



*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, February 7th, 2023-12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

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## MINUTES

### *Attendees*

#### *Committee:*

Luke Muszkiewicz, Committee Chair  
Janet Armstrong, 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  
Lona Carter, School Health Grant  
Facilitator  
Janelle Mickelson, Business Manager

## I. CALL TO ORDER

The meeting was called to order at 12:03 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 01.03.2023 POLICY COMMITTEE MINUTES

The committee reviewed and approved the minutes from the 01.03.2023 Policy Committee meeting.

## V. PRESENTATION OF POLICIES FOR SECOND READING

### A. 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. The committee discussed that only a minor citation update is needed for the policy. The committee determined that Policy 4030: Cooperative Programs with Other Districts and Public Agencies does not need to go before the full Board.

### B. Policy 7060: School Safety

The committee reviewed and discussed Policy 7060: School Safety. This policy had its first reading before the full Board in January 2023. The committee is recommending that the Trustees receive an annual report rather than a periodic report as currently referenced in the policy. The committee determined that Policy 7060: School Safety would go before the full Board for second reading/action.

### C. Policy 5045: Family Medical Leave

The committee reviewed and discussed Policy 5045: Family Medical Leave. The Policy Committee continues to conduct a general review of all policies. This policy needed to be aligned with federal law. The committee discussed that the reference to "Secretary" is clarified as "United States Secretary of Labor". On line seven the language "*of 1993 (FMLA)*" was added, and on line twelve the language "*but not a parent-in-law*" was added. The committee determined that Policy 5045: Family Medical Leave would go before the full Board for first reading/information.

## VI. PRESENTATION OF POLICIES FOR THIRD READING

### A. Policy 5030: Abused and Neglected Child Reporting

The committee reviewed and discussed Policy 5030: Abused and Neglected Child Reporting. Additional language regarding sex trafficking is reflected on lines 8 through 10 of the policy. Additional language has also been added on lines 11 through 13. A definition of child abuse and neglect has been added to the policy on lines 16 through 21. Lines 23 through 27 were stricken because the language was redundant. The final change to the policy was language added on lines 35 through 38. The committee recommended changing the language “*is authorized*” on line 35 to state “*shall*”. The committee suggested reviewing and changing the wording of lines 7 through 14 that mentions District employee, contractor, volunteer, student teacher, or student nurse. The committee determined that Policy 5030: Abused and Neglected Child Reporting would come back to the Policy Committee for further review and discussion.

### B. Policy 5035: Staff Ethics and Political Activity

The committee reviewed Policy 5035: Staff Ethics and Political Activity. There were no changes and the committee determined that Policy 5035: Staff Ethics and Political Activity would go before the full Board for first reading/information.

### C. Policy 5040: Personnel Records

The committee reviewed Policy 5040: Personnel Records. The *No Child Left Behind Act* is no longer in effect, therefore, the citation was stricken at the bottom of the policy. The language “*for those staff members*” was stricken on lines 26 and 27. The committee recommended striking the language on lines 29 through 31 and keeping the language “*and their designees*” on line 12. The committee determined that Policy 5040: Personnel Records would go before the full board for second reading/action.

### D. 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. The committee discussed that there are a few staff members that would qualify for this plan, so it makes sense to keep the policy in case the District ever wants to utilize it. The committee determined that they would like to keep Policy 5050: Montana VEBA (Voluntary Employee Beneficiary Association) Health Benefit Plan and no further action was needed.

## VII. PRESENTATION OF POLICIES FOR REVIEW

### A. Policy 5051: Insurance Benefits for Employees

The committee reviewed and discussed Policy 5051: Insurance Benefits for Employees. A minor change was made to update language that describes the period of time an employee can elect to make changes in their coverage. Rather than calling it the “*open season*” it will now be called “*open enrollment*”. The committee determined that Policy 5051: Insurance Benefits for Employees would go to the full Board for first reading/information.

### B. Policy 5070: Disciplinary Action

The committee reviewed and discussed Policy 5070: Disciplinary Action. The committee recommended that the language on lines 15 through 19 be made clearer. The committee determined that Policy 5070: Disciplinary Action would come back to the Policy Committee for further review and discussion.

### C. Policy 5075: Termination of Employment

The committee reviewed and discussed Policy 5075: Termination of Employment. The committee had a robust discussion regarding “*Resignation*” on lines 18 through 20 and determined that lines 18 through 20 needed further review and discussion. The committee determined that Policy 5074: Termination of Employment would come back to the Policy Committee for further review and discussion.

## VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no additional comments.

## IX. ADJOURNMENT

Committee Chair, Luke Muszkiewicz, adjourned the meeting at 12:48 p.m.