



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, September 13th, 2022 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

[Click here to join the meeting](#)

AGENDA

I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. PRESENTATIONS

A. Threat Assessment

B. Angel Fund

IV. SUPERINTENDENT'S REPORT

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

1. Technology Projects Update
2. Policy 2015 Curriculum Development, Content and Assessment Practices
3. Policy 2135 K-12 Online Learning Policy
4. Policy 3010 School Admissions
5. Policy 3070 Administration of Medication

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. 08.08.22 Special Board Meeting Minutes
5. 08.09.22 Full Board Meeting Minutes

C. Items for Action

1. Approval and Ratification of the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023
2. Approval and Ratification of the HPS-Craft Council (Plumbers, Pipefitters, and Mechanic) Collective Bargaining Agreement for 2022-2023

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. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item III.A.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: **Presentations**
 A. Threat Assessment

Updates to Threat Assessment Process – September 2022

While schools are safer today than in years past, one act of school violence is too many. Recent reports have conveyed the importance of schools developing and implementing protocols and procedures to prevent or mitigate school violence.

Define: What is a Threat?

Ultimate Goals when conducting a Threat Assessment:

What has the district done in the past to address threats?

Helena Public Schools leadership initiated a review of current practices in HPS as well as an analysis of what the research is saying about best practices for schools. What information was considered?

Top 5 Priorities, resulting from the review conducted:

1. Evidence-Based Practices/Model
2. Universal Process throughout the district
3. Universal Forms throughout the district
4. Extensive bank of Interventions and Supports: Monitoring Plans
5. Training

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item III.B.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

**Item Title: Presentations
 B. Angel Fund**



Our Mission

The Angel Fund is a nonprofit 501(c)(3) Corporation helping Helena School District children with necessary school items including clothing, shoes, school supplies, backpacks, classroom materials, field trip fees and other related school items to be successful in the classroom. The Angel Fund also awards Montana post-secondary scholarships to deserving graduates at Access to Success, Capital High School, Helena High School and Project for Alternative Learning based on academic success, financial need and a commitment to give back to their community.



How to Donate

Your contribution allows The Angel Fund to continue helping children in the Helena School District. "Pay it Forward" instills community and kindness; one day your generosity will be passed on. We need your help! For more information or to make a donation, please contact Janet Riis at (406) 459-1889, P.O. Box 7436, Helena, MT 59604 or at www.angelfundhelena.org.



THE ANGEL FUND

P.O. Box 7436
Helena, Montana 59604

406-459-1889 | email: theangelfundmt@gmail.com

www.angelfundhelena.org



**Making a difference in
the Helena School District
Since 1989**

PAY IT FORWARD Your contribution allows The Angel Fund to continue helping children in the Helena School District. Someday, these children will give back to their community ~ your kindness will be passed on.

Since 1989, The Angel Fund has helped needy children by purchasing clothing, gym shoes, winter coats, school supplies, backpacks, materials for school projects, and field trip fees. Angel Fund also awards Montana post-secondary scholarships to graduating seniors. Thank you for your past generosity and continued support. Your contribution will make a difference in a child's life!



Restoring hope and pride in the lives of children in Helena.

Donations go directly for school items to benefit children.



Stuff the Bus!

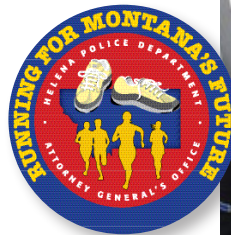
The Angel Fund's annual school supply drive collects from local churches and businesses for Helena area school children and families that cannot afford to purchase school supplies. School supplies will be distributed at each school participating in Stuff the Bus during August. Please call your child's school for distribution date and time.

For more info go to: www.angelfundhelena.org



Running for Montana's Future Program

Helena Police Department, Attorney General's Office and Angel Fund partner to promote healthy physical activity by providing running shoes for Helena School District children.



DJ Strandberg scholarship recipient 2018

testimonial

Dear Angel Fund,

I would like to thank your organization for helping relieve the financial burden of college. It would be nearly impossible to have a job and be successful in my college courses. This scholarship, earned through community engagement and academic success, has allowed me to focus primarily on my studies at Montana State University. My dreams of becoming a doctor are now closer. Not only did the Angel Fund help pay for my academics, they gave me opportunities to volunteer in my community of Helena, Montana. I was able to sort donated school supplies for children in need. Their kindness has only inspired me to help those who are not as fortunate as me. Thank you Angel Fund for giving me the freedom to study without debt hovering over me.

—DJ Strandberg

Together, we are changing the world one child at a time.

Fiscal Year 2021-22 in Review

I am very happy to report we made great strides in helping Helena area students in need during our 32nd year! Some of the highlights your contributions and support have accomplished:

- \$52,552 granted to Helena-area schools to purchase much needed school supplies in bulk and purchased backpacks.
- 795 students had new school clothes to start school and feel confident!
- 36 students were awarded post-secondary scholarships totaling \$48,750 to attend Montana Colleges.
- 89 students received new running shoes for PE class and for playing outside.
- \$5,866 raised from our Greater Helena Gives Campaign.
- \$11,835 fundraised at our On Broadway dinner and silent auction surpassing all previous years!

Our 23 Angel Coordinators in the Helena School District helped students buy brand new clothes October through November through our local partners (Walmart, Old Navy, Target & TJ Maxx). With your help, The Angel Fund had another epic "Stuff the Bus" campaign this summer with on-line giving. This new approach provides much needed grants so schools can purchase exactly what they need! **THANK YOU!!**



"We make a living by what we get, but we make a life by what we give."

—Winston Churchill

From Central Elementary Principal Nick Radley, Board Chairman

This past year, we saw the return of all our students back to the buildings. For many of them, it was their first opportunity to have the full school experience, whether that was as a kindergartener, or those transitioning to middle and high school. Transitions can be incredibly challenging for our students especially those without the resources many of us are fortunate to have. Thanks to the Angel Fund, we were able to bridge some of the gaps through the purchase of school clothing and school supplies.

Thanks to our resilient community and their continued focus on our youth. Due to your generosity we were able to meet our financial goals and provide for Helena's students.



Pay it forward ...

*A quote from a Principal:
"Thank you so much for your generous and kind gift for our students. I remember last year, an extremely at-risk student was having a terrible day. I asked what happened, and he said his backpack was broken. Being able to take him to his counselor and get a new backpack was one of my favorite moments of the year. Thank you for allowing moments like that to happen. Your support is greatly appreciated."*

Sincerely,
Broadwater ES Principal



Kids helping kids...



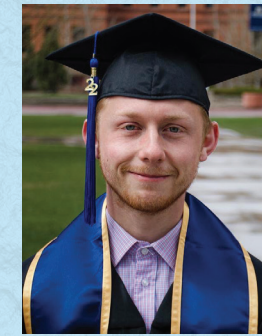
"You must be the change you wish to see in the world."

—Mahatma Gandhi

From Warren Elementary School Counselor, Colette Ozburn, Angel Fund Coordinator

As I reflect on this past school year, it was a year of ups and downs for students, families, and staff. We had a large number of students coming into the year lacking some of the basic essentials for school – supplies, backpacks, coats, and new clothing. Here at Warren, we had more families requesting assistance than ever before.

Once again, our community and donors stepped up and we were able to purchase new clothing and school supplies for 77 students (almost 25% of our school population!). Watching students beam with pride as they walked down the halls in the clothing they had recently picked out brought a tear to my eye on more than one occasion. From all of us here at Warren School, I would like to say THANK YOU for all you do to help our kids; you truly make a difference.



Angel Fund Scholarship Graduate

Looking back at the four years I attended Montana State University, I have nothing but great memories

and wonderful experiences in and outside of the classroom. I am so glad that I left my comfort zone and seized the opportunities that peaked my interests. There is so much more to learn than what can be taught in classroom or written in a textbook. I was able to volunteer in the community, study abroad in Spain, meet great people, work some fun jobs, and explore countless trails around Bozeman. There are always people willing to help and they love to be as supportive as they can. I cannot think of a better way to have spent the last four years besides living, studying, working and just having fun in Bozeman. I am beyond grateful for programs like Angel Fund that create the opportunity for others to have an experience similar to mine.

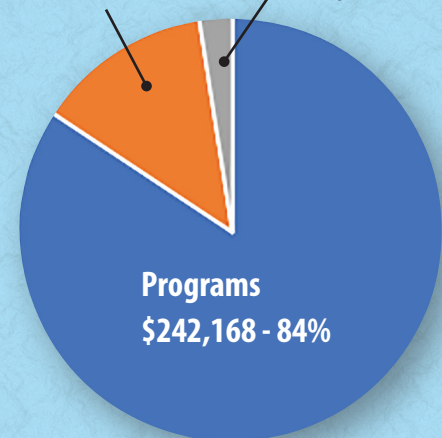
Now that I have graduated from Montana State with a degree in Cell Biology and Neuroscience and a second degree in Hispanic Studies, I plan on taking some time away from the classroom. I would like to spend more time with my family and friends while saving up for medical school. There are countless projects that I used to dread doing with my parents, but now, nothing makes me happier than having the opportunity to help them. When the time is right, I will apply to a few medical schools and hopefully get accepted into the WWAMI program, a partnership between Montana State University and University of Washington Medical school.

David Strandberg



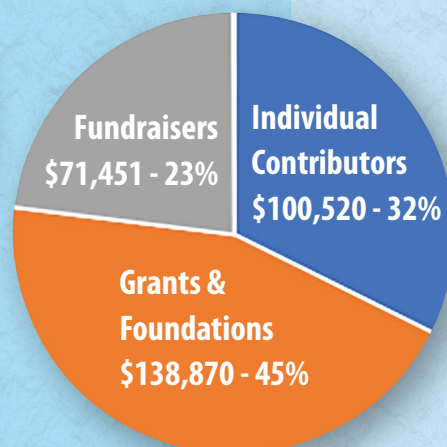
Administrative
\$37,954 - 13%

Fundraising
\$7,085 - 3%



Expenses = \$287,207

Revenue = \$311,041



Our Mission

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Board of Directors

Executive Director
Janet Riis

Founder and Donor/
Grant Development
Marcia K. Wall

Board Chair
Nick Radley

Board Vice Chair
Mary Anderson

Secretary
Susan Nimick

Treasurer
Suzanne Severin

Board Members

Steve Thennis
Brian Kessler
Sara Hayter

Stuff the Bus Co-chairs

Sara Hayter (CRA)
Halstyn Stief (Rossiter)

Running for Montana's Future

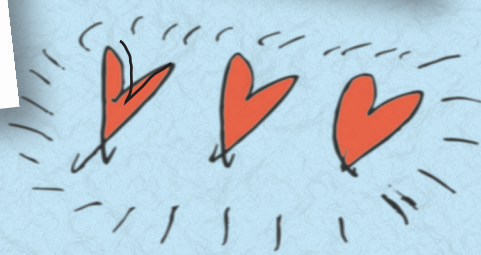
Committee Chair
Domingo Zapata

Again,
Thank You for all you do!
We are so grateful for this assistance
3 all who've volunteered & donated
their time + money to such a worthy
organization. Just know you've helped
my family tremendously + we are
forever grateful ~



Thank you for helping both
of my children, this year with
clothes & things needed for
winter, we are grateful for
Angel fund & appreciate it very
much. Happy Holidays!

Thank you Angel Fund
for helping me. I
like how you help
students in need. I got
some really cute
clothes. I'm really happy
I got to do this cause
I really needed it. !!



Please Donate

You may designate your donation for any of
our four programs:

- School Clothes
- Running Shoes
- Scholarships
- Where Needed
- Stuff the Bus

You can choose a one-time gift or set-up monthly
giving: <http://www.angelfundhelena.org/>

Janet Riis, Executive Director
theangelfundmt@gmail.com * (406) 459-1889
Marcia K. Wall, Founder (406) 439-1672

*"I've learned that people will forget what you said, people will forget
what you did, but people will never forget how you made them feel."*

—Maya Angelon



Your community dollars investing in our future.



P.O. Box 7436
Helena, Montana 59604



www.angelfundhelena.org

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item IV

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Superintendent's Report

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

To: Board Chair Ms. Siobhan Hathhorn and Board of Trustees

FROM: Mr. Wertz, Superintendent

RE: Superintendent Report –

DATE: September 13th, 2022

- Recognition –
 - Welcome Back To All Staff and Students
 - Welcome Facilities Director – Mr. Verrill
 - Recognition of Rob Brewer
 - Welcome New Staff Members To The District
 - National Substitute Appreciation Week September 5th – 9th
 - National IT Professional Day September 20th
 - Welcome Back HSD Staff & Family Tailgate Party August 26th-Thank you to Marty Schuma & Dick Anderson Construction, Lisa Cordingley & the Helena Education Foundation, and Robert Worthy and staff at Sodexo
 - Congratulations to Hawthorne Elementary Principal Justine Alberts who is among those to receive the annual “20 Under 40” recognition from the Helena Independent Record.
 - Congratulations to Jake Warner, CHS Math and Robotics teacher: selected as a 2023 Montana Teacher of the Year Finalist
 - Congratulations to Coach Jesse Zentz who has been honored as Track and Field Coach of the Year
 - Congratulations to our school nurses-Nationally Board Certified
 - Thank you: STARBASE Fort Harrison who partnered with Helena Public Schools to serve Camp Asension students this summer
 - Thank you to Janet Ries Executive Director of Angel Fund, the Stuff the Bus Committee, and our amazing community partners who generously donated towards the Stuff the Bus Grants. Over \$57,000 in grants were awarded to schools to help provide schools supplies for students in need
 - Thank you to the Helena Education Foundation and Lisa Cordingley for their Fabulous Firsts program and Carnival Classic
 - Central Office Site Visit-Kessler & Starbase. Thanks to Principal Thatcher and her staff

- New Business
 - Start- Up of the 2022-2023 School Year
 - Central Administration & Board of Trustees Welcome Tour August 29th and 30th
 - 19 sites in 1.5 days
 - Central Office Site Visits – Change
 - Climate and Culture
 - Board Work Session – Change
 - During the school day
 - See schools in action
 - Eat lunch with staff and students
 - Transportation – First Student Driver Shortage Update
 - Free and Reduced Lunch Application Campaign
 - SEC Security Audit – End of September – 2 Days
 - HEA – HSD Steering Committee –
 - Culture and Climate Strengthening
 - Dare to Lead – Brene Brown Training
 - The Future of Smart – Book Study
 - Trustees welcome to participate
 - Preliminary Attendance Numbers.
 - Official Fall Count Date 1st Monday of October

- Outreach/Meeting
 - HEA
 - HEF
 - Radio
 - Activities Director – Mr. McMahon
 - Hometown Helena
 - Mr. McMahon, Mr. McKay, Mr. Cummings, Mrs. Ogden
 - City meeting with Central Elementary Community at Central Elementary
 - Proposed Traffic Changes on Warren Street Outside of Central
 - Rotary
 - MCEL Conference
 - MASS Conference

- Other

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item V

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: General Public Comment

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.A.1.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: **A. Item For Information**
 1. Technology Projects Update

Technology Department Summer 2022 Projects

Applications Projects

In addition to setting up and configuring the Single Sign on for this year, which includes clearing and rebuilding all of the Teams for every class as well as coordinating the connection of each digital curriculum resource, our applications department also took the Summer to:

- Re-name printers in Papercut to standardize naming conventions
- Convert Remaining Copiers over to Papercut for secure printing (CHS, HHS, PAL, RBLC, ROS, SMI)
- Setup Single Sign On (SSO) for the BTA Software (Threat Assessment)
- Added Houghten Mifflin (HMH) products to Clever for Single Sign On
- Upgrade Endpoint and Cloud Security packages (better protection from malware and phishing)

Network Projects

- Re-Map wifi access points missing in DNA Center
- Activate thousand Eyes Network
- Change dial-out code to 5 to reduce accidental 911 calls
- Install/replace switches (CHS)

Safety and Security Projects

- New Camera/Door Installs Project (Waiting for parts)
- Configure & Verify All Door Buzzers
- Re-image camera computers into Intune
- Upgrade firmware on AXIS cameras
- Upgrade firmware on clock speakers
- Upgrade firmware on LifeSafetyPower
- Hand out high school fobs for secure printing

Student Information System/Databases

- MealTime Updates
- Set up terms and calendars for all buildings for new school year
- New elementary sections in PowerSchool
- Clean up staff active/inactive status and titles and staff types assigned
- Verify credit type and subject area indicators in course setup in PowerSchool; check NCES codes
- Update Training Manual for Secretaries for Enrollment and Document Delivery

Building Improvements and Systems Updates

- Classroom Microphone Installs (CRA)
- Library Projector Install (KES)
- Update Devices in CHS labs (4)
- Update Devices in HHS Shop lab
- Install and configure new UPS (Lincoln)
- Cleanup data closets (BRY and CEN)
- Remove Surplus from All Sites
- Re-image all shared lab computers
- Remove desktop lab (KES)
- Powerwash & Clean senior Chromebooks
- Setup and configure new laptops (50) and New Chromebooks (1000)

**Policy Background
Board of Trustees Meeting
September 13, 2022**

The following policies are presented for first reading:

2015 Curriculum Development, Content and Assessment Practices

Revised to explicitly state the district will provide gifted and talented coursework as well as support and assistance to teachers.

2135 K-12 Online Learning Policy

Revised to clarify students can be charged a reasonable fee for online courses or activities not required for graduation. However, if the District does not pay for the course it can't be included in the ANB calculation.

3010 School Admissions

This is an existing policy which has been revised to establish that children of military families who are being relocated to Montana must be allowed to enroll prior to the arrival of student records or the establishment of residency.

An additional revision clarifies that students who have graduated from high school but are not yet 19 years of age and have experienced an educational disruption may enroll to seek access to curriculum to advance to postsecondary education.

3070 Administration of Medication

This is an existing policy which has been revised to reflect the availability and potential use of naloxone (Narcan) in our two middle schools, two high schools and PAL.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.A.2.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: A. Item For Information

2. Policy 2015 Curriculum Development, Content and Assessment Practices

2 **STUDENT INSTRUCTION**

3 **Curriculum Development, Content and Assessment Policy**

4 The Superintendent shall recommend a comprehensive curriculum that is designed to accomplish
5 the learning objectives and goals for excellence contained in the District’s educational
6 philosophy, mission statement, objectives and goals. The Board must approve all changes to the
7 curriculum. New course proposals, changes in existing course names, and suspension or
8 elimination of courses will be approved by the Superintendent.

9
10 Written sequential curricula that aligns with the appropriate content standards, grade-level
11 progressions, and the District’s educational goals shall be developed for each program area. A
12 curriculum review cycle and time lines for curriculum development and evaluations shall be
13 established by the Superintendent.

14
15 The District shall assess student progress toward achieving content standards and content-
16 specific grade-level learning progressions including: content and data; accomplishment of
17 appropriate skills; development of critical thinking and reasoning; and attitude.

18
19 The District will use assessment results to improve the educational program, and use effective
20 and appropriate tools for assessing such progress. This may include, but is not limited to:
21 standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation;
22 actual communication assessments such as writing, speaking, and listening assessments; samples
23 of student work and/or narrative reports passed from grade to grade; samples of students’
24 creative and/or performance work; and surveys of carry-over skills to other program areas and
25 outside of school.

26
27 The District may receive and/or provide distance, online and technology-delivered learning
28 programs, as provided in Montana law. Distance, online and technology-delivered learning
29 programs and/or courses shall meet the learner expectations adopted in the District and shall be
30 aligned with state content standards and content-specific grade-level learning progressions. The
31 Superintendent is directed to develop procedures regarding the District’s distance, online and
32 technology-delivered learning.

33
34 The District will provide gifted and talented coursework. The District will provide structured
35 support and assistance to teachers in identifying and meeting the diverse student needs of gifted
36 and talented students and a framework for considering a full range of alternatives for addressing
37 students needs.

38
39 The building principal shall be responsible for the supervision and implementation of the
40 adopted curriculum. The teaching staff has a significant responsibility in the development of
41 curricula and the primary responsibility for the implementation of curricula.

42
43 Legal References: § 20-7-602 MCA Textbook Selection and Adoption
44 10.55.603 ARM Curriculum development and assessment
45 10.55.701 ARM Board of Trustees
46 § 20-7-902 MCA School district programs to identify and serve the
47 gifted and talented child (Revised by Senate Fill 109)

48	Cross References:	
49		
50	Policy History:	
51	Adopted on:	2/28/2012
52	Revised on:	2/13/2018

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.A.3.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: **A. Item For Information**
 3. Policy 2135 K-12 Online Learning Policy

1 **Helena Public Schools**

2 **INSTRUCTION**

2135

3 K-12 Online Learning Policy

4 The Helena Public Schools Board of Trustees recognizes, and values quality instruction provided
5 to students on campus by Montana licensed educators. Helena Public Schools campus-based
6 education, serves as the primary and preferred source of instruction for most Helena students.

7 The Board further recognizes that for some students, online learning is an appropriate
8 supplemental or alternative means to provide quality educational services.

9 In order for a student to receive credit online learning courses must be taught by Montana
10 licensed and endorsed instructors and courses must be aligned with the Montana state content
11 standards.

12 The District may charge students a reasonable fee for an online course or activity not required for
13 graduation. The Board authorizes the Superintendent to waive the fee in cases of financial
14 hardship. Any courses the District does not pay for will not be included in the ANB calculation.

15

16	Legal References:	§ 20-7-1201, MCA	Montana Digital Academy
17		§ 20-7-1202, MCA	<u>Funding – Rulemaking authority</u>
18		§ 20-9-213, MCA	<u>Fees</u>
19		§ 20-9-311, MCA	<u>Calculation of average number belonging</u>
20			<u>(ANB) – three year averaging</u>
21			
22			

23 Cross References:

24

25 Policy History:

26	Adopted On:	2.14.2006
27	Revised On:	11.11.2014

2
3 STUDENTS

4
5 School Admissions

6
7 *Age*

8
9 No pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or
10 before September 10 of the school year in which child registers to enter school. A parent may
11 request a waiver of the age requirement. All waivers are at the discretion of and subject to the
12 approval of the Board. No pupil may be enrolled in the District if that pupil has reached his or her
13 19th birthday on or before September 10 of the school year in which the child registers to enter
14 school. A waiver of the age limitation must be reviewed and approved by the Board in an executive
15 session. The Trustees may also admit an individual who has graduated from high school but is not
16 yet 19 years of age even though no special circumstances exist for waiver of the age provision or a
17 student who is not yet 19 years of age and experienced educational disruption and was awarded a
18 diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary
19 success.

20
21 *Entrance – Identity and Immunization*

22
23 Students enrolling in the District for the first time must present a birth certificate or other reliable
24 proof of identity and age within 40 days, as well as proof of residence. Students must also provide
25 additional student records including original immunization records within 30 days. If the parent of
26 the student does not provide proof of identification within 40 days, the District shall notify the
27 Missing Children Information Program and a local law enforcement authority of the fact that no
28 proof of identity has been presented for the child.

29
30 Students who are homeless, in foster care, or are the child of a military family are entitled to
31 immediate enrollment regardless of presentation of the required documentation. Nonresident
32 students shall be admitted when required by law or as permitted by District policy.

33
34 A student who transfers from one school district to another may photocopy immunization records in
35 the possession of the school of origin. The District shall accept the photocopy as evidence of
36 immunization. When a student enrolls in the Helena School District the school the student left must
37 send the original immunization records within thirty (30) days after the student has transferred out.

38
39 Parents who choose not to immunize their child based on religious tenets must annually submit to
40 the District a signed and notarized affidavit on the form prescribed by the State of Montana. The
41 form must be presented to the District prior to the child’s first day of attendance. The statement
42 must be maintained as part of the student's immunization records. The District will also accept
43 medical exemptions as required by law.

47 *Placement*

48
49 The goal of the District shall be to place students at levels and in settings that will enhance the
50 probability of student success. Developmental testing, together with other relevant criteria,
51 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
52 may be considered in the placement of all students. Final disposition of all placement decisions rests
53 with the Principal subject to review by the Superintendent. If a student is assigned to a school in the
54 District outside of the adopted school boundaries applicable to that student, this decision is subject to
55 the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's
56 decision regarding the assignment is final.

57
58 *Children of Relocated Military Families*

59
60 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under
61 military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for
62 programs offered by the District prior to arrival and establishing residency. The student may attend classes
63 during preliminary enrollment and may receive offsite instruction if not present in the District.

64
65 *Transfer Students*

66
67 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
68 terms of this policy. The District will request the student's records from the prior school district
69 prior to making any final decision on placement.

70
71 Elementary students shall be placed at their current grade level on a probationary basis for a period
72 of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level
73 placement of the student, the student shall be subject to an educational assessment to determine
74 appropriate grade and level placement

75
76 High school students shall be placed according to the number of credits earned in their previous
77 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
78 procedures for earning credit.

81	Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
82		§ 20-5-101, MCA	Admittance of child to school
83		§ 20-5-403, MCA	Immunization requirements
84		§ 20-5-404, MCA	Conditional attendance
85		§ 20-5-405, MCA	Medical or religious exemption
86		§ 20-5-406, MCA	Immunization record
87		§ 20-5-502, MCA	Enrollment by caretaker relative -- residency --
88			affidavit
89		§ 20-7-117, MCA	Kindergarten and preschool programs
90		§ 44-2-511, MCA	School enrollment procedures for missing children
91		10.55.701, ARM	Board of Trustees
92		10.55.906, ARM	High School Credit

93		
94	Cross References:	Policy 1085
95		Policy 1065
96		<u>Policy 3022</u>
97		
98	<u>Policy History:</u>	
99	Adopted on:	2.12.2013
100	Revised on:	10.8.2013, 12.10.2019
101		

3.1.2022. Policy Committee – 1st Reading
4.5.2022 Policy Committee – 2nd Reading
5.3.2022. Policy Committee – 3rd Reading
9.6.2022. Policy Committee – 4th Reading

9.13.2022 Full Board – 1st Reading

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.A.5.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: **A. Item For Information**
 5. Policy 3070 Administration of Medication

3
4 **STUDENTS**

5
6 **Administration of Medication**

7
8 Students should not take medication during school hours or during school-related activities unless it
9 is necessary for a student's health and well-being. When a student's licensed health care provider
10 and parents believe that it is necessary for the student to take a medication during school hours, the
11 health care provider and parent must request that the school dispense the medication to the student
12 and otherwise follow the District's procedures on dispensing medication.

13
14 The Board will permit administration of medication to students in schools. A school nurse may
15 administer medication to any student in the school or may delegate this task pursuant to Montana
16 law.

17
18 Parents must notify the school if their student will be self-medicating with emergency medication.

19
20 *Emergency Administration of Medication*

21
22 A school nurse or designee may administer emergency medication to any student in need thereof
23 on school grounds, in a school building, or at a school function, according to a standing order of
24 a primary medical advisor or a student's licensed health care provider.

25
26 In the absence of a school nurse, an administrator or designated staff member exempt from the
27 nurse license requirement under § 37-8-103(1) (c), MCA, who has completed training in
28 administration of medication, may give emergency medication to students.

29
30 The District will maintain in each school a limited supply of auto-injectable epinephrine
31 prescribed by a licensed health care provider and filled by a licensed pharmacy. In addition
32 antihistamines will be maintained. Both items will be housed in each school at all times. A
33 school nurse or other authorized personnel will administer emergency medication to any student
34 or nonstudent as needed. The District shall develop the protocol and provide training as required
35 by law.

36
37 The District will obtain naloxone through the Montana Department of Health and Human
38 Services to be housed securely in both high schools, both middle schools and the alternative high
39 school. The District shall develop protocols for administering naloxone and will provide training
40 as required by law.

41
42 In the case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may
43 administer emergency oral or injectable medication to any student in need thereof on school
44 grounds, in a school building, or at a school function.

45
46 A building administrator, school nurse, or designee will document the administration of any
47 emergency medication in the student's record.

52 Self-Administration and Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

53
54 Students with asthma, severe allergies or anaphylaxis may possess and self-administer
55 emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during
56 the school day, during field trips, during school-sponsored events, or while on a school bus as
57 prescribed by a licensed health care provider.

58
59 If provided by the parent, a guardian or an individual who has executed a caretaker relative
60 educational authorization affidavit, and in accordance with documents provided by the student's
61 health care provider, medication for asthma, severe allergy, or anaphylaxis medication may be kept
62 by the student and backup medication may be kept at a student's school in a predetermined location
63 or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis
64 emergency.

65
66 Parents must notify the school if their student will be possessing and self-administering using an
67 epinephrine auto-injector, oral antihistamine or an asthma inhaler.

68
69 Administration of Glucagon

70
71 A school employee who voluntarily agrees and is selected by a parent or guardian or a school nurse
72 may administer glucagon to the student with diabetes in an emergency situation. Written proof of
73 the designation to the school employee and written acceptance of the designation by the school
74 employee must be filed with the District. The glucagon must be provided by the parent or guardian.

75
76 The school employee must be trained in recognizing hypoglycemia and the proper method of
77 administering glucagon. Training must be provided by a health care professional. Written
78 documentation of the training received by the school employee must be filed with the District.
79 School employees must voluntarily agree to the parent or nurse delegation.

80
81 Storage and Disposal of Medication

82
83 Unused, discontinued, or obsolete medication will be returned to the parent or guardian upon notice
84 to that parent or guardian. Access to all stored medications is limited to those individuals authorized
85 to administer medications or assist in the self-administration of medications. Each building shall
86 maintain a list of those persons currently authorized by delegation from a licensed nurse to
87 administer medications.

88

89 Legal References:	§ 20-5-412, MCA	Administration of Glucagon
90	§ 20-5-413, MCA	Limits on Liability
91	§ 20-5-420, MCA	Self-administration of asthma medication
92	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
93		
94	<u>§20-5-426, MCA</u>	<u>Emergency use of opioid antagonist in school setting -- limit on liability</u>
95		
96	§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
97		
98		
99	§ 37-8-103, MCA	Exemptions ~ Limitations on Authority Conferred
100		
101	§40-6-502, MCA	Caretaker Relative Medical Authorization Affidavit ~ Use ~ Immunity ~ Format
102		

103	§ 37-8-103, MCA	Exemptions – Limitations on
104		Authority
105	24.159.1601 et al. ARM	Delegation and Assignment
106	24.159.1604 et al. ARM	Tasks Which May be Routinely Assigned to
107		Unlicensed Person in Any Setting When a
108		Nurse-Patient Relationship Exists
109	24.159.1616 et al. ARM	Nursing Tasks Related to Medications That May
110		Be Delegated
111	24.159.1625 et al. ARM	General Nursing Functions and Tasks That May
112		Not be Delegated
113	Cross References:	
114		
115		
116	<u>Policy History:</u>	
117	Adopted on:	9.9.2014
118	Revised on:	5.12.2015, 5.10.2022

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.B.1. - B.5.

- Presentations
- Superintendent's Report
- General Public Comment
- Item for Information
- Consent Action Items
- Items For Action
- Reports

Item Title: B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-of District Attendance Agreements (Non-Resident Students Attending HPS)
4. 08.08.22 Special Board Meeting Minutes
5. 08.09.22 Full Board Meeting Minutes

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

PERSONNEL ACTIONS
August 10, 2022 – September 13, 2022

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>
Boyle, Jessi	08/29/2022	4G/Kindergarten*
Brown, Michelle	08/29/2022	HHS/Special Education/Resource*
Brunett, Jessica	08/29/2022	RBLC/Trailhead*
Guse, Katrina	08/29/2022	Jim Darcy/Grade 5*
Kuhlman, Kira	08/29/2022	Rossiter/Special Education*
McHugh, Sally	08/29/2022	HHS/English*
Pryor, Stephanie	08/29/2022	Bryant/Combo Grade ½*
Schmaus, Jennalai	08/29/2022	CHS/Culinary Arts*
Thompson, Tara	08/29/2022	CHS-HHS/German*
Welsh, Devney	08/29/2022	Broadwater/Grade 2*

*Temporary Contract: Contract expires at the discretion of the District or 6/10/2023, whichever occurs first.

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Williams, Jennifer	08/16/2022	HHS/Special Education	Resigned

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Hogan, Brittany	2022-2023	Central/Trailhead	LOAWOP
Langreder, Henry	2022-2023	CHS-HHS/German	LOAWOP

Change in Contract

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

**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>
Anderson, Jodi	08/29/2022	Rossiter/Temporary Para Educator*
Berg, Shannon	08/29/2022	Four Georgians/Temp. Para Educator*
Conley, Shea	08/29/2022	Hawthorne/Temporary Para Educator*
Dimmitt, Karen	08/29/2022	Central/SACC Para Educator
Dodge-Obie, Dawn	08/29/2022	Four Georgians/Temp. Para Educator*
Evans, Kimberly	08/29/2022	HMS/Temporary Para Educator*
George, Megan	09/12/2022	Four Georgians/Temp. Para Educator*

Henson, Julia	09/12/2022	Smith/SACC Site Manager
Hitchens, Kaden	09/12/2022	Bryant/Temporary Para Educator*
Hornbeck, Bambi	09/12/2022	Central/Temporary Para Educator*
Jenkins, Ted	08/31/2022	Kessler/Day Custodian
Johnson, Hayleigh	08/31/2022	Central/Temporary Para Educator*
Jones, Bonnie	08/29/2022	Smith/Temporary Para Educator*
Jones, Linda	08/29/2022	Hawthorne/Temporary Para Educator*
Makowski, Jessica	08/29/2022	Four Georgians/Temp. Para Educator*
Morley, Susana	08/29/2022	Broadwater/Temporary Para Educator*
Muszkiewicz, Hannah	08/29/2022	Hawthorne/Temporary Para Educator*
Nelson, Alisa	08/17/2022	Jim Darcy/Temporary Para Educator*
Nelson, Nickalis	09/12/2022	Rossiter/Temporary Para Educator*
Pryanovich, Lukas	08/29/2022	Hawthorne/SACC Para Educator
Smith, Miriah	09/12/2022	Central/Temporary Para Educator*
Vazquez, Marissa	08/29/2022	CHS/Temporary Para Educator*
Waller, Johnine	08/29/2022	Bryant/SACC Para Educator
Wright, Jeri	08/29/2022	Jim Darcy/Temporary Para Educator*
Young, McKinley	08/29/2022	CHS/Temporary Para Educator*

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Beley, Carol	08/15/2022	Central/Para Educator	Retirement
Bishop, Tiana	09/20/2022	CRA/Custodian	Resignation
Boyle, Jessi	08/23/2022	Central/Para Educator	Resignation
Dimmitt, Karen	09/06/2022	TBD/SACC Para Educator	Resignation
Hanks, Candice	08/11/2022	Kessler/Day Custodian	Resignation
Hoppe, Alishia	08/15/2022	CRA/Para Educator	Resignation
Hornbeck, Bambi	09/21/2022	Central/Temporary Para Educator	Resignation
Keleti, Crystal	09/06/2022	Transportation/Admin. Secretary	Resignation
McHugh, Sally	08/22/2022	HHS/General Secretary	Resignation
Minert, Andrew	08/19/2022	IT/Application Support Specialist	Resignation
Pelletier, James	07/26/2022	HHS/Custodian	Deceased
Pool, Rowena	08/24/2022	CRA/Para Educator	Resignation
Roberg, Madeleine	08/26/2022	HMS/Para Educator	Resignation
Thompson, Tara	08/26/2022	SSC/Administrative Secretary	Resignation

Leaves

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

Last Name	First Name	Position	School
Baty	Thomas	Choir	Capital High
Baty	Thomas	Festival Manager	Capital High

Beskid	Chris	Cross Country-Head Boys	Capital High
Brayko	Laura	Drama-Head Coach	Capital High
Broadhead	Dane	Football Head Coach	Helena High
Burke	John	Cross Country-Coordinator	Helena High
Carpenter	Lexsey	Dance Team	Helena High
Carter	Lee	Football-Varsity Asst	Capital High
Cech	Isiah	Football-Head Frosh	Helena High
Christensen	Reid	Football-Asst Varsity	Capital High
Christenson	Bree	Cheerleading-JV Coach	Capital High
Cicero	Kerry	Football - Assistant Coach	Helena High
Clement	Katie	Volleyball-Head Coach	Capital High
Clinch	Adam	Soccer-Asst Boys	Capital High
Croft	Eric	Skills/USA	Capital High
Curry	Lana	Facilities Coordinator	Capital High
Dalin	Tim	Golf-Asst Coach	Helena High
Dawes	Levi	Football-Head Frosh	Capital High
Dawes	Levi	DECA	Capital High
Day	Lindsey	Volleyball-Head Coach	Helena High
Ditch	Heather	Speech-Asst Coach	Capital High
Doran	Anna	Cross Country Head Girls	Capital High
Flatow	Kevin	Football-Asst Varsity	Helena High
Forsman	Emily	Volleyball-Soph Coach	Helena High
Franco	Richard	Golf-Asst Coach	Capital High
Frazier	Jessica	DECA	Helena High
Furlong	Coby	Football-Varsity Asst	Capital High
Garza	Manuel	Football-Asst Coach	Helena High
Gibbons	Matthew	Drama-Asst Coach	Capital High
Gilbert	Kelley	Cross Country-Head Boys	Helena High
Gustafson	Kelli	Concessions	Helena High
Gustafson	Lauren	Volleyball-Frosh Coach	Helena High
Hanshew	Annie	Speech-Asst Coach	Helena High
Harris	Zach	Orchestra-HHS/CHS	Helena/Capital
Harris	Zach	Festival Manager	Helena/Capital
Hartwick	Jason	Skills/USA	Helena High
Hayes	Ethan	Soccer Boys Frosh	Helena High
Heinze	Matthew	Soccer-1/2 Froshmore Boys	Capital High
Hermanson	Jen	Speech-Head Coach	Helena High
Herndon	Arin	Football-Coordinator	Capital High
Herndon	Aspen	Volleyball-Soph Coach	Capital High
Herndon	Aspen	Concessions	Capital High
Herndon	Aspen	Volleyball-Coordinator	Capital High
Hoang	Brandon	Soccer-Froshmore Girls	Capital High
Hogan	James	Football-Asst Coach	Capital High
Hollow	Cody	Band Director	Helena High
Hollow	Cody	Pep Band	Helena High
Holter	Robert	Drama-Head Coach	Helena High
Humphrey	Samantha	BPOA	Helena High
Hunt	Jared	Football-Asst Varsity	Capital High

Hussey	Randy	Football-Coordinator	Helena High
Jenneskens	Derek	Football-Asst Varsity	Helena High
Kauffman	Michael	Cross Country-Asst Boys	Helena High
Keleti	Allie	Volleyball-Freshman Coach	Helena High
Kelly	Cameron	Soccer-Froshmore Boys	Capital High
Kloker	Thomas	Football - Assistant Coach	Helena High
Kloker	Wm. Chase	Football-Asst Varsity	Helena High
Kraft	Shawn	Football-Varsity Assistant	Helena High
Lowney	Edward	Soccer-Asst Girls	Helena High
Lunnon	Kayla	Volleyball-Coordinator	Helena High
Lyndes	Casey	Golf - Head Coach	Capital High
Mahana	Jeffrey	Football-Asst Varsity	Capital High
McClintic	John	Speech-Head Coach	Capital High
McGovern	Philip	Soccer-Coordinator	Helena High
McMahon	Richard	Football-Asst. Coach	Capital High
Meloy	Peter	Soccer-Head Girls Coach	Helena High
Mihelish	Kyle	Football-Head Coach	Capital High
Navarette	Alexis	Cheerleading-Head Coach	Helena High
Norman	Theresa	BPOA	Capital High
Peterson	Nancy	Soccer-Coordinator	Capital High
Pickens	Dustin	Football-Asst Frosh	Helena High
Pomajevich	Brandon	Speech-Asst Coach	Capital High
Popp	Brad	Coordinator-Stadium	Capital High
Price	Brandon	Soccer-Head Girls Coach	Capital High
Quinn	Thomas	Football-Frosh Asst	Capital High
Rauch	Marie	Annual	PAL
Reyant	Mathew	Football-Varsity Asst	Capital High
Robertson	Veronica	Skills/USA	Helena High
Ruddell	Danette	Dance Team	Capital High
Rudio	Kristyna	Cheerleading-JV Coach	Helena High
Ryan	Kayla	Volleyball-JV Coach	Helena High
Salisbury	Colin	Soccer Boys Varsity Assistant	Helena High
Sanford	Richard	Drama-Asst Coach	Helena High
Schlepp	Willie	Facilities Coordinator	Helena High
Schulte	Ryan	Football-Asst Coach	Helena High
Schwartz	Joanna	Cross Country-Asst Girls	Helena High
Shepherd	Dana	Golf-Head Coach	Helena High
Skinner	Susan	Cheerleading - Head Coach	Capital High
Smith	Buffy	BPOA	Helena High
Steele	Molly	Choir	Helena High
Steele	Molly	Festival Manager	Helena High
Strandberg	Kelly	Stadium-Coordinator	Helena High
Straub	Carl	Soccer-Head Coach	Helena High
Taffs	Nick	Speech-Asst Coach	Capital High
Terhune	Benjamin	Speech-Asst Coach	Helena High
Thompson	Ricknold	Soccer-Asst Girls	Capital High
Toivanen	Jamie	Annual	Capital High
Tuss	David	Cross Country-Asst Boys	Capital High

Tuss	David	Cross Country-Coordinator	Capital High
Urban	Sarah	Cross Country-Asst Girls	Capital High
VanAllen	Ashley	Volleyball-Frosh Coach	Capital High
VanAlstyne	Jill	Newspaper	Helena High
Wall	Cailyn	Soccer-Asst Girls	Helena High
Wall	Stefan	Soccer-Head Boys	Capital High
Walsh	Megan	Annual	Helena High
Williams	Aliya	Volleyball-Frosh Coach	Capital High
Wolter	Madeline	Volleyball-JV Coach	Capital High
Zehr	Duane	Band Director	Capital High
Zehr	Duane	Pep Band	Capital High
Zentz	Jesse	Cross Country-Head Girls	Helena High

Helena School District #1

Warrants August 1 to 31, 2022

Direct Deposits: \$769,938.07

Payroll Warrants: 70131292-70131297

Payroll Deduction: 69288686-69288703

Non-Check Payroll Deductions: \$1,214,163.39

Non-Check Accts Payable Deductions: \$147,226.60 **Allegiance Payment Not Included

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

Claim Warrants: 69288545-69288853

CRA Middle School Student Activity Checks:

HMS Middle School Student Activity Checks:

Capital High Student Activity Checks: 23490

Helena High Student Activity Checks: 35926

Cancelled Warrants: \$4,249.90

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
K	Clancy Elementary	Clancy, MT 59634	Jefferson Elementary
K	East Helena K-12	East Helena, MT 59635	Rossiter Elementary
1	Elliston Elementary	Elliston, MT 59728	Hawthorne Elementary
1	East Helena K-12	Helena, MT 59601	Jefferson Elementary
2	East Helena K-12	East Helena, MT 59635	Hawthorne Elementary
2	Clancy Elementary	Clancy, MT 59634	Jefferson Elementary
3	Ronan Elementary	Ronan, MT 59864	Rossiter Elementary
3	Elliston Elementary	Elliston, MT 59728	Hawthorne Elementary
4	Basin Elementary	Basin, MT 59631	Jefferson Elementary
5	Polson Elementary	Polson, MT 59860	Four Georgians Elementary
6	Wolf Creek Elementary	Helena, MT 59602	Helena Middle School
8	Missoula Elementary	Missoula, MT 59801	Helena Middle School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	Jefferson High School	Montana City, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	East Helena K-12	Helena, MT 59602	Helena High School
10	Jefferson High School	Montana City, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Capital High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Montana City, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Capital High School
11	East Helena K-12	East Helena, MT 59635	Helena High School
11	Townsend K-12	Townsend, MT 59644	Helena High School
11	East Helena K-12	East Helena, MT 59635	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Clancy, MT 59634	Capital High School
12	Jefferson High School	Jefferson City, MT 59638	Helena High School

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

Running Total of Out-of-District Attendance Agreements

Grade	Address														Total
	East Helena	Clancy	Montana City	Helena	Jefferson City	Townsend	Elliston	Basin	Avon	Ronan	Polson	Wolf Creek	Missoula	Out-of-State	
K	1	1													2
1	1						1								2
2	1	1													2
3							1			1					2
4								1							1
5											1				1
6												1			1
7															0
8													1		1
9	5	32	6	4	3										50
10	1	5	1	1	1									1	10
11	2	8	1			1									12
12		3			2										5
	11	50	8	5	6	1	2	1	0	1	1	1	1	1	89



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees – Special Board Meeting

Monday, August 8th, 2022

Lincoln Campus and via Microsoft Teams

12:00 p.m.

MINUTES

ATTENDEES

Committee Others

Siobhan Hathhorn, Chair	Rex Wetz, Superintendent
Luke Muszkiewicz, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Joslyn Davidson, Curriculum Director
Janet Armstrong, Trustee	Brian Cummings, Assistant Superintendent K-5
Jennifer Walsh, Trustee	Janelle Mickelson, Business Manager
Kay Satre, Trustee	Jane Shawn, HEA President
Lois Fitzpatrick, Trustee	Karen Ogden, Communications Officer
	Kaitlyn Hess, Assessment and Federal Programs
	Gary Myers, Director of Technology
	Erika McMillin, Social Services Coordinator

I. CALL TO ORDER

Board Chair Siobhan Hathhorn called the meeting to order at 12:02 p.m.

II. REVIEW OF AGENDA

The trustees reviewed the agenda, and no changes were made.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. NEW BUSINESS

A. Item for Information

1. District Strategic Priorities Discussion

The Board of Trustees and Superintendent Wertz and his team discussed the district's strategic priorities. The goal of the board is to provide enough information for Superintendent Wertz and his team to write the district's strategic priorities along with at least one measurable goal for each strategic priority. At the Board of Trustees Summer Retreat, the board discussed strategic priorities focused on teaching and learning student achievement, communication, and district culture. The focus at this special board meeting was to discuss strategic priorities regarding facilities and budget.

The biggest concern with the budget is when the ESSER funds are depleted, the impact on the general fund will be approximately a 2.5-million-dollar deficit. Superintendent Wertz and the board discussed the idea of developing a one-year fiscal plan, as well as a five-year budget forecast to address the budget shortfalls. Janet Armstrong, Trustee and chair of the Budget and Finance Committee, suggested that the Budget and Finance Committee begin by discussing the budget, goals for the budget, and look at expenses versus income, and create ideas on how we can reduce expenses and increase income. The Budget and Finance Committee will also need to discuss what levies, including bond levies, will need to be run, and the process required to do that. The trustees discussed that it may be beneficial for the budget goal to be a specific number that could be focused upon, such as the 2.5-million-dollar deficit. The trustees and Superintendent Wertz discussed enrollment numbers and the fact that the district is not seeing an increase in elementary numbers like it did in the past. Many families are moving east of Helena to newer, more affordable subdivisions and attending East Helena schools.

To summarize, the Board of Trustees and Superintendent Wertz discussed the HSD district priority for fiscal responsibility would include developing a one-year fiscal plan that includes the goal of reducing the 2.5-million-dollar deficit as well as a five-year budget forecast that includes both revenue and decreased expenses.

The Board of Trustees and Superintendent Wertz moved on to discuss facilities and safety and security in the district. One of the goals for facilities has been to publish a new and revised district facilities master plan. The facilities master plan will be a critical tool in helping the board and the district make decisions for levies and upcoming deferred maintenance projects. SMA Architects were selected to create the district facilities master plan, and they are on track with the project. When SMA Architects complete the facilities master plan document, they will present it to the board and receive board input before they produce a final deliverable. There will also be opportunities for members in the community to understand where we are going with the facilities master plan, and then to provide feedback. The board discussed the goal of updating the district's

safety and security plan, and Superintendent Weltz and his team have already begun this process. The board mentioned it would be beneficial to review in the policy committee the applicable district policy regarding our safety and security plan to ensure that it is adequate and being reviewed by administrators and the board on a regular basis. Superintendent Weltz discussed that a company called Secure Education Consultants will be performing safety audits at various school districts across Montana, including here in the Helena School District. After looking at all aspects of safety in the district, they will put together data informing the district of what we do well, and where we need to grow. The third potential goal is the renewal of our ten-year voted building reserve levy. This levy is critical to the ongoing maintenance of our facilities, and if it were to expire it would be a huge hit to the general fund and would put ongoing maintenance projects at a standstill. The board discussed the potential of putting that levy before the voters this spring.

V. BOARD COMMENTS

There were no further comments.

VI. ADJOURNMENT

The meeting was adjourned at 12:59 p.m.



Superintendent
Rex Wertz
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

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

Tuesday, August 9th, 2022
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Board Chair
Luke Muszkiewicz, Trustee
Kay Satre, Trustee
Lois Fitzpatrick, Trustee
Terry Beaver, Trustee
Jennifer Walsh, Trustee
Janet Armstrong, Trustee

Keiran Boyle, Capital High School Student Representative for the Board of Trustees
Loreley Drees, Helena High School Student Representative for the Board of Trustees

Rex Wertz, Superintendent
Brian Cummings, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Gary Myers, Technology Administrator
Joslyn Davidson, Curriculum Administrator
Kaitlyn Hess, Federal Programs Coordinator
Jane Shawn, HEA President
Karen Ogden, Communications Officer

Many guests of the public as well as Helena School District staff

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board Chair Siobhan Hathhorn called the meeting to order at 5:33 p.m. and led the Pledge of Allegiance.

II. REVIEW AGENDA

The Board of Trustees reviewed the agenda, and no changes were made.

III. OATH OF OFFICE FOR 2022-2023 STUDENT BOARD REPRESENTATIVE

A. 2022-2023 Student Board of Trustees Representative

1. Loreley Drees-Helena High School Student Representative

Loreley Drees, 2022-2023 Helena High School Student Representative, was sworn in by Board Chair Siobhan Hathhorn.

IV. SUPERINTENDENT’S REPORT

Superintendent Rex Weltz began his Superintendent Report with recognition and discussed the following topics:

- Congratulations to Janelle Mickelson, HPS Director of Business Services. Janelle was named MASBO Outstanding Business Official of the Year.
- Thanks to the Helena Education Foundation sensory pathways have been installed in all our elementary schools.
- Thank you to our amazing staff for their hard work and dedication over the summer for Camp Ascension, the summer SACC program, and Driver’s Education.
- Thank you to our maintenance, facilities, and technology teams for their work on projects over the summer.
- Recognition of the HSD Business/Payroll Office
 - Closure of fiscal year
 - Start of new Fiscal year
 - Construction of the 2022-2023 Budget
- Recognition of Curriculum and Chief of Staff Office
 - Professional Development throughout the Summer

Superintendent Weltz moved on to discuss New Business in his report including:

- Director of Human Resources Hiring Update
- District Priorities Update
- Climate and Culture Strengthening Update – HEA & HSD
- SEC Safety Audit – Update
- Start of School Year Schedule – Update

Superintendent Wetz concluded his Superintendent Report by discussing his various outreach and meetings in the Helena School District and the community including HEA, HEF, Administrator/Director Startup Meeting, AA Superintendents and Assistant Superintendents Retreat, MQEC Board of Directors, Jeremy Bullock Safety Conference, Lewis and Clark Board of Health, Hometown Helena, Helena Leadership Meeting At Carroll College, District Leadership and Cabinet, and meeting with the Interim City Manager of Helena.

That concluded the Superintendent Report portion of the agenda. The Trustees moved on to General Public Comment.

V. GENERAL PUBLIC COMMENT

Board Chair Siobhan Hathhorn commented. “We will now move on to general public comment. This is the time for comments 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 discussion during general public comment. So, as we discussed before, we'll go ahead and start with people who are here with us in person who would like to give public comment.”

Ms. Heidi Friedlander-Keaster, a parent of children in the Helena School District, gave general public comment. Ms. Friedlander-Keaster shared a personal story with the Board of Trustees and expressed that the policies the board create greatly impact the low-income children in the district and asked the board to carefully consider this year when making decisions involving COVID such as masking and closing down schools for remote learning.

That concluded the General Public Comment portion of the agenda. The Board of Trustees moved on to discuss New Business-Item for Information.

VI. NEW BUSINESS

A. Item For Information

1. Facilities Projects Update

The Board of Trustees listened to a facilities projects update provided by HSD Facilities Manager, Rob Brewer. Mr. Brewer discussed building and reserve projects, maintenance projects, custodial projects, and safety security projects happening in the district. Mr. Brewer answered any questions the trustees had about the facilities projects update.

That concluded the Item For Information portion of the agenda. The Board of Trustees moved on to review the Consent Action Items.

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
5. Resolution to Dispose of Weightlifting Equipment-CHS
6. 03.24.22 Board of Trustees Special Meeting Open Session Minutes
7. 03.28.22 Scoring Meeting Minutes
8. 04.05.22 Facilities Master Plan-RFQ Interview-Slate Architecture Minutes
9. 04.05.22 Facilities Master Plan-RFQ Interview-Dowling Architects Minutes
10. 04.05.22 Facilities Master Plan-RFQ Interview-SMA Architecture + Design Minutes
11. 04.05.22 Facilities Master Plan-RFQ Deliberation Minutes
12. 07.15.22 Board of Trustees Summer Retreat Minutes

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve our Consent Action Items.”

Motion: Trustee Luke Muszkiewicz moved to approve the Consent Action Items. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

That concluded Consent Action Items. The Board of Trustees moved on to review Items for Action.

C. Items for Action

1. Approval of HPS-AFSCME Custodians and Grounds Collective Bargaining Agreement

Superintendent Rex Weltz reviewed the HPS-AFSCME Custodians and Grounds Collective Bargaining Agreement with the Board of Trustees and recommended that the Board approve and ratify the collective bargaining agreement as agreed upon between HPS and AFSCME.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve the HPS-AFSCME Custodians and Grounds Collective Bargaining Agreement.”

Motion: Trustee Luke Muszkiewicz moved to approve the HPS-AFSCME Custodians and Grounds Collective Bargaining Agreement. Trustee Janet Armstrong seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

2. Certify the Trustees' Financial Summary-Elementary Fiscal Year 2021-22

School districts account for the receipt and disbursement of all money belonging to the district in accordance with the methods prescribed by the Office of Public Instruction (OPI). The Trustees' Financial Summary (TFS) is the annual financial report prescribed by the OPI. Mrs. Janelle Mickelson, Business Manager for the Helena School District, reviewed considerations and highlights of the Trustees' Financial Summary for the Elementary and High School Fiscal Year 2021-22 with the Board of Trustees, and answered any questions they had about the information.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to Certify the Trustees' Financial Summary-Elementary Fiscal Year 2021-22."

Motion: Trustee Luke Muszkiewicz moved approval to Certify the Trustees' Financial Summary-Elementary Fiscal Year 2021-22. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

3. Certify the Trustees' Financial Summary-High School Fiscal Year 2021-22

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to Certify the Trustees' Financial Summary-High School Fiscal Year 2021-22."

Motion: Trustee Kay Satre moved approval to Certify the Trustees' Financial Summary-High School Fiscal Year 2021-22. Trustee Luke Muszkiewicz seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

4. Final Budget Adoption-Elementary Fiscal Year 2022-23

Mrs. Janelle Mickelson, Business Manager for the Helena School District, reviewed highlights of the Final Budget Adoption for Elementary and High School Fiscal Year 2022-23. Mrs. Mickelson discussed the general-fund, transportation, tuition, retirement, adult education, technology, flexibility, debt service, and building reserve with the Board of Trustees and answered any questions they had regarding the final budget adoption.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion regarding the Final Budget Adoption-Elementary Fiscal Year 2022-23."

Motion: Trustee Luke Muszkiewicz moved to approve the Final Budget Adoption-Elementary Fiscal Year 2022-23. Trustee Janet Armstrong seconded the motion.
Public Comment: None.
Vote: 6-0 motion carries unanimously.

5. Final Budget Adoption-High School Fiscal Year 2022-23

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion regarding the Final Budget Adoption-High School Fiscal Year 2022-23.”

Motion: Trustee Luke Muszkiewicz moved to approve the Final Budget Adoption-High School Fiscal Year 2022-23. Trustee Kay Satre seconded the motion.
Public Comment: None.
Vote: 6-0 motion carries unanimously.

That concluded Items for Action, and the Board of Trustees moved on to Reports.

D. REPORTS

1. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report and discussed that in July she and Erika McMillin attended the NEA Representative Assembly. Jane Shawn and Maria Foot attended the American Federation of Teachers Convention in Boston in July. Ms. Shawn mentioned that on July 21st our state union and the greater Helena community came together to celebrate the life of Eric Feaver, who passed away unexpectedly earlier in the summer. Eric began his teaching career here in Helena, teaching first at Helena Junior High and then at Capital High. He was president of the Helena Education Association and was elected over fifteen times as president of the state union. Ms. Shawn said that on July 23rd the Montana Pride Parade came to Helena, and HEA had many members walking in the parade alongside members from MFPE. The first board of directors meeting of the school year will be next Tuesday. Ms. Shawn concluded by mentioning the para bargaining process will be continuing and she is looking forward to beginning the work of the joint HEA/HSD committee addressing climate and culture.

2. Budget & Finance Report

Ms. Janet Armstrong, Chair of the Budget and Finance Committee, discussed that the Budget and Finance Committee did not meet over the summer, but mentioned one of the goals of the Budget Committee this year is to review expenses and income and discuss ways to address the budget deficit.

3. Teaching & Learning Committee Report

The Teaching and Learning Committee did not meet over the summer so there was nothing to report.

4. Policy Committee Report

The Policy Committee did not meet over the summer so there was nothing to report.

5. Facilities & Maintenance Committee Report

Trustee Luke Muszkiewicz mentioned that the Facilities and Maintenance Committee did not meet over the summer, but the contract with SMA Architects was finalized. SMA Architects will work with the district to produce an updated facilities master plan. A kick-off meeting between administration, trustees, and SMA staff will take place on Tuesday, August 23rd at 10:30 a.m. This kick-off meeting will be part of the August Facilities and Maintenance Committee meeting.

6. Health Benefits Committee Report

Trustee Kay Satre gave the Health Benefits Committee Report. Ms. Satre discussed that the open enrollment period begins on August 15th. On August 15th there will also be a Health Fair from 9:30 a.m. to 2:00 p.m. at the Lincoln Center. St. Peter's Health, Allegiance, and Alliant will be there to answer any questions that people may have. Ms. Satre mentioned that the Health Benefits Committee is looking for ways to cut costs to close the gap between the fifteen percent premium increase and the expected twenty percent increase in costs for this year. They are also looking to implement Quantify Health-a program that helps keep costs down by monitoring large claims.

7. Wellness Committee Report

The Wellness Committee did not meet over the summer so there was nothing to report.

8. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report. The Montana School Board Association Board of Directors traveled to D.C. in early July to meet with our congressional delegation-Senator Tester, Senator Daines, and Representative

Rosendale. They focused on three consensus priorities. The first priority was increasing federal funding for the Individuals With Disabilities Education Act from fifteen percent up to forty percent. The second priority was extending the ESSER disbursement deadline past 2024. The third priority was expanding the public service loan forgiveness program to make it easier for more educators to qualify for loan forgiveness. There will be a second meeting on September 13th for the Montana Legislature Joint Education Interim Committee and Education Interim Budget Committee. Trustee Luke Muszkiewicz also recognized the wonderful accomplishments of Eric Feaver.

9. Student Representatives Report

Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave the report for Capital High School. Keiran mentioned that athletic activities are starting on August 12th, and that Shawn Ruff and St. Peter's Hospital provided two nights of walk-in physicals last week. On September 15th Capital High will be holding an open house. Keiran mentioned when the first day of school would be for all grade levels and said there would be a barbeque for Bruin Beginnings Day. Keiran discussed when textbook and schedule pickup days would be. The Helena Education Foundation is holding their Carnival Classic event on September 11th and Capital High will have a booth there.

Loreley Drees, Helena High School Student Representative for the Board of Trustees, gave the report for Helena High School. Sports have been going since June with open gym and conditioning, and the cheer team performed over the summer in a local parade. Loreley mentioned when the first day of school would be for all grade levels and said there would be a barbeque for Bengal Beginnings Day. Loreley mentioned that Helena High is working on rebranding by creating a new logo, and that they have received a new gym floor.

That concluded the Reports portion of the agenda. The Board of Trustees moved on to discuss Upcoming Meetings.

VII. UPCOMING MEETINGS

Board Chair Siobhan Hathhorn reviewed upcoming meetings with the Board of Trustees, including the upcoming Facilities and Maintenance Meeting that would include the Facilities Master Plan Kick-Off discussion on August 23rd at 10:30 a.m., and the next regular Board meeting will be September 13th at 5:30 p.m.

VIII. BOARD COMMENTS

There were no further comments.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 7:54 p.m.

Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.C.1.

Presentations

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: C. Items For Action

1. Approval and Ratification of the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

Board of Trustees

Approval of HPS – HEA Para Educator Collective Bargaining Agreement



I. NEW BUSINESS

C. Items for Action

1. Approval and Ratification of the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023.
-

Background:

Pursuant to 39-31-306, MCA, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The HPS and HEA reached a tentative agreement on Friday, August 26, 2022. The HEA ratified the tentative agreement to the contract, Wednesday, September 7, 2022. The contract passed by a 100% margin of those voting. The District negotiation team recommends ratification.

A high-level summary of the changes to the terms and conditions of the salary matrix are noted below. Upon the Board's approval, a final copy will be made available electronically.

- Pay:
For the 2022-2023 contract year: 7.75% increase on every cell on the base salary: from \$13.00 per hour entry level to \$14.01 per hour entry level.
Each of the stipends (Title I; Level I (Special Education); and Level II (Specialized Para Educator) will increase \$0.35 cents per hour: Title I from \$0.30 to \$0.65 per hour; Level I from \$0.30 to \$0.65 per hour and Level II from \$1.00 to \$1.35 per hour.
- These salary schedule increases are effective July 1, 2022.
- The total estimated salary cost of this settlement is \$413,773 for the 2022-2023 fiscal year.

Considerations:

- HEA and HPS have a collaborative relationship and productive negotiations history.
- This agreement supports the directive of the Board to support our para educators and address issues relative to the district budget.
- The term of the agreement of this salary matrix is from July 1, 2022, to June 30, 2023.

Superintendent recommendation:

Approve and ratify the Para Educator salary matrix as agreed upon between HPS and HEA.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 09/13/2022

Item VI.C.2.

- Presentations
- Superintendent's Report
- General Public Comment
- Item for Information
- Consent Action Items
- Items For Action
- Reports

Item Title: C. Items For Action

2. Approval and Ratification of the HPS-Craft Council (Plumbers, Pipefitters and Mechanic)
Collective Bargaining Agreement for 2022-2023

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

Board of Trustees



Approval of HPS – Plumbers, Pipefitters, and Mechanical Collective Bargaining Agreement

I. NEW BUSINESS

C. Items for Action

2. Approval and Ratification of the HPS-Craft Council (Plumbers, Pipefitters and Mechanic) Collective Bargaining Agreement for 2022-2023.

Background:

Pursuant to 39-31-306, MCA, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The HPS and the Craft Council (Plumbers & Pipefitters and Mechanic Unions), reached a tentative agreement on Wednesday, August 17, 2022. The Unions ratified the tentative agreement to the contract unanimously August 29, 2022. The District negotiation team recommends ratification.

A high-level summary of the changes to the terms and conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- One-year agreement from July 1, 2022-June 30, 2023.
- Insurance: Increase the cafeteria contributions each year as determined by the Health Benefits Committee. (Note, for the 22-23 benefit year the rate will change from \$843.00 per month to \$969.00)
- **NEW Section 3.** While school is not in session during the Summer Break, and upon mutual agreement, employees may work a 4–10-hour schedule. One employee will be scheduled Monday through Thursday and one employee will be scheduled Tuesday through Friday. The overtime provisions of this agreement will not be in effect unless an employee works over ten (10) hours in one day or over forty (40) hours in one week. The shift will be 6:00 am to 4:00 pm. During the 4th of July Holiday, the employees will work Monday through Friday eight hours per day.
- Section 5. Recognized paid holidays shall be: New Years' Day, Martin Luther King Day; President's Day; Memorial Day; Independence Day; The day before or after Independence Day; Labor Day; Thanksgiving Day, the day following Thanksgiving; Christmas Day; The day before or after Christmas Day; **The Friday of Spring Break; and a Floating Personal Day (Note: the floating personal day must be taken when students are not in attendance and does not roll over).** When a holiday falls on a Sunday the following Monday shall be considered a holiday. When a holiday falls on a Saturday the preceding Friday shall be considered a holiday, or such other days as are mutually agreed between the Employer and the Union.
- **NEW Section.** As long as Vigilante Day continues as an early dismissal for students the full-time Plumbers and Mechanic will work at least a four (4) hour day. If applicable, part-time employees will be pro-rated.
- **NEW Section.** A Clothing Allowance of \$300.00 per year will be paid in July of each year beginning in 2021 for the purchase of boots, shirts, and pants.
- Section 4. All hours worked before or after the regularly scheduled starting time or quitting time **on Monday through Saturday** will be paid at the rate of one and one-half (1 ½) the regular hourly wage. **All hours worked on Sundays will be paid at two times the regular hourly wages.** If an emergency should arise on a regular scheduled holiday and a craftsman is called to work, he/she will be compensated at two and one-half (2 ½) times the regular hourly wages. Emergencies shall be defined as; essential building functions (heat, water, sewer, drains) that require immediate repair to satisfy normal operating conditions. If a craftsman is called to work, he/she will be paid for a minimum of two (2) hours. Effective July 1, 2019, the HVAC Certified Plumber will receive eight (8) hours per week call-out pay ~~during the school year (from August 16 to June 15)~~ for being available 24/7.
- **Re-number remaining Sections**

- It is mutually agreed Article IX, Section 3 and Supplement "A" will not be in effect during the term of the 2022-2023 agreement.
Plumbers & Pipefitters: \$0.89 per hour (2.5%) increase in wages (\$35.64-\$36.53).
Mechanic: \$0.77 per hour (2.5%) increase in wages (\$30.85 - \$31.62).
Language:
- Added a schedule into the agreement of \$.30 per hour additional for Plumbers & Pipefitters and the Mechanic employed 5+ to 10 years; \$0.50 per hour additional for Plumbers & Pipefitters and the Mechanic employed 10+ to 15 years; \$0.75 per hour additional for Plumbers & Pipefitters and the Mechanic employed 15+ to 20 years; and \$1.00 per hour additional for Plumbers & Pipefitters and the Mechanic employed 20 + years. One Plumber & Pipefitter currently qualifies for this schedule and will be placed at the 5+ to 10 years slot at a cost of \$624.00 per year.
- The total estimated salary cost of this settlement is \$6,988.80 for the 2022-2023 fiscal year.

Considerations:

- HPS and the Plumbers and Pipefitters and the Mechanics have had a long-standing collaborative relationship and continue to foster that through negotiations and good communications.
- This agreement supports the directive of the Board to support our employees and address issues relative to the district budget.

Superintendent recommendation:

Approve and ratify the collective bargaining agreement as agreed upon between HPS and the Craft Council (Plumbers, Pipefitters and Mechanics) Agreements.