

## Board of Trustees Meeting

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

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

Lincoln Board of Trustees Conference Room and  
via TEAMS

[Click here to join the meeting](#)

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## AGENDA

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

### II. REVIEW OF AGENDA

### III. RECOGNITIONS

#### A. College Board National Recognition Program

Congratulations to the following Capital High students who have been selected to the College Board National Recognition Program. These students earned this recognition because of their academic achievements in school and outstanding performance on the PSAT/NMSQT®, PSAT™ 10, and/or AP® Exams.

- Brendan Miller, Brynn Jankowski, Madison Burda, Maren Elliott, Paul Mousel, Selah Frederickson, and Zachary Heller

#### B. Capital High 2022 Golf State Champions

Congratulations to the 2022 Capital High Golf State Champions Joe McGreevey, Dutch Teders, Kyler Meredith, Jacob Brown, and Kash Heltfert. Special thanks to Head Coach Casey Lyndes and Assistant Coach Rich Franco for their dedication to these students.

C. **Capital High School-Special Olympics National Banner Unified Champion School**

Congratulations to Terri Norman and Special Olympics for helping to get Capital High recognized as a “National Banner School.” This recognition is in regard to Capital High’s commitment to inclusion by achieving 10 standards of excellence. This year, only three schools in Montana and approximately 100 schools nationwide were chosen as National Banner Schools.

D. **Montana AA Principal of the Year**

Congratulations to Helena High Principal Steve Thennis who was selected by the AA Principals of Montana as the Montana AA Principal of the Year.

IV. **PRESENTATION**

A. Helena Education Foundation

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.*

VII. **NEW BUSINESS**

A. **Items For Information**

1. Policy 3055 Student Due Process Rights
2. District Priorities
3. Fall Baseline Data

**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. 9.13.22 Full Board Meeting Minutes
6. 9.15.22 Special Board Meeting Minutes

**C. Items for Action**

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

**D. Reports**

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

VIII. UPCOMING MEETINGS

IX. BOARD COMMENTS

X. ADJOURNMENT

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item IV.A**

☒

Presentation

☐

Superintendent's Report

☐

General Public Comment

☐

Items for Information

☐

Consent Action Items

☐

Items For Action

☐

Reports

**Item Title:**

**Presentation**

A. Helena Education Foundation



## HEF Update

When the HEF Board of Directors met in September of 2019, there was no glimmer or hint that we would be unable to complete our slate of programs as we were accustomed to do.

By March 2020, the photos show us presenting *Great Ideas Grants* in person, with elbow bumps and some social distance, but the pictures look similar to how they always had. A mere 10 days later, we were shut down. *Celebration of Excellence* was a frenzy, with students recording their tributes to their educators on their phones and emailing them to us (one was submitted with the student on horseback; it's my favorite.) Next came the scramble to map the homes of all the students and educators, coordinate volunteers, package the materials for each, fan out from Clancy, to Canyon Creek, to Colorado Gulch—ringing doorbells and stepping back to distance and congratulate. We mailed *Pen&Ink* magazine to the contributors and the Harrison winners, along with their checks.



August of 2020 brought some more changes and we adjusted to Zoom and Teams meetings. The fall *Great Ideas Grants* were presented by the Superintendent on our behalf; we initiated smaller grants to help teachers access resources in a more immediate way. We canceled *Carnival Classic*; *Fabulous First* graders picked up their books at their home schools and librarians made arrangements to get them to those students who were full-time remote. *Great Conversations* and *Issues Institutes* were successfully Zoomed. More

than 50 volunteers helped us write individual thank you notes to every, single employee of Helena Public Schools—food service staff, bus drivers and aides, paras and teachers and principals and the superintendent. *Celebration of Excellence* was held in shifts at Memorial Park with lemonade and individually packaged cookies.





August 9th of 2021 we were planning for *Carnival Classic*, but had reserved extra handwashing stations and purchased cases of hand sanitizer. Before the end of August, we knew it was prudent to cancel. *Great Conversations* was on Zoom again, but slowly we crawled our way back to thanking our Trustees with a luncheon—together. In person! We brought sponsors with us to award grants in the spring;



we hosted a packed *Celebration of Excellence* and we launched the *2022 Pen & Ink* with a party at the Holter and handed our Harrison recipients their awards in person at the May meeting of the Board of Trustees. (Awards, by the way, that our board had voted to increase to \$350.)

Oh, and HEF turned 20!

Not only am I excited for this new school year and what seems likely to be a fresh start, I am enormously proud of all of us and of this community. I think it's important to remember what we have done, how we navigated and how we stepped up. Not just these modifications to what we had done before, but the imagining of what we *could* do—Yard signs for graduates! Lights On! Specialist Backpacks! \$100 donations to each of the school groups whose Carnival plans were cancelled! Sensory Pathways!

Thank you, as always for the honor of serving the students and staff of Helena Public Schools. We are so very proud of the work we do together.



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item V**

☐ Presentations

☒ Superintendent's Report

☐ General Public Comment

☐ Items 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. Wetz, Superintendent*

*RE: Superintendent Report –*

*DATE: October 11th, 2022*

- Recognition –
  - Carnival Classic 2022-Thank you to Lisa Cordingley, HEF, sponsors, school groups, volunteers, and the Helena community
  - Congratulations to Jim Weber's 2022 Machining Students. The parts they created passed inspection for use on the International Space Station. These parts will be used on the International Space Station on lockers that hold experiments.
  - October is National Principal Month
  - School Custodian Appreciation Day-October 2<sup>nd</sup>
  - World Occupational Therapy Day October 27<sup>th</sup>
  - Congratulations to Steve Thennis for being named the Montana AA Principal of the Year by the AA Principals of Montana
  - Central Office Site Visit To **Capital High School**-Thank You Principal Brett Zanto & Staff
  - Central Office Site Visit To **Helena High School**-Thank you Principal Steve Thennis & Staff
  - Board of Trustees Work Session At **Jim Darcy**-Thank you Principal Jill Nyman and Staff
  - Central Office Site Visit to **Broadwater**-Thank you Principal Kellie Boedecker and Staff
  - Central Office Site Visit to **Helena Middle School**-Thank you Principal Call Boyle and Staff
  - Thank you to the Helena Education Foundation and Lisa Cordingley for their Fabulous Firsts program that has been taking place in our elementary schools
  - 7<sup>th</sup> Annual Helena Sun Run-Thank you Helena Vigilante Runners, Helena High School Green Group, school district staff and students, and the community that participated in the Sun Run
  - Congratulations to our **Capital High** 2022 Golf State Champions
  - Thank you to Rocky Mountain Credit Union and the Gates of the Mountains Boat Tours for supporting PAL students

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- Thank you to parents, kids, and staff who participated in International Walk and Bike to School Day.
- Thank you to our school nurses who volunteered to help at the community vaccine clinic that was held at Central Elementary and to Principal Nick Radley for hosting the event at his school
- Thanks to everyone in our school district and the Helena community who participated in the NAMI walk to support the mental health needs of our community
- Thanks to the Carroll College Women's Basketball team for visiting Bryant Elementary to present Champions of Character
- 2022 Last Chance Community Pow Wow-Celebrating 23 Years "Honor the Children" September 30<sup>th</sup> through October 2<sup>nd</sup>
- New Business
  - Behavioral Threat Assessment and Management Training
  - PAX Sustainability Team Training
  - 2022 MASS/MCASE Fall Conference
  - MFPE Educator Conference October 20-21 at Helena High School
  - MCEL Conference in Missoula October 19-21
  - Helena School District SEC Security entry conference and site safety audit-Eight Schools In Two Days
  - Climate and Culture Committee Meetings: Dare to Lead – Brene Brown Training
  - Future of Smart Book Study with Dr. Ullca Joshi Hansen
  - Official Fall Count
  - Fall Student Achievement Data
  - Ms. Lona Carter accepted the Planning Grant Facilitator position with the Helena School District –
  - 2022-2023 Strategic Focus
  - District Long Range Planning – 5 Year Continuous Improvement Framework
  - Transportation Update
- Outreach/Meeting
  - Cabinet & Leadership
  - Board Leadership

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- Leadership Team Site Visit Debrief
  - Trustee Office Hour
  - Rotary
  - MCEL Conference
  - MASS/MASE Fall Conference
  - AA Superintendents
  - Board of Health
  - MQEC
  - Sub Support Meeting
  - HEF Executive Committee
  - Teacher Advisory Committee
- Other

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VI**

☐ Presentations

☐ Superintendent's Report

☒ General Public Comment

☐ Items for Information

☐ Consent Action Items

☐ Items For Action

☐ Reports

**Item Title:      General Public Comment**

**Policy Background  
Board of Trustees Meeting  
October 11, 2022**

**The following policies are presented for second reading:**

**2015 Curriculum Development, Content and Assessment Practices**

Revised to explicitly state the district will provide gifted and talented coursework as well as GT 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 all K-12 schools.

**The following policy is being presented for first reading:**

**3055 Student Due Process Rights**

Added language for due process procedure to be followed when a student brings a gun to school. Notice and hearing with opportunity for student to respond to allegations. Info about the allegation does not go on the student's record if the allegation is without merit. (In line with changes required by Senate Bill 283--Expulsion Policies and Firearms on School Grounds).



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.A.1.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☒ Items for Information

☐ Consent Action Items

☐ Items For Action

☐ Reports

**Item Title:**        **A. Item For Information**  
                          **1. Policy 3055 Student Due Process Rights**

STUDENTS

**Student Due Process Rights**

***Out-of-School Suspension***

Before an out-of-school suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version. Prior notice and a hearing as stated above is not required and the student can be immediately suspended out-of-school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any out-of-school suspension shall be reported as soon as possible to the student's parents. Additionally, a written notice of the suspension shall be sent and shall contain a statement of the reasons for the out-of-school suspension and a notice to the parents of their right to review the out-of-school suspension. Upon request of the parents, the Superintendent shall convene a meeting to review the out-of-school suspension. At the meeting, the student's parents may appear and discuss the out-of-school suspension with the Superintendent. The Superintendent shall decide whether the out-of-school suspension is appropriate. The decision of the Superintendent is final and may not be appealed to the Board.

The term of an out-of-school suspension may vary depending upon the circumstances. A student may be suspended out-of-school for an initial term not to exceed ten (10) school days. Upon a finding by an administrator, after an informal hearing with the student, that the immediate return to school would be detrimental to the health, welfare, or safety of others, or would be disruptive of the educational process, a student may be suspended out-of-school for an additional term not to exceed ten (10) school days.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be suspended in the same manner as students without those rights, although the District must follow all procedural requirements of those Acts when suspending students with disabilities out-of-school.

***Expulsion***

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board may expel a student from school. After the administration has investigated the alleged misconduct, and made the decision to recommend an expulsion of the student to the Board, the administration shall send a written notice to the student and the parent of the following:

- the intent to recommend an expulsion;

- the specific charges against the student;
- what rule or regulation was broken;
- the nature of the evidence supporting the charges;
- the date, time and place where the hearing will be held;
- a copy of the procedure that will be followed by the Board;
- a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The Board meeting may be rescheduled by the parent by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the hearing. The Superintendent shall determine if the request shows good cause.

Before expelling a student for bringing a gun to school, the trustees will hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly brought a firearm to school or possessed a firearm at school. When a student subject to a hearing is found to have not violated this section, the student's school record must be expunged of the incident.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be expelled under certain circumstances, and the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, prior to moving forward with an expulsion.

Legal References:	§ 20-4-302, MCA	Discipline and punishment of pupils
	§ 20-4-402, MCA	Duties of district superintendent
	§ 20-5-201, MCA	Duties of pupils – sanctions
	§ 20-5-202, MCA	Suspension and expulsion <u>(Revised by Senate Bill 283)</u>
	20 USC 1415(k)	IDEA
	10.55.701, ARM	Board of Trustees
	<u>Senate Bill 283</u>	<u>Expulsion Policies and Firearms on School Grounds</u>
	<u>MCA 1-1-204</u>	<u>Terms denoting state of mind (Cited by Senate Bill</u>
	<u>283)</u>	

Cross References:

Policy History:

Adopted on: 7.2009  
Revised on: 3.26.2013

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.A.2.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☒ Items for Information

☐ Consent Action Items

☐ Items For Action

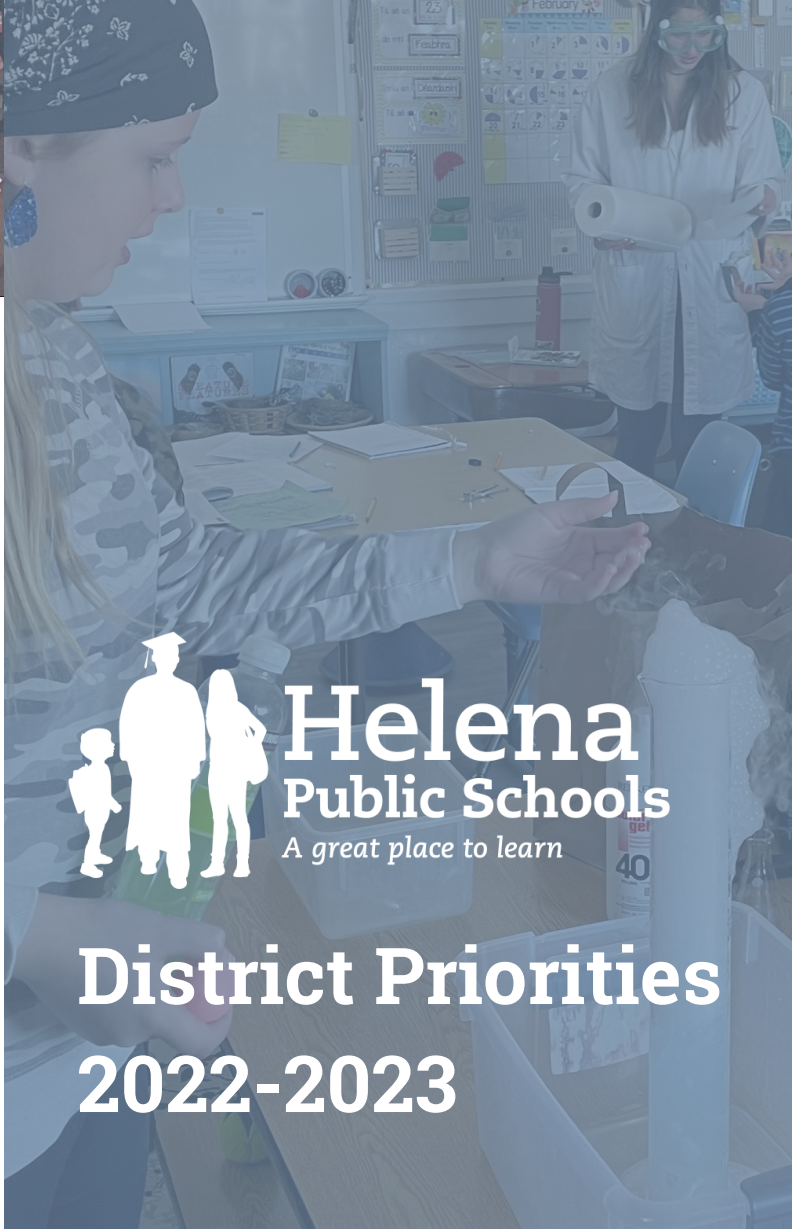
☐ Reports

**Item Title:**      **A. Item For Information**  
                         2. District Priorities



## Our Vision

Helena Public Schools foster dynamic educational experiences that prepare all students for life.



## District Priorities 2022-2023

## Our Mission

Challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.



[www.helenaschools.org](http://www.helenaschools.org)

HPS Goals, Priorities Values 10/6/22, KO

## District Priorities

### Teaching and Learning/Student Achievement:

All students will meet or exceed grade level standards.

### Educational Environment:

Provide a safe and healthy learning and working environment to maximize student learning.

### District Culture:

Students, families, staff and community will foster respect, trust and a sense of integrity and inclusion.

### Fiscal Responsibility:

Prioritize the district and site budgets to meet the needs of students while maintaining fiscal solvency.

### Communication:

Facilitate meaningful, timely and open communications with our staff, students, parents and community.

## Core Values

- Student-Centered
- Relationships
- Communication/Collaboration
- Respect
- Trust
- Make a Difference
- Excellence



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.A.3.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☒ Items for Information

☐ Consent Action Items

☐ Items For Action

☐ Reports

**Item Title:**      **A. Item For Information**  
                         2. Fall Baseline Data

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.B.1. - B.6.**

<input type="checkbox"/>	Presentations
<input type="checkbox"/>	Superintendent's Report
<input type="checkbox"/>	General Public Comment
<input type="checkbox"/>	Item for Information
<input checked="" type="checkbox"/>	Consent Action Items
<input type="checkbox"/>	Items For Action
<input type="checkbox"/>	Reports

**Item Title:        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. 9.13.22 Full Board Meeting Minutes
6. 9.15.22 Special Board Meeting Minutes

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



**PERSONNEL ACTIONS**  
September 14, 2022 – October 11, 2022

**CERTIFICATED PERSONNEL**

**Appointments**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>
Brazil, McKenzi	10/10/2022	Kessler/Grade 4-5 Combination*
Dollar, Joslyn	09/13/2022	Central-Rossiter/Music*
Funk, Laura	09/16/2022	CHS/School Counselor*
Loomis, Lawrence	09/30/2022	HHS/Interventionist*

*\*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>
Wenger, Erik	09/09/2022	Kessler/Grade 4-5 Combination	Resignation

**Leaves**

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
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**Change in Contract**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
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*\*Temporary Assignment*

**CLASSIFIED PERSONNEL**

**Appointments**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>
Anderberg, Halsey	09/16/2022	Central/Temporary Para Educator*
Bishop, Tiana	09/19/2022	Jefferson/Custodian
Carney, Timothy	09/16/2022	CRA/Custodian
Chavez, Lauren	09/27/2022	Transportation/Administrative Secretary
Kittelmann, Dara	09/21/2022	PAL/Administrative Secretary
Lange, Andrew	08/31/2022	HMS/Custodian
Leskovec, Rayn	08/31/2022	CRA/Custodian
McPhetridge, Hope	10/04/2022	Central/Temporary Para Educator*
Mizell, Keri	10/31/2022	Lincoln/HR Director
Moffitt, Leslie	09/19/2022	Kessler/Temporary Para Educator*
Shultz, Steven	08/31/2022	CHS/Custodian
Skartveit, Mackenzie	09/26 /2022	Bryant/Temporary Para Educator*
Synness, Timothy	09/12/2022	Central/Temporary Para Educator*
Traynor, Ryan	09/23/2022	IT/Help Desk Technician

*\*Temporary Assignment*

### **Terminations/Retirements**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Evans, Kimberly	09/30/2022	HMS/Para Educator	Resignation
Koplin, Cody	10/17/2022	HMS/Academic Tutor	Resignation
Kuntz, Jamie	09/30/2022	Four Georgians/Para Educator	Resignation
Padmos, Morgan	10/07/2022	Rossiter/SACC Para Educator	Resignation

### **Leaves**

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

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>School</u>
Smith	Lori	Head Girls Cross Country Coach	HMS
Hagengruber	Leslie	Head Girls Cross Country Coach	CRA
McGinley	Michael	Head Boys Cross Country Coach	CRA
Thomas	Shannon	Asst Cross Country Coach	CRA
Reiter	Tyson	Head Boys Cross Country Coach	HMS
Roberts	Andrew	Asst Cross Country Coach	HMS
Maharg	Christy	Asst Cross Country Coach	CRA
Fuhrman	Georgia	Asst Cross Country Coach	HMS
Brooks	Karli	Volleyball Coach-8th Grade	HMS
Curtis	Mikayla	Volleyball Coach-8th Grade	HMS
Pattison	Michaela	Volleyball Coach-8th Grade	HMS
Rieley	Patrick	Volleyball Coach-8th Grade	HMS
Sheridan	Kelly	Coordinator Middle School	CRA
Blaz	Tyson	Coordinator Middle School	HMS
Hogan	Anthony	Coordinator Middle School	HMS
Cleveland	Rebecca	Volleyball Coach-Head 8th Grade	CRA
Curry	Bryana	Volleyball Coach-8th Grade	CRA
Graham	Susan	Volleyball Coach-8th Grade	CRA
Pancich	Kylie	Volleyball Coach-8th Grade	CRA
Fuzesy	Richard	Volleyball Coach-8th Grade	CRA
Blaz	Kelly	Volleyball Coach-8th Grade	CRA
Busby	Nicole	Volleyball Coach-8th Grade	CRA

# Helena School District #1

## Warrants September 1 to 30, 2022

Direct Deposits: \$3,389,168.79

Payroll Warrants: 70131298-70131323

Payroll Deduction: 69289262-69289288

Non-Check Payroll Deductions: \$5,396,728.48

Non-Check Accts Payable Deductions: \$196,129.13 \*\*Allegiance Payment Not Included

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

Claim Warrants: 69288854-69289386

CRA Middle School Student Activity Checks: 17272-17274

HMS Middle School Student Activity Checks: 8695

Capital High Student Activity Checks: 23999-24021

Helena High Student Activity Checks: 35927-35971

Cancelled Warrants: \$2,812.53

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	East Helena K-12	East Helena, MT 59635	Smith Elementary
K	East Helena K-12	Helena, MT 59601	Smith Elementary
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
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Clancy, MT 59634	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	3	1													4
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	7	1	1	1									1	12
11	2	9	1			1									13
12		5			2										7
	13	55	8	5	6	1	2	1	0	1	1	1	1	1	96



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

Grade	Address	District of Attendance
9	Wolf Creek, MT 59648	Cascade High School
10	Helena, MT 59602	East Helena K-12
10	Helena, MT 59602	East Helena K-12
10	Helena, MT 59602	East Helena K-12
10	Helena, MT 59601	East Helena K-12
10	Helena, MT 59602	East Helena K-12
11	Helena, MT 59601	East Helena K-12
12	Helena, MT 59602	East Helena K-12
12	Helena, MT 59602	East Helena K-12
12	Helena, MT 59602	East Helena K-12

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

					Jefferson		Great								
	Cascade		Cascade		Clancy		East Helena		High		Falls High		Boulder		
Grade	Elementary		High School		Elementary		K-12		School		School		Elementary		Total
K					3		2								5
1					2		3								5
2					3		6								9
3					4		5								9
4					5		4								9
5					3										3
6	1				4		4								9
7	1				3		3								7
8	1				7		3								11
9			4				7								11
10			2				5								7
11			1				1								2
12			2				3								5
	3	0	9	0	34	0	46	0	0	0	0	0	0	0	92



**Superintendent**  
Rex Weltz  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2040

## **Board of Trustees Meeting**

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

**Tuesday, September 13th, 2022**  
5:30 p.m.

### **MINUTES**

#### **ATTENDANCE – Present unless otherwise noted.**

Siobhan Hathhorn, Board Chair  
Jennifer McKee, Vice 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 Weltz, Superintendent  
Josh McKay, Assistant 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 Program Coordinator  
Jane Shawn, HEA President  
Tim McMahon, Activities Director  
Todd Verrill, Facilities Director  
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 5:30 p.m. and led the Pledge of Allegiance.

## **II. REVIEW AGENDA**

The Board of Trustees reviewed the agenda. Board Chair Siobhan Hathhorn discussed that tonight and going forward the Student Representatives Report would be the first report under the Reports section of the agenda.

## **III. PRESENTATIONS**

### **A. Threat Assessment**

Helena School District Psychologists Sarah Greenwood, Kinzie Swandal, Trisha Burkhart, Alexandria Weisberg, and Cara Heath gave a presentation on the Helena School District Threat Assessment process. The psychologists defined what a threat is, what the ultimate goals are when conducting a threat assessment, and what the district has done in the past to address threats. Helena Public Schools leadership initiated a review of current practices in the district as well as an analysis of what the research is saying about best practices for schools. The top five priorities resulting from the review conducted were: evidence-based practices/model, universal process throughout the district, universal forms throughout the district, extensive bank of interventions and support-monitoring plans, and training. The Helena School District Psychologists answered any questions the trustees had about the presentation.

### **B. Angel Fund**

Janet Riis, Angel Fund Director, and Marcia Wall, Founder of Angel Fund, gave a presentation on Angel Fund. The Angel Fund is a nonprofit 501(c) (3) Corporation that began in 1989. The Angel Fund helps 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. Ms. Riis shared that Angel Fund has now grown into four different programs including helping students with clothing, the Running for Montana's Future Program, the Stuff the Bus Program, and the scholarship program. Ms. Riis concluded by sharing how people can donate to the Angel Fund program and informing the board of upcoming fundraising events. Ms. Riis and Ms. Wall concluded by answering any questions the trustees had about the Angel Fund program.

#### **IV. SUPERINTENDENT'S REPORT**

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

- 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

Superintendent Weltz moved on to discuss new business in his report including:

- 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

Superintendent Weltz concluded his Superintendent Report by discussing his various outreach and meetings in the community including HEA, HEF, Radio, Hometown Helena, City meeting with Central Elementary Community at Central Elementary, Rotary, MCEL Conference, and MASS Conference.

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

## **V. GENERAL PUBLIC COMMENT**

There was no general public comment.

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

## **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

#### **1. Technology Projects Update**

Mr. Gary Myers, Technology Administrator, gave the Board of Trustees and Superintendent Weltz an update on technology projects in the district and discussed applications projects, network projects, safety and security projects, student information system/databases, and building improvements and systems updates. Mr. Myers concluded by answering any questions the trustees had about technology projects.

#### **2. Policy 2015 Curriculum Development, Content and Assessment Practices**

Ms. Barb Ridgway, Chief of Staff, discussed Policy 2015 Curriculum Development, Content and Assessment Practices. This is an existing policy with additions on lines 34 through 37 which states: *The District will provide gifted and talented coursework. The District will*

*provide structured support and assistance to teachers in identifying and meeting the diverse student needs of gifted and talented students and a framework for considering a full range of alternatives for addressing student needs.* Ms. Ridgway proceeded to answer questions the trustees had about Policy 2015.

3. Policy 2135 K-12 Online Learning Policy

Ms. Barb Ridgway, Chief of Staff, discussed Policy 2135 K-12 Online Learning Policy. This policy has been 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. Ms. Ridgway proceeded to answer any questions the trustees had about Policy 2135.

4. Policy 3010 School Admissions

Ms. Barb Ridgway, Chief of Staff, discussed Policy 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. Ms. Ridgway proceeded to answer any questions the trustees had about Policy 3010.

5. Policy 3070 Administration of Medication

Ms. Barb Ridgway, Chief of Staff, discussed Policy 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. This policy will be amended in the next Policy Committee meeting because the nurses came to the decision that naloxone should be available in all our schools K-12.

That concluded Items For Information. 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. 08.08.22 Special Board Meeting Minutes
5. 08.09.22 Full Board Meeting Minutes

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

**Motion:** Trustee Terry Beaver moved to approve the Consent Action Items. Trustee Jennifer Walsh seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries. Trustee Luke Muszkiewicz abstained from voting.

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

### C. Items for Action

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

Superintendent Rex Weltz reviewed the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023 with the Board of Trustees and answered any questions they had about the agreement. Superintendent Weltz's recommendation was for the trustees to approve and ratify the Para Educator salary matrix as agreed upon between HPS and HEA.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023."

**Motion:** Board Vice Chair Jennifer McKee moved to approve the HPS-HEA Para Educator Collective Bargaining Salary Agreement for 2022-2023 as presented.

Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

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

Superintendent Rex Weltz reviewed the HPS-Craft Council (Plumbers, Pipefitters, and Mechanic) Collective Bargaining Agreement for 2022-2023 with the Board of Trustees and answered any questions they had about the agreement. Superintendent Weltz's recommendation was for the trustees to approve and ratify the collective bargaining agreement as agreed upon between the HPS and the Craft Council (Plumbers, Pipefitters, and Mechanic).

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve the HPS-Craft Council (Plumbers, Pipefitters, and Mechanic) Collective Bargaining Agreement for 2022-2023."

**Motion:** Board Vice Chair Jennifer McKee moved to approve the HPS-Craft Council (Plumbers, Pipefitters, and Mechanic) Collective Bargaining Agreement for 2022-2023. Trustee Luke Muszkiewicz seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries.

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

## **D. REPORTS**

### **1. Student Representatives Report**

Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave his report. Mr. Boyle discussed that iReady testing occurred last Wednesday and Thursday for freshman through junior grades. While that occurred, the seniors met and discussed college and post-high school readiness with the school counselors. Assemblies occurred for each grade level for the first time in two years. The new Vice Principal, Mr. Morris, was introduced during the assemblies. Current enrollment is over 1,430 students, which is an all-time high for Capital High School. On Monday, September 12<sup>th</sup> there was a PLC kick-off at Capital High. There have been three safety drills since the beginning of the school year at Capital High School. The following students have been selected to the College Board National Recognition Program. Brendan Miller, Brynn Jankowski, Madison Burda, Maren Elliott, Paul Mousel, Selah Frederickson, and Zachary Heller. On November 10<sup>th</sup> through the 12<sup>th</sup> and November 17<sup>th</sup> through the 19<sup>th</sup> the crosstown musical, Annie, will be held at Capital High School. Auditions were held last week and 32 of the 50 students that are participating in the musical are from Capital High School. Open house is this Thursday, athletics are going well, and there are over 22 curricular clubs and about 9 non-curricular clubs happening this year. Homecoming Week is September 26<sup>th</sup> through the 30<sup>th</sup> at Capital High School.

Loreley Drees, Helena High School Student Representative for the Board of Trustees, gave her report. Ms. Drees discussed that iReady testing also occurred at Helena High for freshman through juniors. The seniors met with school counselors to discuss post-secondary options, and the upcoming college fair at Carroll College, as well as internships and vocational opportunities. Ms. Drees discussed that she would like to bring the first Cultural Club to Helena High School and that this week is Homecoming Week at Helena High School. Ms. Drees concluded by mentioning a number of students were disappointed that certain courses were dropped at Helena High School.

### **2. Helena Education Association Report**

Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report. Since the beginning of the school year Ms. Shawn has been able to

visit all the buildings and talk to teachers, paras, and administrators. The para educator bargaining team worked extremely hard with the district administrators to come to a tentative agreement for salaries, and the paras voted to ratify that agreement 100%. Ms. Shawn said they appreciate the board's approval and ratification as well. Ms. Shawn has joined district administration for central office site visits and debriefs the following day. Ms. Shawn loves the new format of site visits which empowers teachers to have open dialogue and for administrators to hear what they are saying. Ms. Shawn said she appreciates it when she hears board members and administration acknowledge that the heat is a problem in the buildings in the summer and beginning of the school year, how difficult it is for everyone, and for beginning to think of long-term solutions. Ms. Shawn is greatly looking forward to beginning work with the district's Climate and Culture Committee.

3. Budget & Finance Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. At the Budget and Finance meeting the committee reviewed a draft version of *A Citizen's Guide to the Helena School District 2022-2023 Budget*. The document gives a basic overview of the budget process. The committee also discussed the timing of levy elections, and which levies the district could potentially run. The committee also discussed technology and security and the upcoming district safety assessment.

4. Teaching & Learning Committee Report

Board Vice Chair Jennifer McKee gave the Teaching and Learning Committee Report. At the Teaching and Learning Committee meeting the committee reviewed a draft *Curriculum, Instruction, and Assessment Guide*. The guide provides an overview of curriculum, teaching, and learning and reviews how it happens, where it comes from, what it is trying to do, and how we constantly improve.

5. Policy Committee Report

Trustee Luke Muszkiewicz gave the Policy Committee Report. Trustee Muszkiewicz discussed that Helena School District's legal counsel helps the district stay informed and up to date with changes in state and federal law, along with updates from the Montana School Boards Association. The policy committee had a good discussion with HSD district principals about alternative course enrollment. The committee discussed the issue of full-time students taking required courses from alternative providers (e.g., homeschool, online, etc.). Requests have been made to have courses taken from alternative providers count toward graduation even if the course is offered by HPS. General consensus was that students who are enrolled fulltime must take Helena School District courses and alternative courses of their choosing will only count towards graduation if a request is pre-approved by the principal and the course is not offered by HPS. The committee determined that the topic of alternative course enrollment would require further discussion by the committee.

6. Facilities & Maintenance Committee Report

Trustee Luke Muszkiewicz gave the Facilities and Maintenance Committee Report. The Facilities and Maintenance Committee has met twice since the last full board meeting. A special meeting was held in August with SMA Architecture that was focused on kicking off the process to update the Facilities Master Plan. At the September Facilities and Maintenance Committee Meeting SMA Architecture gave an update on the Facilities Master Plan process. The committee discussed how we will engage staff, administration, and members of our community in that process. SMA Architecture will give an update on the Facilities Master Plan at the monthly Facilities and Maintenance Committee meeting. At the September meeting the committee also discussed the progress made on building, maintenance, technology, and security projects. The committee reviewed the bond spend down summary and the upcoming district security assessment taking place at the end of September.

7. Health Benefits Committee Report

Trustee Kay Satre gave the Health Benefits Committee report. The committee discussed the renewal of the district's stop loss insurance. The committee was joined by a representative from Allegiance who discussed various stop loss options with the committee. The committee voted to renew the stop loss insurance at a cost of \$33,000 as opposed to \$225,000.

8. Wellness Committee Report

There was no Wellness Committee report given.

9. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report. Trustee Muszkiewicz attended the Montana Legislature Education Interim Committee meeting at the Montana Capitol. Trustee Luke Muszkiewicz, Scott Walter, and Executive Director Lance Melton with the Montana School Boards Association attended representing elected trustees. The four areas focused on at the meeting were proficiency-based learning, teacher retention, career and technical education, and early childhood education. Trustee Luke Muszkiewicz recognized Charles Fox, Helena High student, who is the student representative on the Board of Public Education. Trustee Muszkiewicz mentioned that there will be a back-to-school legal primer that will take place here in Helena on September 20<sup>th</sup>. The Montana Conference for Educational Leadership is coming up in Missoula from October 19<sup>th</sup> through October 21<sup>st</sup>. The MTSBA Delegate Assembly will take place on October 21<sup>st</sup> and will focus on final ratification of the MTSBA legislative platform, and discussion of upcoming bills in anticipation of the legislative session.

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. On Thursday, September 15<sup>th</sup> there will be a Special Board of Trustees meeting at 11:00 a.m. at the Lincoln Center. This meeting will be a trustee orientation and trustees will have the opportunity to meet department leaders and staff from every department at the central administration office. On September 27<sup>th</sup> there will be a Board of Trustees Work Session meeting at Jim Darcy Elementary at 11:15 a.m.

## **VIII. BOARD COMMENTS**

Trustee Luke Muszkiewicz discussed that if anyone is interested in a COVID-19 booster there will be a variety of vaccine clinics in the area and mentioned the dates and times those clinics would take place.

Board Vice Chair Jennifer McKee mentioned how excellent the Helena School District system is and how excited people are to have their children enter the Helena School District.

That concluded Board Comments.

## **IX. ADJOURNMENT**

Board Chair Siobhan Hathhorn adjourned the meeting at 8:58 p.m.

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Candice Delvaux, Recording Secretary      Date



## Board of Trustees – Special Board Meeting

Thursday, September 15th, 2022

Lincoln Campus and via Microsoft Teams

11:00 a.m.

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# MINUTES

## ATTENDEES

*Committee      Others*

Siobhan Hathhorn, Chair	Rex Wetz, Superintendent
Jennifer McKee, Vice Chair	Barb Ridgway, Chief of Staff
Luke Muszkiewicz, Trustee	Brian Cummings, Assistant Superintendent K-5
Kay Satre, Trustee	Josh McKay, Assistant Superintendent 6-12
Terry Beaver, Trustee	Jane Shawn, HEA President
	Karen Ogden, Communications Officer
	Many Lincoln Center Staff Members

### I. CALL TO ORDER

Board Chair Siobhan Hathhorn called the meeting to order at 11:01 a.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. Trustee Orientation

The Board of Trustees was introduced to the department leaders and their staff members listed below. Staff members not listed below from these departments were not in attendance at the meeting. Department leaders and staff members stated their names, what they do in the district, and answered any questions the trustees had.

- Technology Department
  - Gary Myers, Director of Educational Technology
  - Sherryl Martin, Educational Technology Administrative Secretary
  - Randy Parmer, Senior Systems Administrator
  - Jake Atherton, Senior Network Administrator
  - Mike Tolon, Computer Support Technician
  - Maya Stafford, Computer Support Technician
  - Brett Hicks, Application Support Developer/Designer
  - Kelly Stoner, Powerschool Support
  - Shane Snyder, Senior Infrastructure Systems Manager
  - Jim Daanen, Safety and Security Developer
- Special Education Department
  - Allison McFarlane, Special Education Secretary
  - Sarah Greenwood, School Psychologist
  - Amy Michaud, TOSA Special Education
- Staff and Student Services
  - Barb Ridgway, Chief of Staff
  - Karen Odgen, Communications Officer
  - Allison Balboni, Professional Development Specialist and Administrative Assistant

- Transportation
  - Tom Cohn, Transportation Specialist
  - Drew VanFossen, Routing Specialist
- Assistant Superintendent K-5
  - Brian Cummings, Assistant Superintendent K-5
  - Valice Stevens, Administrative Assistant
- Human Resources
  - Jacqueline Young, Human Resources Specialist
  - Maureen Kloker, Human Resources Specialist
  - Tom Foley, Human Resources Specialist
  - Deanna Tolman, Human Resources Substitute Specialist
- Assistant Superintendent 6-12
  - Josh McKay, Assistant Superintendent 6-12
  - Allison Balboni, Administrative Assistant
- Activities
  - Tim McMahon, Athletic Director
  - Kelli Kessler, Administrative Assistant
- Business Office
  - Janelle Mickelson, Business Manager and District Clerk
  - Michelle Schweyen, Assistant Accountant
  - Angie Ford, Payroll Accountant
  - Brooke Mahoney, Assistant Accountant
  - Virginia Thom, Warehouse, Delivery, and Copy Center Support
  - Angie Tabb, Bookkeeper
  - Tammy Cloud-Harbour, Facility Coordinator/Accounts Payable
  - Delicia Larson, Accounts Payable
- Curriculum
  - Joslyn Davidson, Curriculum Administrator
  - Katrina Salois, Secretary

- Federal Programming and Data Assessment
  - Kaitlyn Hess, Federal Programming and Data Assessment
  - Katrina Salois, Secretary

**V. BOARD COMMENTS**

There were no further comments.

**VI. ADJOURNMENT**

The meeting was adjourned at 1:49 p.m.

**Policy Background  
Board of Trustees Meeting  
October 11, 2022**

**The following policies are presented for second reading:**

**2015 Curriculum Development, Content and Assessment Practices**

Revised to explicitly state the district will provide gifted and talented coursework as well as GT 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 all K-12 schools.

**The following policy is being presented for first reading:**

**3055 Student Due Process Rights**

Added language for due process procedure to be followed when a student brings a gun to school. Notice and hearing with opportunity for student to respond to allegations. Info about the allegation does not go on the student's record if the allegation is without merit. (In line with changes required by Senate Bill 283--Expulsion Policies and Firearms on School Grounds).

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.C.1.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Item for Information

☐ Consent Action Items

☒ Items For Action

☐ Reports

**Item Title:**      **C. Item For Action**

1. Policy 2015 Curriculum Development, Content and Assessment Practices

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

**STUDENT INSTRUCTION****Curriculum Development, Content and Assessment Policy**

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

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

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

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

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

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

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

Legal References:	§ 20-7-602	MCA Textbook Selection and Adoption
	10.55.603	ARM Curriculum development and assessment
	10.55.701	ARM Board of Trustees
	§ 20-7-902	MCA School district programs to identify and serve the
		gifted and talented child (Revised by Senate Bill 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:** 10/11/2022

**Item VII.C.2.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Item for Information

☐ Consent Action Items

☒ Items For Action

☐ Reports

**Item Title:**      **C. Item For Action**  
                         2. Policy 2135 K-12 Online Learning Policy

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

**Helena Public Schools**

**INSTRUCTION**

**2135**

K-12 Online Learning Policy

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

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

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

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

Legal References:	§ 20-7-1201, MCA	Montana Digital Academy
	§ 20-7-1202, MCA	Funding – Rulemaking authority
	§ 20-9-213, MCA	Fees
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) – three-year averaging

Cross References:

Policy History:

Adopted On:	2.14.2006
Revised On:	11.11.2014

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.C.3.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Item for Information

☐ Consent Action Items

☒ Items For Action

☐ Reports

**Item Title:**      **C. Item For Action**  
                         3. Policy 3010 School Admissions

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

STUDENTS

School Admissions

*Age*

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

*Entrance – Identity and Immunization*

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

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

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

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

46  
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.  
79

80

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

3.1.2022. Policy Committee – 1<sup>st</sup> Reading  
4.5.2022 Policy Committee – 2<sup>nd</sup> Reading  
5.3.2022. Policy Committee – 3<sup>rd</sup> Reading  
9.6.2022. Policy Committee – 4<sup>th</sup> Reading  
10.4.2022 Policy Committee – 5<sup>th</sup> Reading

9.13.2022 Full Board – 1<sup>st</sup> Reading  
10.11.2022 Full Board – 2<sup>nd</sup> Reading

91		10.55.701, ARM	Board of Trustees
92		10.55.906, ARM	High School Credit
93			
94	Cross References:	Policy 1085	Uniform Grievance Procedure
95		Policy 1065	Board Meetings
96		<u>Policy 3022</u>	<u>Children of Military Families</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 – 1<sup>st</sup> Reading  
 4.5.2022 Policy Committee – 2<sup>nd</sup> Reading  
 5.3.2022. Policy Committee – 3<sup>rd</sup> Reading  
 9.6.2022. Policy Committee – 4<sup>th</sup> Reading  
 10.4.2022 Policy Committee – 5<sup>th</sup> Reading

9.13.2022 Full Board – 1<sup>st</sup> Reading  
 10.11.2022 Full Board – 2<sup>nd</sup> Reading

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 10/11/2022

**Item VII.C.4.**

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Item for Information

☐ Consent Action Items

☒ Items For Action

☐ Reports

**Item Title:**      **C. Item For Action**  
                         4. Policy 3070 Administration of Medication

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



**STUDENTS****Administration of Medication**

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

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

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

**Emergency Administration of Medication**

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

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

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

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

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

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

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

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

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

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

Administration of Glucagon

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

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

Storage and Disposal of Medication

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

Legal References:	§ 20-5-412, MCA	Administration of Glucagon
	§ 20-5-413, MCA	Limits on Liability
	§ 20-5-420, MCA	Self-administration of asthma medication
	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
	<u>§20-5-426, MCA</u>	<u>Emergency use of opioid antagonist in school setting -- limit on liability</u>
	§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
	§ 37-8-103, MCA	Exemptions ~ Limitations on Authority Conferred

101	§40-6-502, MCA	Caretaker Relative Medical Authorization
102		Affidavit ~ Use ~ Immunity ~ Format
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