



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

Policy Committee Meeting

Tuesday, January 3rd, 2023-12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Luke Muszkiewicz, Committee Chair
Janet Armstrong, Committee Member
Jennifer Walsh, Committee Member

Others:

Rex Weltz, Superintendent
Karen Ogden, Communications Officer
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Brian Cummings, Assistant Superintendent
Candice Delvaux, Executive Assistant
Jane Shawn, HEA President
Joslyn Davidson, Curriculum Administrator
Keri Mizell, Human Resources Director
Neal Murray, Safety and Operations
Manager
Janelle Mickelson, Business Manager
Katherine Anderson, Guest of the Public

I. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Committee Chair, Luke Muszkiewicz.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. REVIEW OF THE 12.09.2022 POLICY COMMITTEE MINUTES

The committee reviewed and approved the minutes from the 12.09.2022 Policy Committee meeting.

V. PRESENTATION OF POLICIES FOR SECOND READING

A. Policy 1015: Vision, Mission, and Guiding Principles

The committee reviewed and discussed Policy 1015: Vision, Mission, and Guiding Principles. This policy had a first reading before the full Board of Trustees. The only change recommended at the meeting today is that the title of the policy be changed from *Goals, Mission, and Vision* to become *Vision, Mission, and Guiding Principles*. The committee determined that Policy 1015: Vision, Mission and Guiding Principles would go to the full Board for second reading/action.

B. Policy 7009: Lease Capitalization Threshold

The committee reviewed and discussed Policy 7009: Lease Capitalization Threshold. This policy had a first reading before the full Board of Trustees and there were no changes. The committee determined that Policy 7009: Lease Capitalization Threshold would go before the full Board for second reading/action.

C. Policy 4030: Cooperative Programs with Other Districts and Public Agencies

The committee reviewed and discussed Policy 4030: Cooperative Programs with Other Districts and Public Agencies. At the last Policy Committee meeting the committee recommended that we check the citations listed in this policy. Upon review, one of the citations has been repealed and noted in the policy and has no impact on the policy. The committee determined that Policy 4030: Cooperative Programs with Other Districts and Public Agencies would go to the full Board for review.

D. Policy 5030: Abused and Neglected Child Reporting

The committee reviewed and discussed Policy 5030: Abused and Neglected Child Reporting. At the last Policy Committee meeting the committee recommended including language in this policy that addresses others who are in our buildings who may interact with students such as contractors and volunteers. In the model policy, sex trafficking language has been added that was not in our previous policy so that language has been added to line 19 along with the legal reference at the bottom of the policy. The term *damages proximately caused* that the committee wished to review, is language straight from model policy, so that language will remain in this policy. On line 21 the word *criminally* has been changed to *civilly*. Lines 25 through 28 has additional language that was added to clarify confidentiality, and which states *the Department of Public Health and Human Services may share information with that individual or others as permitted by law*. Additional citations are reflected at the bottom of the policy. The committee determined that additional research and review of the policy is needed to find out the role and requirements of reporting for other adults that interact with students such as volunteers and contractors and what training is being offered for those adults. The committee mentioned removing lines 13 through 17 because that language is also reflected on lines 19 through 23. The committee determined that Policy 5030: Abused and Neglected Child Reporting would come back to the Policy Committee for further review and discussion.

E. Policy 5035: Staff Ethics and Political Activity

The committee reviewed Policy 5035: Staff Ethics and Political Activity. At the last Policy Committee the committee discussed there was some redundancy in the language of the last paragraph, therefore, lines 34 through 36 were stricken. An additional citation was added at the bottom of the policy. The committee had a robust discussion regarding political activity. The committee suggested reviewing the MTSBA model for this policy and recommended that Policy 5035: Staff Ethics and Political Activity would come back to the Policy Committee for further review and discussion.

F. Policy 5040: Personnel Records

The committee reviewed Policy 5040: Personnel Records. At the last Policy Committee meeting the committee recommended adding the word *confidential* to line seven. The words *and their designees* were stricken on line eleven because that language is also reflected on line 14. The *No Child Left Behind Act* is no longer in effect, therefore, language in relation to that act was stricken on lines 24 through 26 and the citation was stricken at the bottom of the policy. The committee recommended striking the words *for those staff members* on lines 25 and 26 to make the sentence clearer. The committee determined that Policy 5040: Personnel Records would go before the full board for first reading/information.

G. Policy 5045: Family Medical Leave

The committee reviewed Policy 5045: Family Medical Leave and had a robust conversation about this policy. The committee discussed that the word *Secretary* on line 12 is in the model policy, and Ms. Ridgway would reach out to MTSBA to see what the meaning of *Secretary* is in regards to this policy. The committee determined that Policy 5045: Family Medical Leave would come back to the Policy Committee for further review and discussion.

H. Policy 5050: Montana VEBA (Voluntary Employee Beneficiary Association) Health Benefit Plan

The committee reviewed Policy 5050: Montana VEBA (Voluntary Employee Beneficiary Association) Health Benefit Plan. Mrs. Janelle Mickelson, Business Manager, gave a description of the Montana VEBA Health Benefit Plan to the committee. There are only a few people in the District who would qualify for this program per state law. If the District wanted to offer this program it would need to be initiated again with the state. The committee determined that it would be beneficial for Superintendent Weltz and his administrative team to discuss the plan and decide if it would be worthwhile to initiate this plan again. The committee determined that Policy 5050: Montana VEBA (Voluntary Employee Beneficiary Association) Health Benefit Plan would come back to the Policy Committee at some point in the future for further review and discussion after Superintendent Weltz and his team had a chance to review and discuss the plan.

I. Policy 7060: School Safety

The committee reviewed and discussed Policy 7060: School Safety. The only change to this policy is that the word *periodically* was changed to *annually* on line 18. The committee discussed that the Board shall review the District safety or emergency operations plan annually and update the plan as determined necessary by the Trustees based on changing circumstances pertaining to school safety. The committee determined that Policy 7060: School Safety would go before the full Board for first reading/information.

VI. PRESENTATION OF POLICIES FOR REVIEW

A. Policy 5051: Insurance Benefits for Employees

The committee did not have enough time to review Policy 5051: Insurance Benefits for Employees so it will be reviewed at a future Policy Committee meeting.

B. Policy 5070: Disciplinary Action

The committee did not have enough time to review Policy 5070: Disciplinary Action so it will be reviewed at a future Policy Committee meeting.

C. Policy 5075: Termination of Employment

The committee did not have enough time to review Policy 5075: Termination of Employment so it will be reviewed at a future Policy Committee meeting.

VII. SUPERINTENDENT OR BOARD COMMENTS

There were no additional comments.

VIII. ADJOURNMENT

Committee Chair, Luke Muszkiewicz, adjourned the meeting at 1:02 p.m.