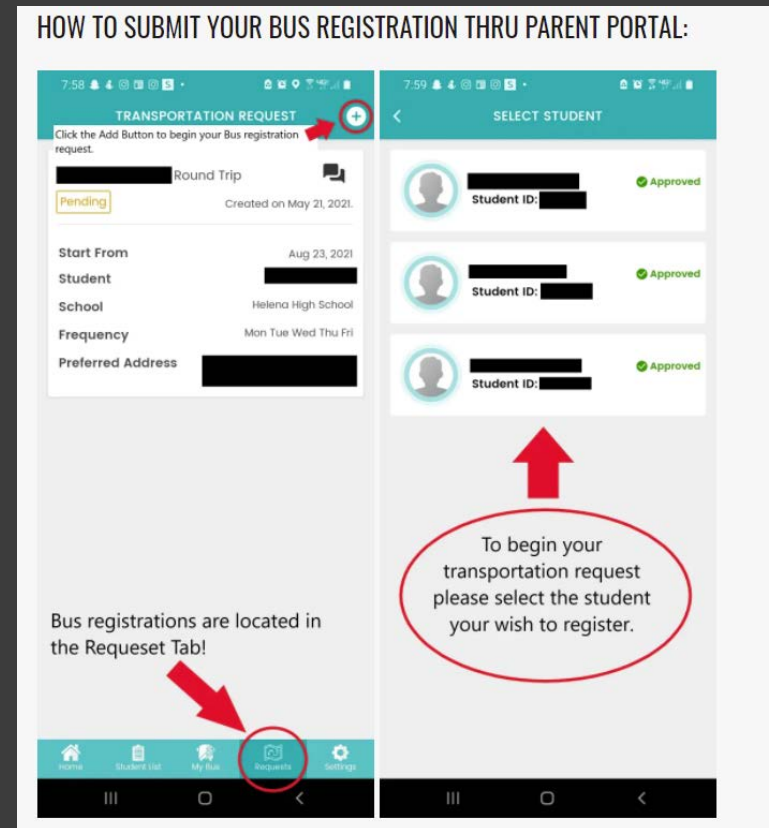
Comma separated values (.csv)

DOWNLOAD

Display: 25 1 - 25 of 49

Bus Ride Registrations

- Ride registrations are now done primarily through Parent Portal.
- Registrations are Approved or Denied by the Transportation office.
- <https://helenaschools.org/departments/transportation/parent-portal/>



Tablet Ticket Reporting System

Step 1: Driver Reports

Step 2: Response generates a ticket

Step 3: New Tickets receive a specific person assigned to resolve the issue.

Step 4: Solution documented with a follow-up date to discuss with the driver.

Step 5: Ticket is marked as complete.

Edulog Tablet Report

* Required

1. What is your name? *

Enter your answer

2. What is your bus number? *

Enter your answer

3. When did the issue take place? *

Please input date (M/d/yyyy)

4. What time of day are you experiencing this issue? *

Issue Res...	Bus Number	Drivers Name	Issue description	Priority	Status	Assigned...	Days old	Date rep...	Next Steps	Follow-up
✓	25	Mike Wing	New rider with no notification with key but was on tablet. Hanna Hummel @ Sunset & Birdseye, also no card issued as of yet. Also would like to request new card for		New		1	2/2/2022		2/3/2022
✓	25	Mike Wing	Did not change any student icon colors		New		2	2/1/2022		2/3/2022
	22	Scott Petersen	Scan cards, does not increase load count, does not enter them on tablet	Normal	In progress	Schmidt, Cry	1	1/31/2022	Follow-up with drive informing them about Edulog meeting this week. Friday @ 11am	2/2/2022
○	45	Philip Lau	Tablet locked up and I could not scan kids off or manually disembark them	Critical	In progress	Schmidt, Cry	1	1/31/2022	Follow-up with driver regarding issue. I will need to go out tomorrow morning and troubleshoot the issue.	2/2/2022
	08	Gary Herseim	Tablet went black during route. Had 3 dots across screen	Critical	In progress	Schmidt, Cry	2	1/31/2022	Troubleshoot tomorrow morning after route.	2/2/2022
	20	Tanner	Tablet will not charge. Jasmine Bellomy was not able to disembark on 1/28/2022. However, the scans show Jasmine was broad onto the bus but never dropped off.	High	In progress	Schmidt, Cry	5	1/28/2022	Will follow-up next week with both issues. Next week will need to go check bus 20 tablet and charge it up.	1/31/2022
✓	66	Cherisse Bowen	Every Friday does not contain all of my routes throughout the day. It only has the first morning route. There should be 5 and there is only 1.	Low	Completed		6	1/28/2022	2/3/22 I logged into table to troubleshoot the issue. She is not selecting the drop down arrow to select her individual runs.	2/3/2022

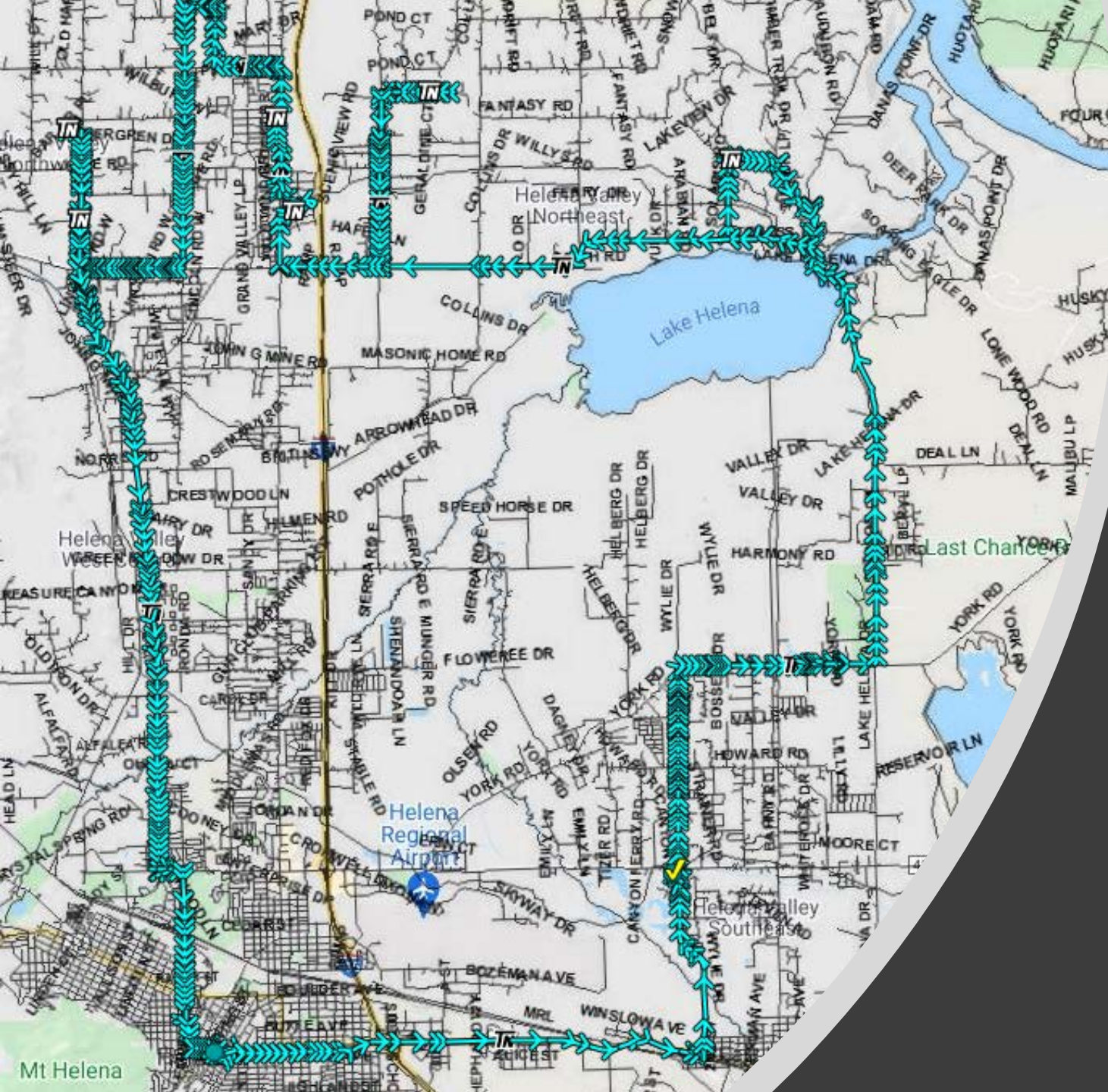
District Wide Programs

Programs

- Central Elementary FLS & Trailhead
- Helena MS TLC
- Preschool @ Ray Bjork
- Trailhead @ Ray Bjork
- Day Treatment @ Ray Bjork

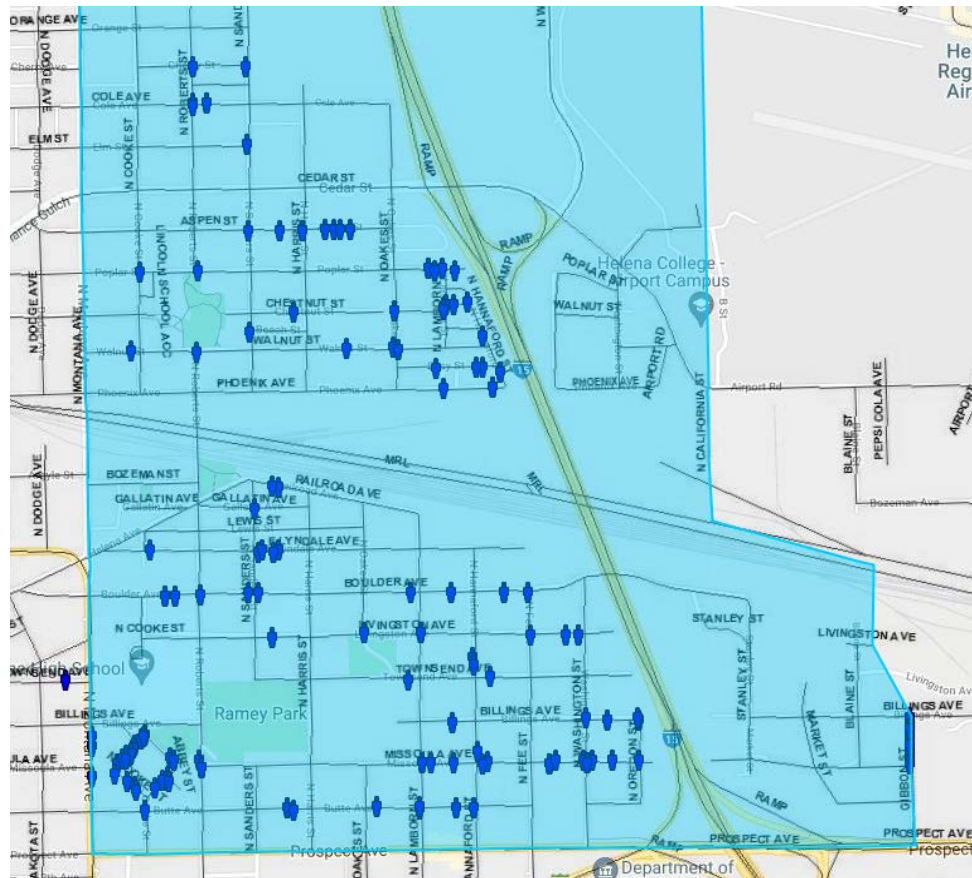
Bus 51 Example

- Central Elementary FLS
- 9 Students
- 96.5 Total Miles/Day
- Up to 1 hour ride time

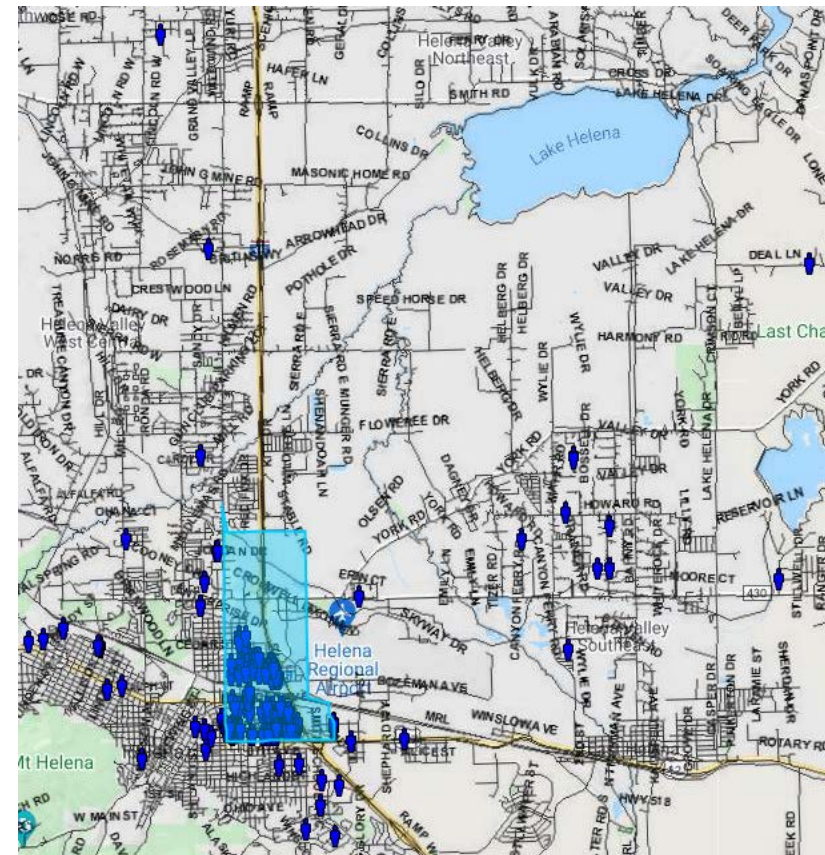


Boundary Analysis & Application

- Bryant Attendance



- Bryant Outside of Boundary

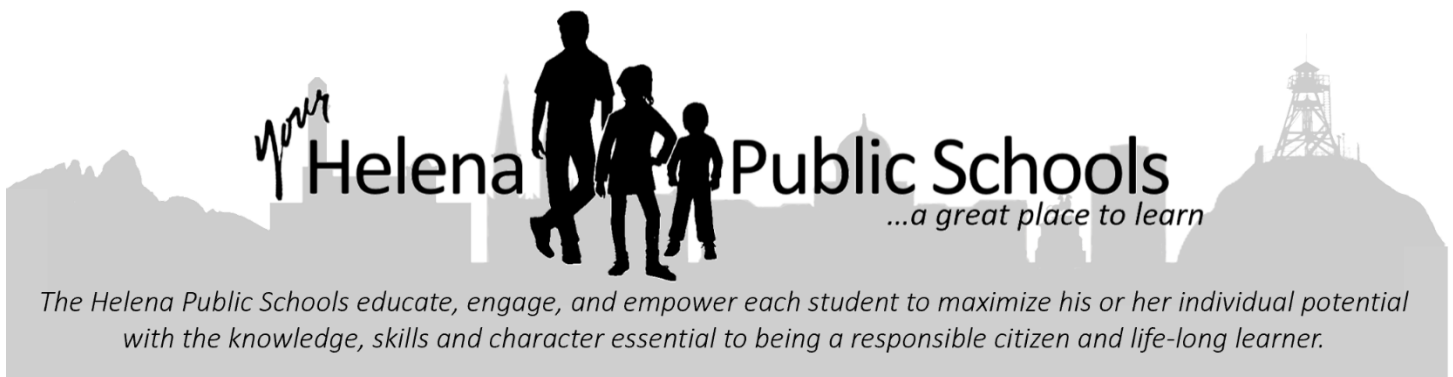


Transportation Summary

- COVID-19
 - Helena Food Share
 - Distribution of Google Chrome Books and Mobile Hotspots
 - Providing masks for students
- Driver Recruitment



Questions or
Comments?



Board of Trustees Work Session Minutes

Tuesday, November 30th, 2021 | Tour at 3:30 / 4:00pm | Helena Middle School and via TEAMS

MINUTES

ATTENDEES

Trustees

Luke Muszkiewicz, Board Chair
Siobhan Hathhorn, Vice Chair
Terry Beaver, Trustee
John McEwen, Trustee
Jennifer McKee, Trustee
Janet Armstrong, Trustee
Libby Goldes, Trustee

Others

Rex Wultz, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Janelle Mickelson, Business Services Administrator
Stacy Collette, Human Resources Director
Karen Ogden, Communications Officer
Brian Cummings, Assistant Superintendent
Gary Myers, Director of Educational Technology
Cal Boyle, Principal of Helena Middle School
Dawn Rowling, Assistant Principal of Helena Middle School

I. TOUR OF HELENA MIDDLE SCHOOL

II. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

Board Chair Luke Muszkiewicz called the meeting to order at 4:07 p.m. and led the Pledge of Allegiance.

III. REVIEW OF AGENDA

No changes were requested to the agenda.

IV. PRESENTATION:

Helena Middle School Principal, Cal Boyle, began with a Power Point presentation which he presented to the committee. Mr. Boyle began the presentation with an overview of the staff at Helena Middle School.

- 47 classroom teachers (16 new in the last 3 years)
- 1 special service coordinator
- 6 special education teachers
- 1.5 librarians
- 1 permanent guest teacher
- 1 student teacher
- 2 counselors
- 1 building learning coordinator
- .8 FTE nurse
- .5 school psychologist
- 1 CSCT therapist, 1 behavior interventionist, 1 SBOT
- Therapeutic Learning Center (TLC)-2 district staff (teacher and para) and 2 Shodair staff (therapist and BI)
- Classified Staff-4 secretaries, 2 general education paras, 5 special education paras, 1 nurse para, and 3 cafeteria staff
- 6 custodians (2 day)
- 1 SRO
- 1 Assistant Principal
- 1 Principal

The next slide displayed data about the students at Helena Middle School. The total enrollment of HMS is 740 with 19 at Exploration Works. Mr. Boyle commented. HMS has high mobility so there are a lot of withdrawals and new registrations all the time so that 740 number will fluctuate daily. The number is usually stable around 735 to 750. There are 8 students taking advantage of the online initiative. 43% of the HMS student population qualifies for free and reduced lunch. The slide displayed additional data about the students at HMS:

- PEAK-72 eligible
- District Transportation-260
- Individualized Education Plans-120
- Speech/Language only-14
- Students in Transition (students that are considered homeless)-16
- Angel Fund-79 students-\$15,200
- CSCT-12
- SBOT-12

Mr. Boyle commented. We have a great partnership with St. John's Lutheran Church. They do amazing things for us and for the community. This year they sponsored holiday dinner

baskets for twenty of our families. We were able to deliver food baskets with an entire Thanksgiving meal. The basket also included a tablecloth and a board game.

Principal Boyle went on to comment about instruction. The reason we are here is for teaching and learning. We went through the process of the Comprehensive Literacy Grant and with the research available and the work of the staff in the District, this Educational Framework was developed by us. We wanted to know what our expectations are for what happens in the classroom that we know is going to promote the most learning. What should that look like for an administrator or a fellow teacher or as student that comes into the classroom. What are the kinds of things that they should be seeing that maximizes their ability to learn? Through that process this Educational Framework was developed. The guiding questions for instructional staff are:

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

We collect a lot of data around that as we are going through the school year. We have a walkthrough form, so as me or other members of the leadership team are in the building, we will walk into a classroom and observe what is going on, then we will leave the classroom and collect some data around the questions that have been created. Are we seeing this kind of instruction happening? When we don't see that, then that is where we focus our professional development.

Mr. Boyle recognized Christy Mock-Stutz, Literacy Coach and Building and Learning Coordinator, at Helena Middle School. Mr. Boyle commented. Christy got us through COVID hybrid/remote learning. She became the tech guru and is the go-to for the kids with technology questions. Having this position is one of the biggest outcomes of us securing this grant.

Principal Boyle commented regarding the Comprehensive Literacy Grant. We are on year six or seven of the Comprehensive Literacy Grant. It provides a nice amount of money for us to be able to do some of these projects. The SLT (School Literacy Team) is a school leadership team that includes the administrative team, Christy, and self-selected teachers that want to be involved in school wide literacy and promoting moving things forward. Our focus is on implementing the best framework. As we are collecting that data and do more professional development, we see growth. We went from 50% to over 80% implementation of bellringers and agendas posted. We still have a little bit of work to do there. We have a consultant that comes in and helps us with the work, such as designing the walkthrough tool or managing data collection, and her name is Debbie Hunsaker. The PDSA Cycle stands for Plan, Do, Study, Act. The SLT has been implementing PDSA cycles and identifying students to decrease the achievement gap. Debbie Hunsaker is also guiding this work.

Principal Boyle then discussed the 2021 Fall iReady Diagnostic data. As a district we have adopted the iReady Assessment as a data collection tool for student achievement. We do

this assessment three times a year-in the fall, winter, and spring. You want to see growth in these numbers from the fall to the spring. The one place where I am hesitant is the 8th grade spring number. Keeping an 8th grader who is moving on to high school in May, engaged in a middle school test, is difficult. The green stands for students that are on track grade level at the beginning, the yellow is kids that are close and with a year of solid instruction will probably become green, and the red are the kids that need intensive intervention. This reading and math data helps us identify who those kids are and what kind of interventions they need to have.

Principal Boyle shared a video with the Trustees that was an example of an introductory activity from Sara Grotbo's 8th Grade Science class that displays setting a purpose for learning. Mr. Boyle said this is an excellent example of what we are looking for in our Educational Framework. Principle Boyle commented. There was a lot of focus on the agenda in that video. That agenda is laid out and designed exactly how we would want to see.

Principal Boyle shared a picture with the group of the book vending machine at Helena Middle School. Mr. Boyle commented. Through the grant monies we were able to purchase a book vending machine that operates with gold coins. We give those as an incentive, and for kids who are showing an interest in reading. The librarians, the English teachers, and the main office promotes that. We give a coin to a kid who is having success anytime we get the opportunity, and they can go pick a book of their choice.

Principal Boyle shared a spreadsheet with the group that showed all the different student clubs that are offered at Helena Middle School. Mr. Boyle commented. What you hear about middle school, is that kids don't feel like they belong. It is vital that a kid at middle school has a place that they feel like is theirs. Something that they are involved in and that they get to do. What has evolved overtime at HMS is, if you are a kid and you think there is a club that you want to be involved in and it doesn't exist, you make it. There are lots of opportunities for kids to have that place where they feel "this is my school, and I belong." If you have more of that, then the culture is more positive, and kids look forward to being here.

The next slide displayed modifications for COVID safety. Principal Boyle commented. This year everyone is wearing masks all day inside unless you are really exerting yourself in P.E. and you are not outside. Outside they can be without their masks and at lunchtime. Lunch is being most affected by the pandemic. It's tough because you are not wearing masks, and it is hard to social distance. Finding ways to social distance at lunch has caused us to do lots of modifications. We are using the gym, auditorium, and cafeteria to host lunch to improve social distancing. To start the year, lunch was exclusively outside.

Principal Boyle commented about summer school. Through the ESSER funds we had 6th, 7th, and 8th graders attend summer school this year. We had an academic focus in the morning where the kids did Math, English, and STEM. In the afternoon we either did games and activities or field trips. We had about 70 to 75 kids attend, and it was very successful for those kids that were involved.

Mr. Boyle commented about the Positive Behavior Initiative. Bob's Pawsitives have been around for a long time through the work with MBI and it has evolved. Ms. Rowling was really excited about promoting that positive climate. We used to do a weekly drawing and we would pull out of a hat. Somebody who got a ticket for doing good would get their name pulled and would win a prize. Now everybody that gets recognition can get a prize. We have created the token economy and once a student gets recognized with the Bobcat Pawsitives, they will come up at the end of the day and trade their ticket for a token or they can trade in their ticket for a prize. If they want to save up their tokens, they can take their tokens and build up to some of the bigger prizes. That token economy works, and kids are motivated by that, and there is a lot of excitement at the end of the day.

Principal Boyle commented about WEB Day at Helena Middle School. WEB day stands for Where Everyone Belongs. It is our kickoff day for 6th graders welcoming them to middle school. Middle school transition is a scary time for kids because they don't know what middle school is going to be like and there is a lot of anxiety and nervousness. We train our 8th graders during the summer and have them come in and be the leaders for the 6th graders on their first day. Katie Burke is heading this up along with Kahlee Dalton, Andrew Roberts, and Marilyn Snezek. Our staff have gone to national trainings to figure out how to do this and they do a great job. It is a lot about relationship building, finding a friend, and finding your way around. Normally the big assembly is in the gym, but it is a COVID year, so we were outside in the stadium. It was a great success and a super fun day. I am really impressed by the dedication of the staff, and the time and energy it takes to pull that off.

Mr. Boyle commented about backpacks and reflective tape. Ms. Rowlings decided she wanted our backpacks to be more visible. Superintendent Wertz got on board, so we bought reflective tape, and all the students had an opportunity to decorate their backpacks. Now, on those dark Montana mornings, the children are much more visible.

Principal Boyle commented about 7th Grade Web Day. 7th graders never got a chance to be 6th graders and have a Web Day because of COVID last year. They didn't have the benefit of that early start day and all that excitement. Andrew Roberts, who is one of my WEB Coordinators, said I want to do this for 7th graders too. So, on the first day the 7th graders were able to enjoy the WEB assembly.

The next slide was about the Willard Creek Field Trip. Mr. Boyle commented. Field trips are back. This is our traditional 6th grade fall field trip to Willard Creek. The students go up and do some ecology lessons and plant identification, followed by a picnic and hiking the Willard Creek trail. We had to modify it this year because of busing, so we had to leave later and get back sooner. Tom Cohn and his crew at transportation do a great job and they made it happen even though they are short on staff. This was a lot of fun, and the kids love it.

Principal Boyle commented about Halloween and shared pictures of the staff and student's costumes. Halloween was on Sunday, and we celebrated on Friday at school, and it was the best attendance day of the year. It is so nice to see students back in school.

Mr. Boyle commented. As part of our safety drills, we have the red card, green card system. When we evacuate, kids must take roll with their teacher when they get outside, and then the teacher holds up the green card if they have everybody or the red card to say someone is missing. They are hard to spot when you get out there with 50 staff and 750 kids, and it is hard to make sure you have everybody. So, a project we did this year was we got every teacher their name on a stick that they hold up along with the green or red card and it helps us identify who may be missing and it is much more efficient.

Principal Boyle commented. For years we had horrible looking graffiti on our sidewalk across the street. Student Council came to me this year and said that they wanted to get rid of the graffiti. They painted over the graffiti and did a great job.

Next, Mr. Boyle commented regarding activities. Activities are back this year. We have wrestling, cross country, basketball, volleyball, track, and ultimate frisbee. Ultimate frisbee is a club that the kids created, and they are doing it at lunch. We are also going to try and run folf at the beginning of track this year because we want more kids involved. That concludes my presentation, if you have questions, I would be happy to answer them.

Trustee Jennifer McKee asked for more details about the iReady data. Principle Boyle commented. Not only do we do the benchmark assessment, but we also do intermediate testing almost monthly. That is more of a standards mastery question which is a shorter assessment that is aligned with what we are teaching in the classes at that moment. We saw growth in all three grade levels of about five to eight percent. You want to look at a standard that is being taught at that grade level, see how the students are answering questions around that standard, spend some time on instruction, and follow that up with a similar assessment. What we saw across the board at all grade levels was the five to eight percent growth. That makes me think that benchmark is also going to increase as we go forward.

Board Vice Chair Siobhan Hathhorn commented. Are you seeing improvement in scores with your incoming 6th graders with having several grant schools that feed into HMS?

Mr. Boyle responded. I would like to definitively tell you yes; the problem is the pandemic got in the way and we have also changed from the STAR test to the iReady test during that pandemic transition. I would say yes because we have fewer kids needing the big reading intervention at 6th grade than we did four or five years ago.

Board Vice Chair Siobhan Hathhorn commented. Could you speak to the value of having the SRO here at Helena Middle School.

Principal Boyle commented. Since I have been Principal, I have had the same SRO here the entire time and that has been so reassuring. He is part of the building and the culture and a huge asset to us. All of it has been positive and having that consistent person and that relationship is so important. I think kids understanding that law enforcement is there as a positive, as help, and as another trusted adult is huge and beneficial to our kids.

Trustee Libby Goldes asked for more details about students that attend PEAK.

Principal Boyle commented. I would say the number of students that attend PEAK is in the low thirties, and they meet weekly. It gets difficult at the middle school level because there are so many opportunities for other things. You qualify and enter PEAK when you are in elementary school, so it is evenly split between 6th, 7th, and 8th grade. There are more 6th graders that attend on a regular basis.

Trustee Libby Goldes commented. How do the students find out about what clubs are offered at Helena Middle School?

Principal Boyle replied. That is part of our WEB Day, our advisor time, and school-wide announcements. So much of it is kid driven because the kids are creating the clubs and then they are out recruiting members for their club.

Trustee John McEwen commented. How many kids are participating in the clubs?

Mr. Boyle responded. I would say if you combined that with our school sponsored activities such as the sports and student council, I would say well over half of the students are participating in clubs. We do a gaming club once a week and it is so highly sought after that we must do a lottery. The kids sign up at the end of the week to get picked for next week. We just don't have enough space, computers, or people to run it for everybody that wants to do it, but it is highly sought after.

Trustee Jennifer McKee commented how great the 7th grade WEB Day was, and what a great culture that Helena Middle School has.

Trustee John McEwen commented. Why is the enrollment at Helena Middle School so fluid?

Principal Boyle replied. It is because of our community and population. At the end of the year if we look at our ins and outs at HMS, we usually have 200. We have 180 school days, and if we have 200 ins and outs, that equals a kid a day. That is just how mobile our population is that feeds our school. It has to do with our poverty numbers, and we have a highly transient population in Helena. Students that need intensive treatments or inpatient stays-they also withdraw-because they are doing their schooling in a different setting. When they finish that treatment and come back, they enroll. That also drives some of those numbers. Also, four out of five of our feeder schools are title schools.

Trustee Terry Beaver commented. Did you ever have an experienced teacher come to you and tell you, "Since I started using the bell ringer, I am a much better teacher than I was before."

Principal Boyle responded. I don't think anybody has ever said it to me in those words, but I do have a recent experience where a staff member was engrained to how things have been done and was reluctant to use the new framework. After our opening day staff meeting where I went over this information, the staff member came up to me and said, "I

never realized how integral our own people were in building that framework. I really thought it was something that someone tore out of the back page of a book. Now that I know that it was you guys, and we that we did it...I'm all in."

Board Chair Luke Muszkiewicz commented. I really appreciate the discussion, specifically around what it takes to transition students from online/hybrid model to full time in person model. To me what is so important is it is clear you have a commitment to continuous improvement. You try new things, and you assess, and I really appreciate that. I do have a question. Are there any meaningful trends over the past few years in terms of total enrollment and free and reduced eligibility?

Principal Boyle replied. Eight years ago, we were down below 700 students for total enrollment, and it was a dip for a couple of years. It bounced back and we have consistently been above 730 and as big as 770, but that 750 number is consistent. The ins are matching the outs on the mobility. I can't be confident in the free and reduced lunch numbers. The reason why is because lunch is free for everybody now for the second year in a row. So, encouraging people to fill out financial paperwork when they are already getting the lunch for free is difficult. In a regular year when lunch is charged, it is difficult to get people to fill out the paperwork. Now, when there is no real incentive to fill out paperwork, I feel that we are underestimating our number. By how much I am not sure. We serve about 750 meals a day here at the school, so kids are taking advantage of the food.

Board Chair Luke Muszkiewicz commented. Thank you so much. The last thing I will say is I appreciate your commitment to our COVID mitigations protocols.

Board Vice Chair Siobhan Hathhorn commented. It is obvious you have a strong culture here which is great and that doesn't happen without teachers going above and beyond. Please extend a thank you from the Board to the staff for all that they do.

Trustee John McEwen commented. Is the building full? How many children can this building fit?

Principal Boyle responded. I would like to be at 800. With our number being at 750, it doesn't get me fully teamed at every grade level, so I don't have two teachers in each core area. So, I have some teachers that teach two grade levels.

V. SUPERINTENDENT'S REPORT

Superintendent Weltz commented.

Thank you, Board Chair. Trustees, excellent questions tonight. I appreciate the in-depth discussion and I appreciate Mr. Boyles responses. I appreciate the leadership in this District, and Mr. Boyle and Ms. Rowlings demonstrated that great leadership tonight. If you look at the overall presence of what Helena Middle School is promoting, it is about academics. It is also about the ability to connect and belong. We know that from elementary to middle

school to high school, if students have the ability to connect in some facet, they will want to be at school. I think the programs here are great. My experience with WEB is that sometimes that revitalizes a career in education. The teachers they elect to do that see a new difference and a new light in their profession, that it is not only about academics, but also about connections.

We had one student in our presence tonight sitting in the back next to Ms. Rowling. About a month ago I assisted a young lady that was hit by a car in the crosswalk in front of Jefferson. That is the student that was with us tonight. She is the reason why the backpack reflective tape came about. I'm happy to report that we got a box full of reflective tape that was divided out and sent to schools today. We are going to light up some backpacks for those dark mornings.

Recently we were on a Warren site visit and Hawthorne site visit. I want to thank both of those staff and their Principals for allowing us to be there. November was Military Appreciation Month and Military Family Appreciation Week was also in November. Jim Darcy students collected cans of coffee and brought it out to the military base in appreciation of their work. That displays connectivity to our community, and I appreciate Jim Darcy students for doing that.

I would like to thank Barb Ridgway for her work with COVID mitigation. The vaccination clinics were a great success. We had about 330 people that participated, and the next one will be December 11th at Bryant. Thanks again to Ms. Ridgway, our nurses, Lewis and Clark Public Health, PureView and St. Peter's Health for their partnership.

I would like to thank the staff at Shodair and their CEO, Craig Aasved, for supporting us during a critical, crucial, and traumatic time during the last couple of weeks. This Thursday Shodair is hosting a dinner for all school district employees discussing responding to community losses and creating a safe space to learn about trauma and how to support ourselves and others after a crisis through a trauma-informed lens. We are thankful for our partnership with Shodair.

There was an exciting buzz at Lincoln today because our Business and Payroll department moved from May Butler Center into Lincoln Center. There was a lot of laughter and a lot of excitement. I would like to thank Ms. Stacy Collette and Mr. Rob Brewer, and all the Facilities team. They have been amazing. I am very proud of the work that they have been doing, and they deserve a lot of credit. Our new space is light and bright, and people have windows. I think that is super important for effectiveness and morale.

Heather O'Loughlin, City Commissioner, has found a way to ensure Broadway will now be posted as a 15mph zone-by Jefferson. That is another good partnership we have with our city.

The Angel Fund's Annual on Broadway Fundraiser & On-line Auction will be December 6th. Join us at On Broadway for a night of fine food and fun to help raise money for students

throughout Helena. We appreciate the Angel Fund and the support from the community. Board Chair, that concludes my report for this evening.

Board Chair Luke Muszkiewicz commented. Thank you for your update and I appreciate you giving the context of the student, and Ms. Rowling's wonderful idea to get the reflective tape on backpacks, as well as our partnership with the city. Above all, I'm glad that students are doing well.

VI. GENERAL PUBLIC COMMENT

There was no public comment offered.

VII. NEW BUSINESS

A. Consent Action Items

1. Approval of the 10.26.2021 Board of Trustees Work Session Minutes

Motion: Board Vice Chair Siobhan Hathhorn moved to approve the 10.26.2021 Board of Trustees Work Session Minutes as presented. Trustee John McEwen seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

VIII. BOARD COMMENTS

Board Chair Luke Muszkiewicz commented. Before we adjourn, I just want to say thank you again to Principal Boyle and Assistant Principal Rowling for welcoming us into Helena Middle School tonight. For all the staff and Trustees that joined us tonight, it is great to see you all and thank you for your time.

IX. ADJOURNMENT

The meeting was adjourned at 5:33 p.m.

PERSONNEL ACTIONS
January 12, 2022 – February 8, 2022

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Maddock, Grace	02/10/2022	HHS/Spanish	\$219.25/day*
Sechrist, Laurie	02/24/2022	HHS/English	\$245.99/day*

**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>
Tremblay, Maureen	2/11/2022	CHS/Health-PE	Resignation
MacQuarrie, Bethany	6/09/2022	Hawthorne/Kindergarten	Resignation

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Fisher, Jesika	1 st Sem/22-23	Bryant/Special Education	Sabbatical
Tucker, Cathern Therese	2 nd Sem/22-23	HHS/Spanish	Sabbatical

Change in Contract

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

**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Armstrong, Jason	02/07/2022	CRA/Float Custodian	\$16.01/hr.
Barry, Kim	02/14/2022	RBLC/Para Educator	\$14.82/hr.
Kaplan, Adam	01/11/2022	Broadwater/Para Educator	\$14.21/hr.
Nelson, Danielle	01/24/2022	Jim Darcy/Temporary Para Educator	\$16.25/hr.*
Phillips, Rachel	02/07/2022	Rossiter/Para Educator	\$15.54/hr.
Rehm, Mary	02/24/2022	Activities/Driver Education Secretary	\$21.23/hr.
Roush, Mason	01/12/2022	Broadwater/SACC Para Educator	\$13.30/hr.
Schweyen, Morgan	01/10/2022	Jefferson/SACC Para Educator	\$13.30/hr.
Snowden, Kristin	01/26/2022	Rossiter/Para Educator	\$16.25/hr.
Vazquez, Marissa	01/19/2022	Kessler/Temporary Para Educator	\$14.84/hr.*
Wildermuth, Martha	01/24/2022	Rossiter/Temporary Para Educator	\$13.60/hr.*
Young, Bart	01/31/2022	HMS/Warehouse-Delivery-Copy Center	\$18.18/hr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Connett, Amanda	01/28/2022	HHS/Para Educator	Resignation
Kolar, Tiffany	01/14/2022	PAL/eNET Tutor	Resignation
Merritt, Kimberly	02/17/2022	RBLC/Para Educator	Resignation
Moore, Jan	06/09/2022	Smith/Para Educator	Retirement
Pfau-Johnson, Camille	01/06/2022	HHS/Para-Sign Language Interpreter	Discharge
Pippin, Melissa	01/28/2022	Rossiter/Para Educator	Resignation
Rehm, Mary	02/23/2022	CHS/General Seceretary	Resignation
Tremblay, Maureen	01/28/2022	CHS/Asst Girls Track	Resignation

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
Thorpe, Melissa	01/12/2022-06/10/2022	CHS/Para Educator-Intervener	LOAWOP

SUPPLEMENTARY CONTRACT ASSIGNMENTS

LNAME	FNAME	ACTIVITY	SCHOOL	AMOUNT
Leroy	Beeby	Tennis-Asst JV Coach	Helena High	\$1,890.00
Dean	Belcourt	Softball-JV Asst	Capital High	\$2,371.06
Raymond	Bieber	Tennis-Asst Coach	Capital High	\$2,973.60
Marty	Binde	Tennis-JV Coach	Capital High	\$1,836.00
Mikayla	Bloyder	Track-Asst Girls	Capital High	\$1,637.10
Dane	Broadhead	Track-Asst Boys	Helena High	\$3,434.70
Lucas	Canney	Track-Asst Boys Coach	Capital High	\$3,434.70
Lonzo	Carter	Track-Head Coach	Capital High	\$7,189.47
Brooke	Clark	Track-Asst Girls Coach	Capital High	\$3,274.20
Justi	Crofutt	Softball-JV Head	Helena High	\$2,576.08
Edward	Darfler	Track-Asst Boys Coach	Capital High	\$4,718.70
Levi	Dawes	Track-Asst Boys	Capital High	\$1,621.05
Scott	Evans	Track-Asst Boys	Helena High	\$4,012.50
Colby	Furlong	Track-Asst Boys	Helena High	\$3,306.30
Manuel	Garza	Track_Head Coach	Helena High	\$5,403.85
Kelley	Gilbert	Track-Asst Girls Coach	Helena High	\$4,333.50
Hollee	Goody	Track-Asst Girls Coach	Capital High	\$3,563.10
Robert	Heiser	Tennis-JV Coach	Helena High	\$1,890.00
Brittany	Hogan	Softball-JV Asst	Helena High	\$2,371.06
Jared	Hunt	Track-Asst Boys Coach	Capital High	\$1,701.30
William	Hurford	Track-Boys Coach	Helena High	\$3,498.90
Byron	Hustad	Track-Asst Girls	Helena High	\$4,140.90
Thomas	Kain	Track-Asst Boys Coach	Capital High	\$3,498.90
Timothy	Kelly	Track-Girls Coach	Capital High	\$3,787.80
Jennifer	Klemp	Softball Coordinator	Helena High	\$612.00
Scott	Lane	Track-Girls Coach	Capital High	\$3,370.50
Michael	Madsen	Track-Asst Boys Coach	Helena High	\$3,498.90
Richard	McMahon	Track-Coordinator	Helena/Capital	\$1,616.00
Heather	McNeil	Track-Asst Varsity Girls	Helena High	\$3,884.10

Lynn	Miller	Softball-Varsity Asst	Capital High	\$3,798.99
Mike	Miller	Softball-Head Coach	Capital High	\$5,665.80
Andrew	Mozer	Track-Asst Varsity Girls	Helena High	\$3,531.00
Jason	Murgel	Softball-Varsity Asst	Helena High	\$3,571.00
Michaela	Parker	Track-Asst Girls Coach	Helena High	\$1,621.05
Darryl	Rensmon	Softball-Head JV Coach	Capital High	\$2,576.08
Mathew	Reyant	Track-Head Girls Coach	Capital High	\$5,074.92
Nicole	Riebe	Tennis - Head Coach	Helena High	\$4,009.96
Allie	Keleti	Track-Asst Girls Coach	Helena High	\$1,605.00
Ryan	Schulte	Softball-Head Coach	Helena High	\$4,600.80
Ryan	Swenson	Tennis - Head Coach	Capital High	\$4,141.76
Ricknold	Thompson	Track-Asst Boys Coach	Capital High	\$4,173.00
Anna	Doran	Track-Asst Girls Coach	Capital High	\$1,605.00
Jordan	Tyler	Tennis-JV Coach	Capital High	\$1,836.00
Shelby	VanHemelryck	Softball-Coordinator	Capital High	\$606.00
Jesse	Zentz	Track-Head Girls Coach	Helena High	\$4,933.95
Clark	Brooke	6th Girls BB	CRA	\$594.00
Casey	Lyndes	7th Boys BB	CRA	\$594.00
Casey	Lyndes	7th Girls BB	CRA	\$641.00
Christopher	Toivonen	6th Boys BB	HMS	\$594.00
Connor	Jones-Casne	7th Boys BB	HMS	\$594.00
DJ	Zapada	7th Girls BB	HMS	\$594.00
Emily	Forsman	7th Girls BB	CRA	\$594.00
Emily	Forsman	7th Boys BB	CRA	\$594.00
Evan	Barber	7th Girls BB	HMS	\$594.00
Evan	Barber	7th Boys BB	HMS	\$594.00
Hermes	Lynn	7th Boys BB	CRA	\$594.00
Hunter	Fairclough	6th Boys BB	CRA	\$594.00
James	Sheridan	6th Boys BB	CRA	\$594.00
Jarrold	Murgel	Wrestling	HMS	\$638.00
Jaymee	Sheridan	6th Girls BB	CRA	\$594.00
Jazzamyn	Benson	7th Girls BB	HMS	\$594.00
Joseph	Bell	Wrestling	CRA	\$555.00
Karli	Brooks	6th Boys BB	HMS	\$594.00
Kyle	Nay	Wrestling	CRA	\$638.00
Lauren	Miller	7th Girls BB	CRA	\$594.00
Lisa	Crum	6th Girls BB	HMS	\$594.00
Madeline	Wolter	6th Girls BB	CRA	\$594.00
Michael	Kepler	6th Boys BB	HMS	\$594.00
Michaela	Pattison	6th Girls BB	HMS	\$594.00
Mikayla	Curtis	6th Boys BB	HMS	\$594.00
Richard	Fuzesy	6th Girls BB	CRA	\$641.00
Richard	Fuzesy	7th Boys BB	CRA	\$594.00
Sam	Bogard	Wrestling	HMS	\$555.00
Sol	Jones	6th Boys BB	CRA	\$594.00
Thomas	Quinn	6th Girls BB	CRA	\$594.00
Thomas	Quinn	7th Boys BB	CRA	\$594.00
Travis	Pilon	7th Girls BB	CRA	\$594.00
Travis	Pilon	7th Boys BB	CRA	\$594.00
Tyler	Anfinson	6th Boys BB	CRA	\$641.00
Vicki	Walsh	6th Girls BB	HMS	\$594.00

Board of Trustees

Approval of Teacher Retirement Incentive



VII. NEW BUSINESS

C. Items for Action

1. Approval of the HEA Teacher Retirement Incentive.

Background:

The Helena Education Association and the Helena School District have reached a tentative agreement on a negotiated retirement incentive. Both the Helena Education Association and the Helena Board of Trustees has to formally accept the tentative agreement.

The following outlines the terms of the tentative agreement:

- 1) A retirement incentive will be offered for two (2) years: teachers retiring in June 2022, and June 2023.
- 2) Employees do not need to be eligible for the CBA retirement incentive in order to qualify for this incentive.
- 3) Termination pay, in the amount of \$15,000 will be awarded to each eligible teacher and will be added to any and all other termination pay the teacher may be entitled to.
- 4) The incentive will be made available for up to thirty (30) teachers over the course of the two years. The incentives awarded per year will be in any combination of numbers up to the entire thirty (30) teachers.
- 5) The incentive will be awarded with the following restrictions:
 - Teacher must be at Step 20 or higher on either the PCAP or the Steps and Lanes Salary Matrix
 - Teacher must give notice, regardless of year of retirement, by February 25, 2022.
 - Teacher must indicate which year they plan to retire (June 2022, or June 2023).
- 6) The incentive will be awarded in the following order:
 - Step on the salary matrix, including stipend—highest to lowest
 - Seniority in the Helena School District—highest to lowest
 - If two members are at the same step and seniority, the tie breaker will go to the member that has been at the higher salary for a longer period of time
 - All grandfathered teachers will be considered first
 - Grandfathered highest salary will then be considered
 - Seniority of those grandfathered will then be considered
 - Then, the same process will resume for those on Step 24
 - Then, the same process will resume for those on Step 23, Step 22, Step 21, and finally Step 20 until 30 teachers have received the incentive
 - Date and time of retirement notification
- 7) On February 28, 2022, the teachers who qualify for the incentive will be notified by the district of their status. At that time these teachers will have until March 4, 2022 at 12:00 noon to either:
 - Accept the incentive by putting in a binding notification for retirement. Notification must be sent via email to Stacy Collette at scollette@helenaschools.org to be valid. A teacher retiring in June 2022 will be eligible for option 1 of the CBA Retirement Benefit (2.9). A teacher retiring in June of 2023 can elect either option 1 or option 2 from the retirement benefit in the CBA (2.9). Teachers must file the Termination Pay Irrevocable Election Form (TPIEF) with Teachers Retirement Service (TRS) no later than March 8, 2022 in order to make employee termination pay contributions on a tax deferred basis.
 - Decline the incentive, and optionally rescind retirement. If a teacher chooses to not retire, or chooses not to accept the additional incentive, that teacher will be dropped from the incentive, and the next teacher on the list will be notified to complete the thirty (30) teacher total. Teachers who decline the incentive may still retire if they so choose.

- 8) This incentive, in no way, is intended to replace the retirement benefit as written in Article 2, Section 9 of the current Collective Bargaining Agreement (2020-2023) and other Collective Bargaining Agreements beyond 2023. Rather this incentive is in addition to the 2.9 retirement benefit.

If employees have already put in a retirement letter, their request will be honored with the incentive, if they are eligible and awarded an incentive. If they have put in a retirement letter and either choose not to retire within the parameters of this incentive, or they are not awarded the incentive, they may rescind that letter at any time up until March 4th.

Considerations:

- This retirement incentive recognizes years of service to Helena Public Schools and provides an economic incentive for those who meet the criteria.
- This retirement incentive is approved by TRS.
- This incentive is supported economically by the District.

Superintendent recommendation:

Approve the HEA Teacher Retirement Incentive for the 2021-2022 and 2022-2023 school years.

Helena Public Schools and Helena Education Association

MEMORANDUM OF AGREEMENT

This agreement is between the Helena Public Schools and the Helena Education Association Teacher's Union, and is in effect _____, 2022.

- 1) A retirement incentive will be offered for two (2) years: teachers retiring in June 2022, and June 2023.
- 2) Employees do not need to be eligible for the CBA retirement incentive in order to qualify for this incentive.
- 3) Termination pay, in the amount of \$15,000 will be awarded to each eligible teacher and will be added to any and all other termination pay the teacher may be entitled to.
- 4) The incentive will be made available for up to thirty (30) teachers over the course of the two years. The incentives awarded per year will be in any combination of numbers up to the entire thirty (30) teachers.
- 5) The incentive will be awarded with the following restrictions:
 - Teacher must be at Step 20 or higher on either the PCAP or the Steps and Lanes Salary Matrix
 - Teacher must give notice, regardless of year of retirement, by February 25, 2022.
 - Teacher must indicate which year they plan to retire (June 2022, or June 2023).
- 6) The incentive will be awarded in the following order:
 - Step on the salary matrix, including stipend—highest to lowest
 - Seniority in the Helena School District—highest to lowest
 - If two members are at the same step and seniority, the tie breaker will go to the member that has been at the higher salary for a longer period of time
 - All grandfathered teachers will be considered first
 - Grandfathered highest salary will then be considered
 - Seniority of those grandfathered will then be considered
 - Then, the same process will resume for those on Step 24
 - Then, the same process will resume for those on Step 23, Step 22, Step 21, and finally Step 21 until 30 teachers have received the incentive
 - Date and time of retirement notification
- 7) On February 28, 2022, the teachers who qualify for the incentive will be notified by the district of their status. At that time these teachers will have until March 4, 2022 at 12:00 noon to either:
 - Accept the incentive by putting in a binding notification for retirement. Notification must be sent via email to Stacy Collette at scollette@helenaschools.org to be valid. A teacher retiring in June 2022 will be eligible for option 1 of the CBA Retirement Benefit (2.9). A teacher retiring in June of 2023 can elect either option 1 or option 2 from the retirement benefit in the CBA (2.9). Teachers must file the Termination Pay Irrevocable Election Form (TPIEF) with Teachers Retirement Service (TRS) no later than March 8, 2022 in order to make employee termination pay contributions on a tax deferred basis.
 - Decline the incentive, and optionally rescind retirement. If a teacher chooses to not retire, or chooses not to accept the additional incentive, that teacher will be dropped from the incentive, and the next teacher on the list will be notified to complete the thirty (30) teacher total. Teachers who decline the incentive may still retire if they so choose.
- 8) This incentive, in no way, is intended to replace the retirement benefit as written in Article 2, Section 9 of the current Collective Bargaining Agreement (2020-2023) and other Collective Bargaining Agreements beyond 2023. Rather this incentive is in addition to the 2.9 retirement benefit.

If employees have already put in a retirement letter, their request will be honored with the incentive, if they are eligible and awarded an incentive. If they have put in a retirement letter and either choose not to retire within the parameters of this incentive, or they are not awarded the incentive, they may rescind that letter at any time up until March 4th.

THIS AGREEMENT is signed and dated this _____ day of _____ 2022.

FOR THE HELENA SCHOOL DISTRICT #1:

Rex Weltz, Superintendent

FOR THE HELENA EDUCATION ASSOCIATION:

Jane Shawn, President

February 16, 2022