



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, February 14th, 2023 - 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. RECOGNITIONS

A. Montana Association of Symphony Orchestra's Young Artist Competition

Congratulations to the following students who were finalists in the Montana Association of Symphony Orchestra's Young Artist Competition. These students all earned awards for their incredible performances.

Junior Division-Elliot Cleary (Honorable Mention)-HMS, Charlie Snellman (1st place)-CHS
Senior Division-Hollis Elliott (Honorable Mention)- CHS, Maren Elliot (Runner Up)-CHS

B. National Board-Certified Teachers

Congratulations to the following educators in the Helena School District who earned National Board-Certification. Congratulations to Caroline Compton, Kelly Connolly, Ashley Komac, Abby Kuhl, Janna McBride, Jennifer Mooney, Christopher Nevinski, Shelley Olson, Colette Ozburn, Mary Penley, Melissa Romano-Lehman, Kayla Ryan, Molly Schmidt, Christina Sieminski, Alison Suchy, Andrea Thisselle, and Sarah Urban. National Board Certification is the gold standard of professional development for teachers, and we are so proud of this group of outstanding educators.

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. Winter Student Achievement Data Overview
2. District Priorities Update
3. Budget Update
4. Policy 5045 Family Medical Leave Act
5. Policy 5035 Staff Ethics and Political Activity
6. Policy 5051 Insurance Benefits for Employees

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. 01.10.23 Full Board Meeting Minutes
5. 01.31.23 Facilities Master Plan Key Stakeholders Meeting Minutes
6. Approval of Sabbaticals for 2023-2024 School Year

C. Items for Action

1. Call for Annual Election
 - a. Elementary Trustee Resolution Calling for The Annual Regular Election and Building Reserve Levy Election
 - b. High School Trustee Resolution Calling for The Annual Regular Election and Building Reserve Levy Election
2. Policy 5040 Personnel Records
3. Policy 7060 School Safety
4. Superintendent’s Contract

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

VII. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/2023

Item IV.

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: February 14th, 2023

- Recognition –
 - Valentines Day
 - National School Counseling Week February 6th-10th
 - School Bus Driver Appreciation Day February 22nd
 - Site Visits at Bryant, Jefferson, Central Elementary Schools.
 - Helena Public School National Board-Certified teachers that were recognized tonight. I would also like to recognize our teachers who are recertified National Board teachers.
 - Helena High School American Welding Society Club for hosting its 11th Annual Weld-Off with East Helena High School.
 - 22 Access to Success graduates who received their high school diplomas.
 - Educators who received “Spark Grants” from the Helena Education Foundation.
 - Thank you to the many local businesses, government agencies, and other organizations who participated in the Capital High School career fair and senior presentations. Thank you to CHS Career Counselor Aspen Herndon for her work to make it all happen.
 - Lewis & Clark National Forest and the Montana Discovery Foundation for partnering with Helena Public Schols to teach elementary students about winter ecology and how to snowshoe through the “Snow School” program.
 - HMS spelling bee first place winner Kale Covey.
 - Mrs. Amy Hasselbach from Smith Elementary who was the KMTX December teacher of the month.
 - Helena High School’s candidates (4) for the United States Presidential Scholars Program. They are Paisley Karlin, Jeri Wilkerson, Robert Stimpson, and Ryan Burke.
 - Lisa Cordingley HEF Executive Director/Board of Trustees Appreciation
 - Mike Burk CHS and the CHS Unified PE class/Ice Fishing

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- New Business
 - Winter Enrollment Count – 2 of 2 (Fall/Winter)
 - Rural Behavioral Health Institute (RBHI) School-Based Mental Health Screening
 - Winter Assessment Across the District
 - District Calendar Committee
 - Handle With Care – City/HSD Training & Kickoff Date
 - ACT Schedule Update – New this year
 - No School February 20th Monday - President's Day

- Outreach/Meeting
 - HTH
 - Budget Strategic Work Meetings
 - Leadership and Cabinet - 2x weekly
 - All Admin Update
 - HEA Committee Update
 - Board 2x
 - Cabinet & Leadership
 - Day of Education Advocacy – Jan. 25th
 - Helena Chamber Event
 - Board Leadership
 - HEF Executive Committee
 - Parent Advisory Committee
 - Teacher Advisory Committee
 - Site Visit Debrief
 - AA Superintendents
 - HB332 – School Health Insurance Trust
 - HEF
 - Executive Meeting
 - Board Meeting
 - HEA President/Superintendent Meeting
 - Facilities Master Plan Key Stakeholder Meeting

- Other

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/2023

Item V.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: General Public Comment

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/2023

Item VI.A.1. - A.6.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title:

Items For Information

- 1. Winter Student Achievement Data Overview
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- 6. Policy 5051 Insurance Benefits for Employees

February 14, 2023

Winter Student Achievement Data

REX WELTZ, SUPERINTENDENT
HELENA PUBLIC SCHOOLS



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Criterion Referenced Versus Norm Referenced Assessments

Norm-Referenced Assessments (i.e.CogAT)	Criterion-Referenced Assessments (I.E. iReady,SBAC, ACT, Acadience)
Provide information on how the performance of an individual compares with that of others.	Provide Information on how the individual performed on some standard of objective.
Individual's standing is compared with that of others.	Allow users to interpret what an individual can do without the performance of others.
Percentile rank (bell curve) is obtained to determine the relative standing in a norm group.	Designed to measure the result of instruction.

- Students are scored according to their own individual performance on individual standards.
- We can use the results to determine gaps in instructional programming and through the CIC continue to improve upon instructional programming so that students have a better opportunity to learn standards and build upon skills.

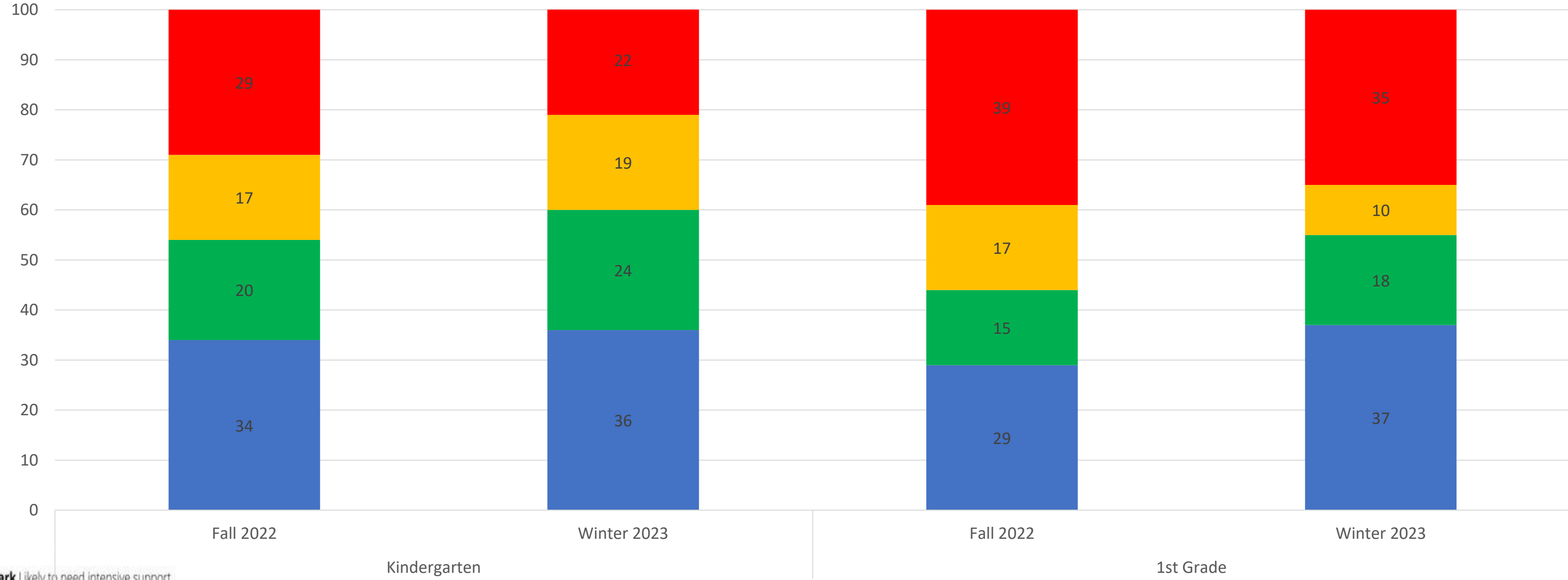
Data Highlights

- Fall to Winter growth this year is comparable to last year.
- In reading, HPS is above the national benchmark for winter 2023 and above the national norm pre-pandemic in reading.

Grades K-5 Fall Assessments

Grades K-1 Acadience (Reading)

Percent

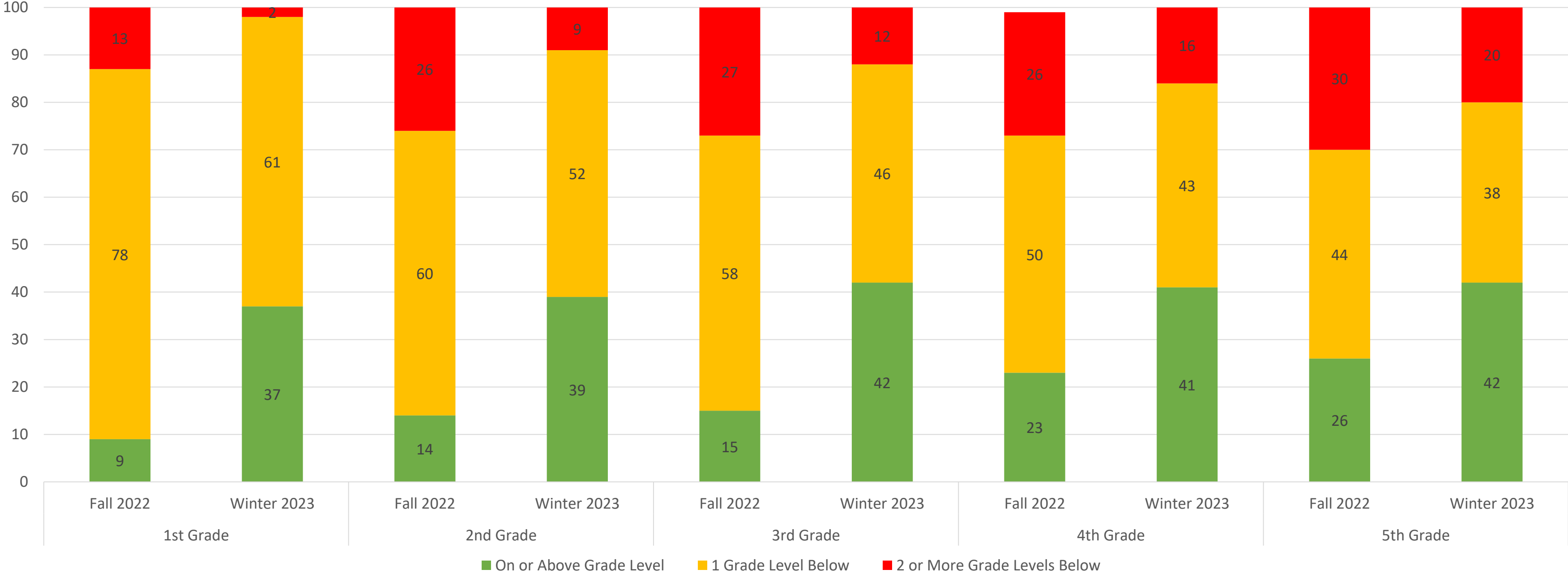


- **Well Below Benchmark** Likely to need intensive support
- **Below Benchmark** Likely to need strategic support
- **At Benchmark** Likely to need core support
- **Above Benchmark** Likely to need core support and enrichment

iReady Math Growth Grades 1-5



Percent



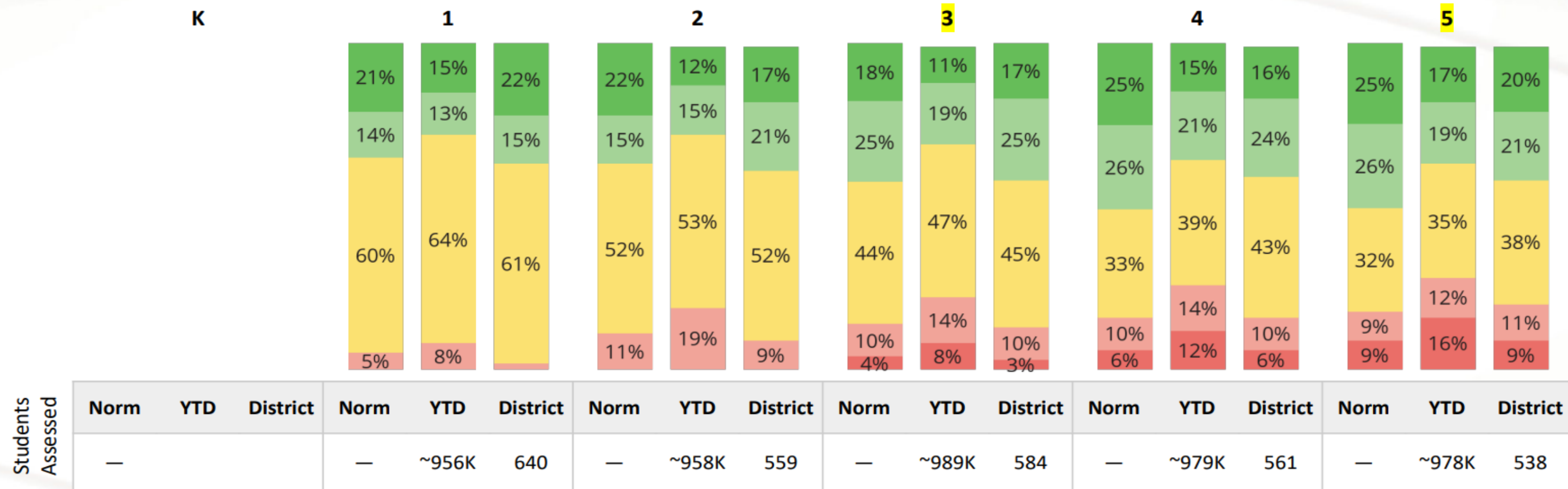
iReady Grades 1-5 National Norms and National Placement Distribution Comparison – Math

Percent

Mathematics

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



● Mid or Above Grade Level
 ● Early On Grade Level
 ● 1 Grade Level Below
 ● 2 Grade Levels Below
 ● 3+ Grade Levels Below

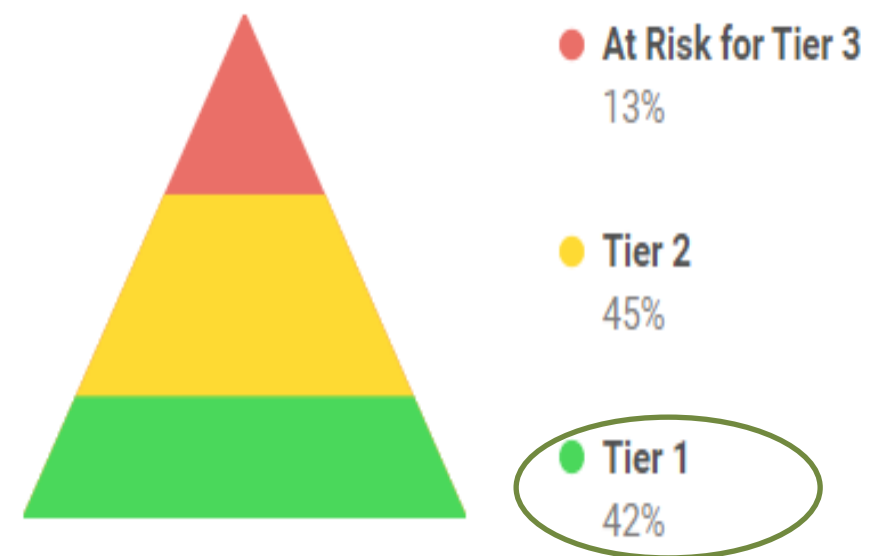
Norm: i-Ready Winter 18-19 National Norms

YTD: National Winter 22-23 population year-to-date

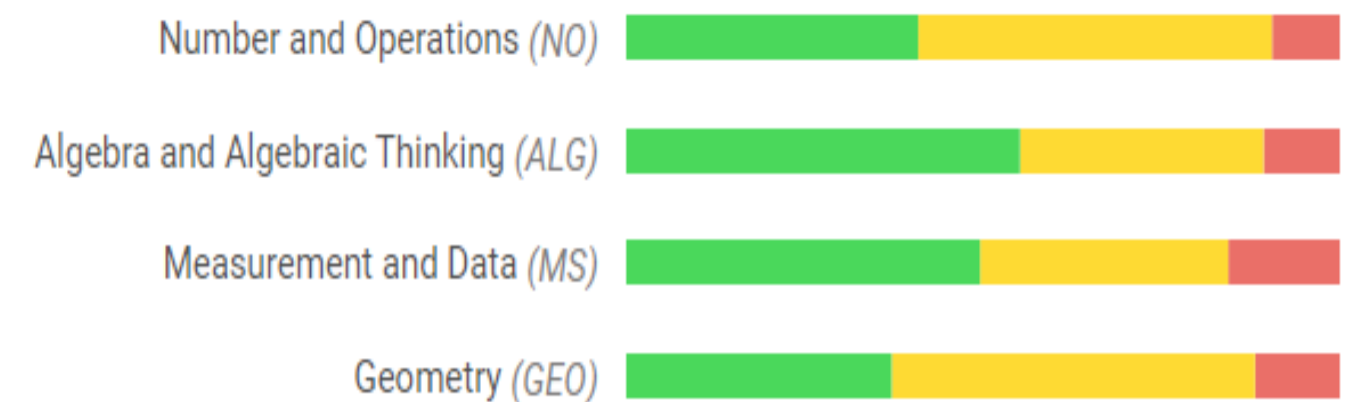
Strategic Academic Goal Math

By 2025, 75% of all HSD 3rd grade students will demonstrate grade-level proficiency on math grade level standards by achieving a proficient score on the iReady math assessment at the end of the school year.

Overall Placement



Placement By Domain



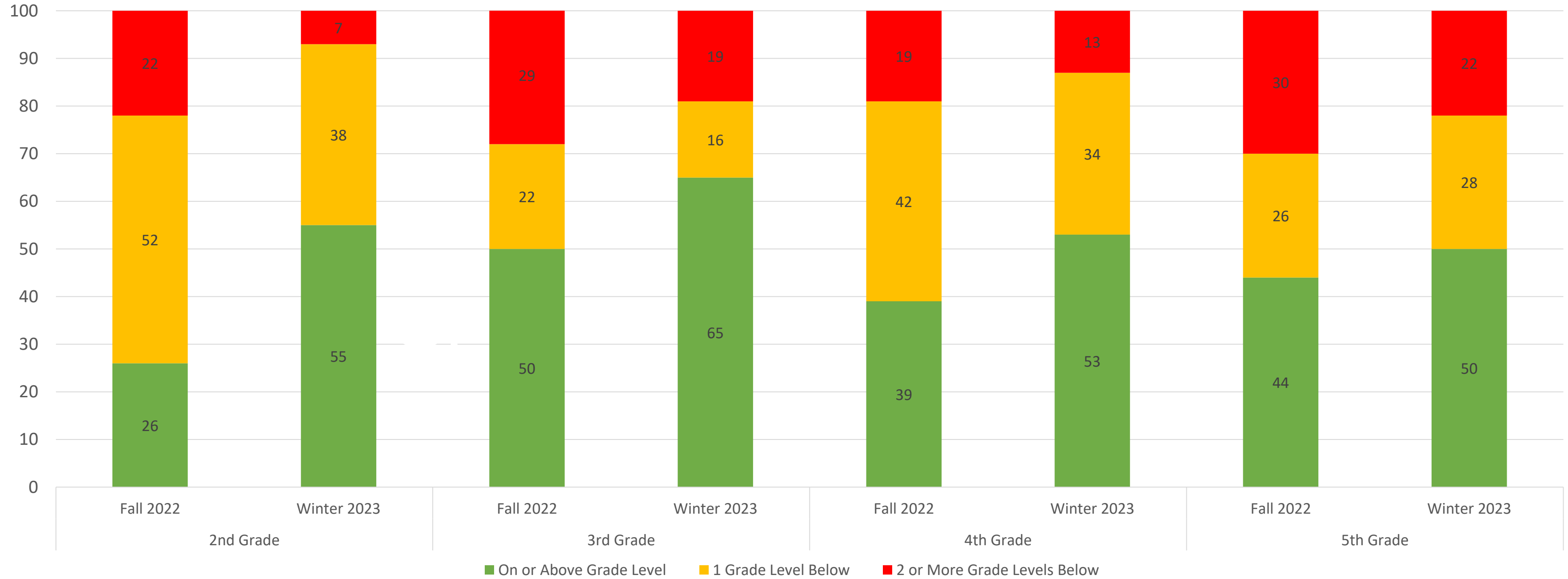
[i The Mapping Between 5-Level and 3-Level Placements](#)

“4th and 8th graders are the lowest they have been in Math on the NAEP Assessment since 1990”.

-Comprehensive Center Network

iReady Reading Growth Grades 2-5

Percent

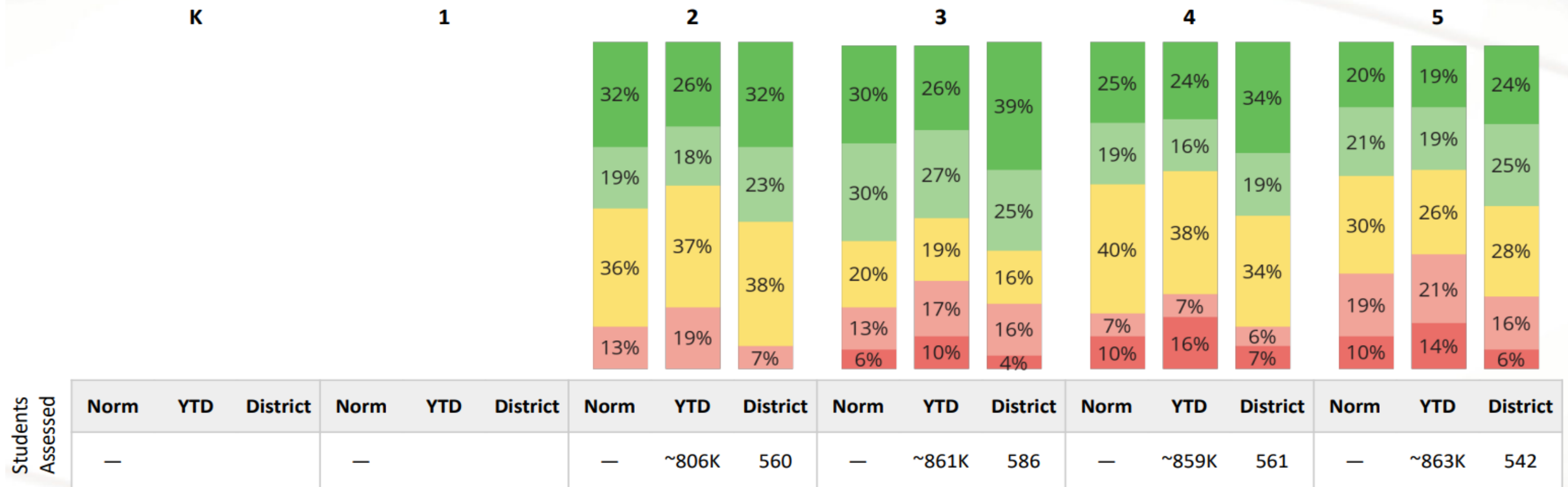


iReady Grades 2-5 National Norms and National Placement Distribution Comparison – Reading

Reading

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



● Mid or Above Grade Level
 ● Early On Grade Level
 ● 1 Grade Level Below
 ● 2 Grade Levels Below
 ● 3+ Grade Levels Below

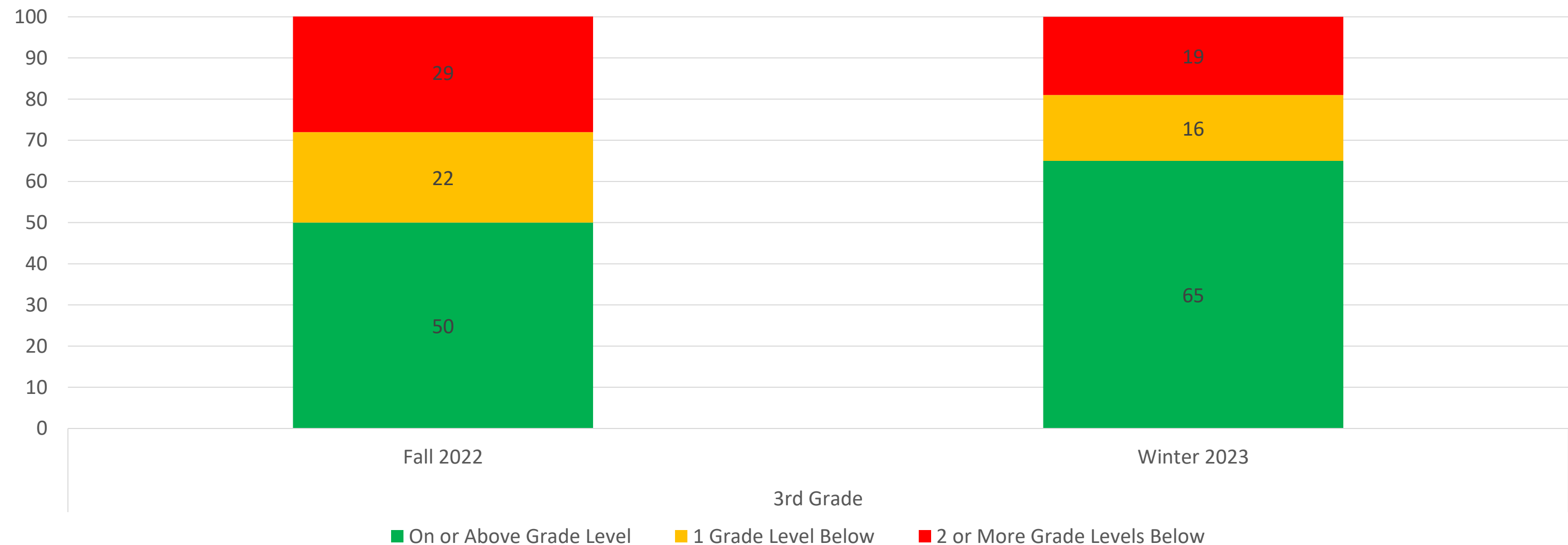
Norm: i-Ready Winter 18-19 National Norms

YTD: National Winter 22-23 population year-to-date

Strategic Academic Goal Reading

By 2025, 85% of all HSD 3rd grade students will be on grade level as evidenced by the iReady reading assessment at the end of the year.

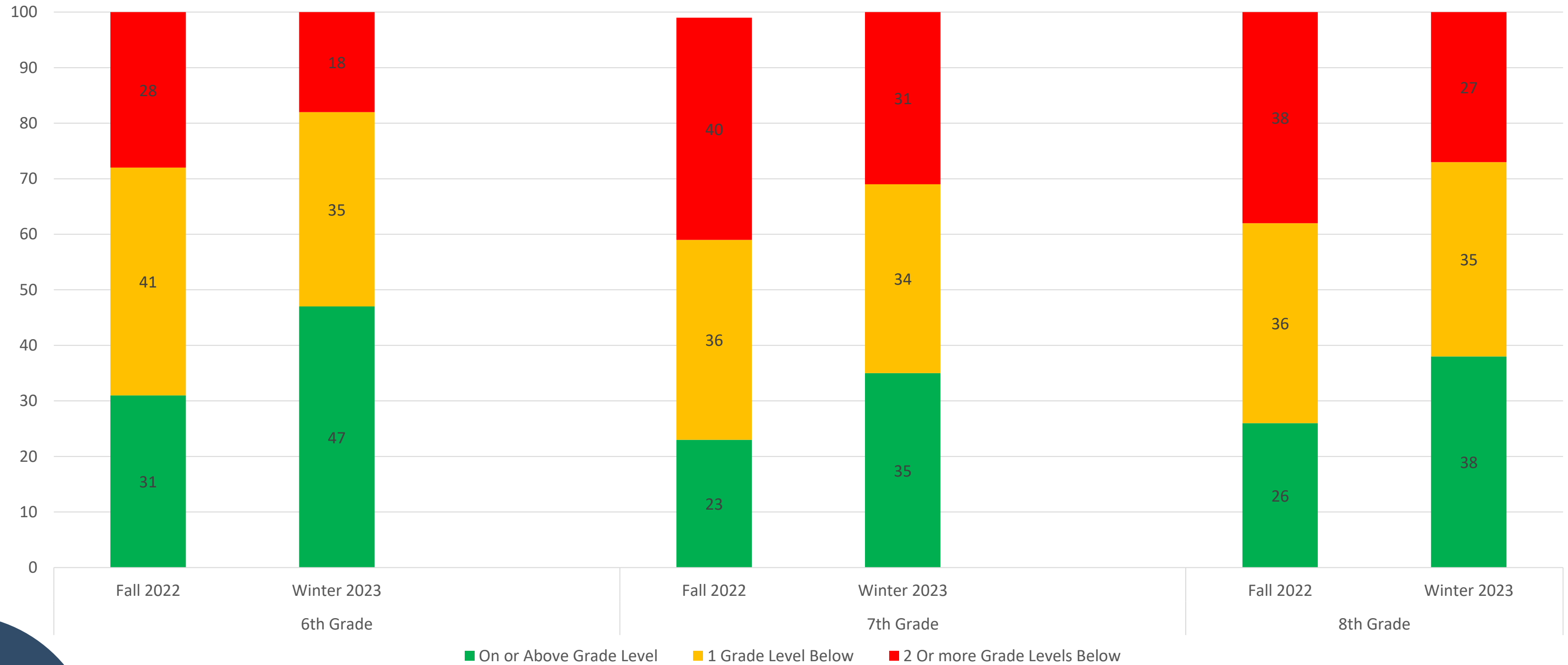
3rd Grade Reading



Grades 6-8 Fall Assessments

iReady Math Grades 6-8

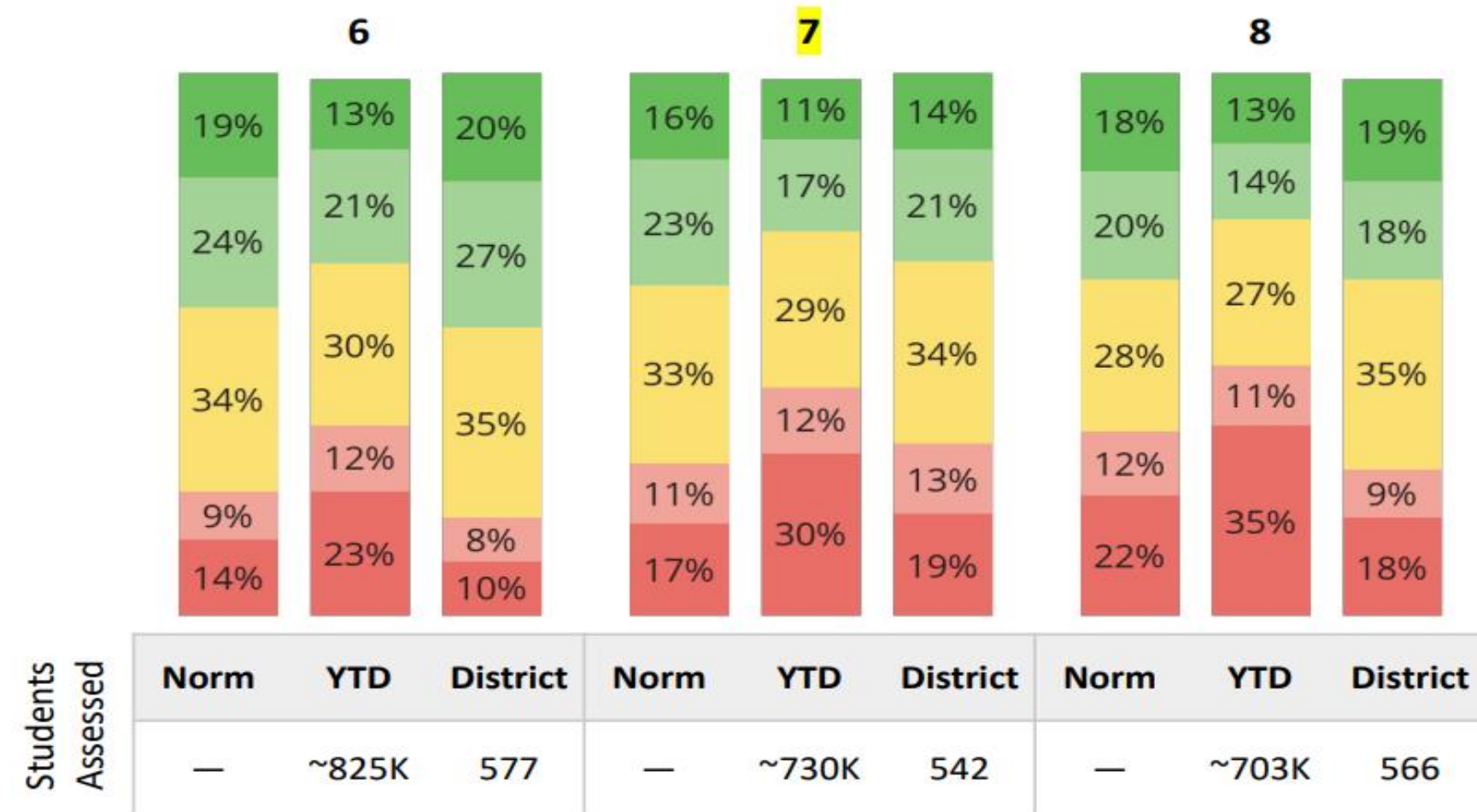
Percent



iReady Grades 6-8 National Norms and National Placement Distribution Comparison – Math

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks

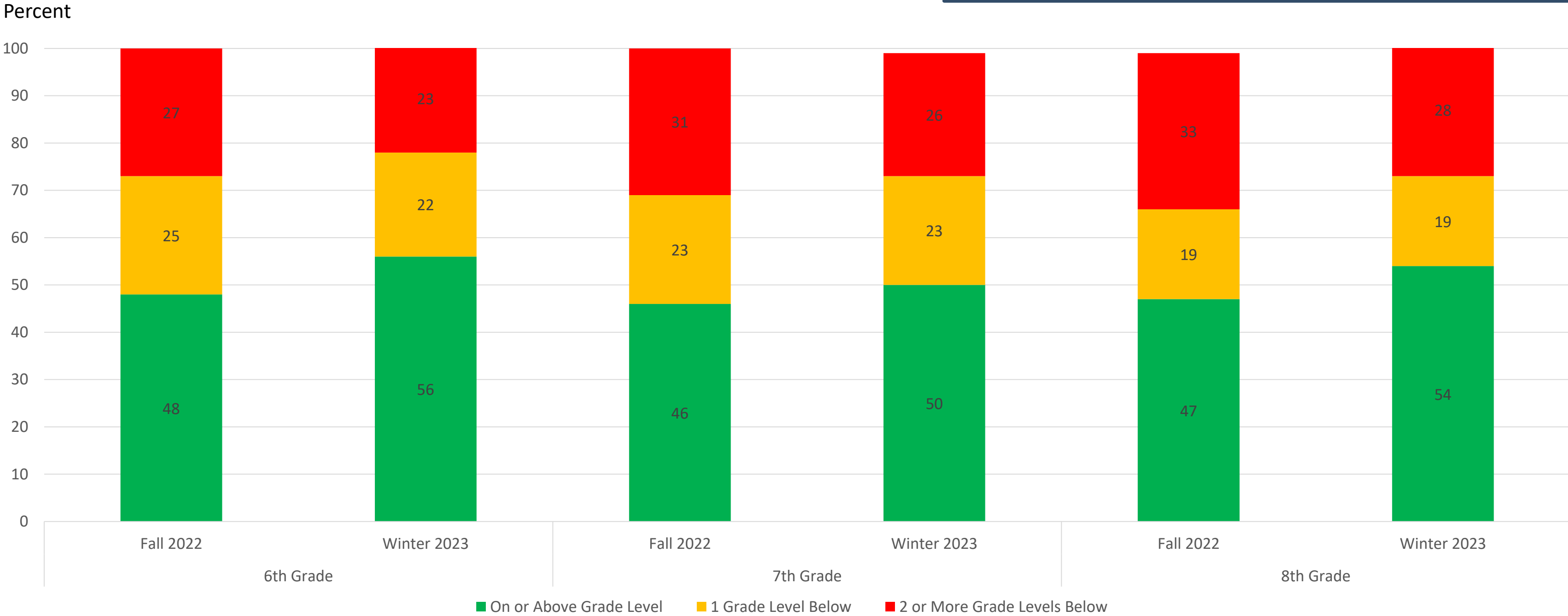


● Mid or Above Grade Level
 ● Early On Grade Level
 ● 1 Grade Level Below
 ● 2 Grade Levels Below
 ● 3+ Grade Levels Below

Norm: i-Ready Winter 18-19 National Norms

YTD: National Winter 22-23 population year-to-date

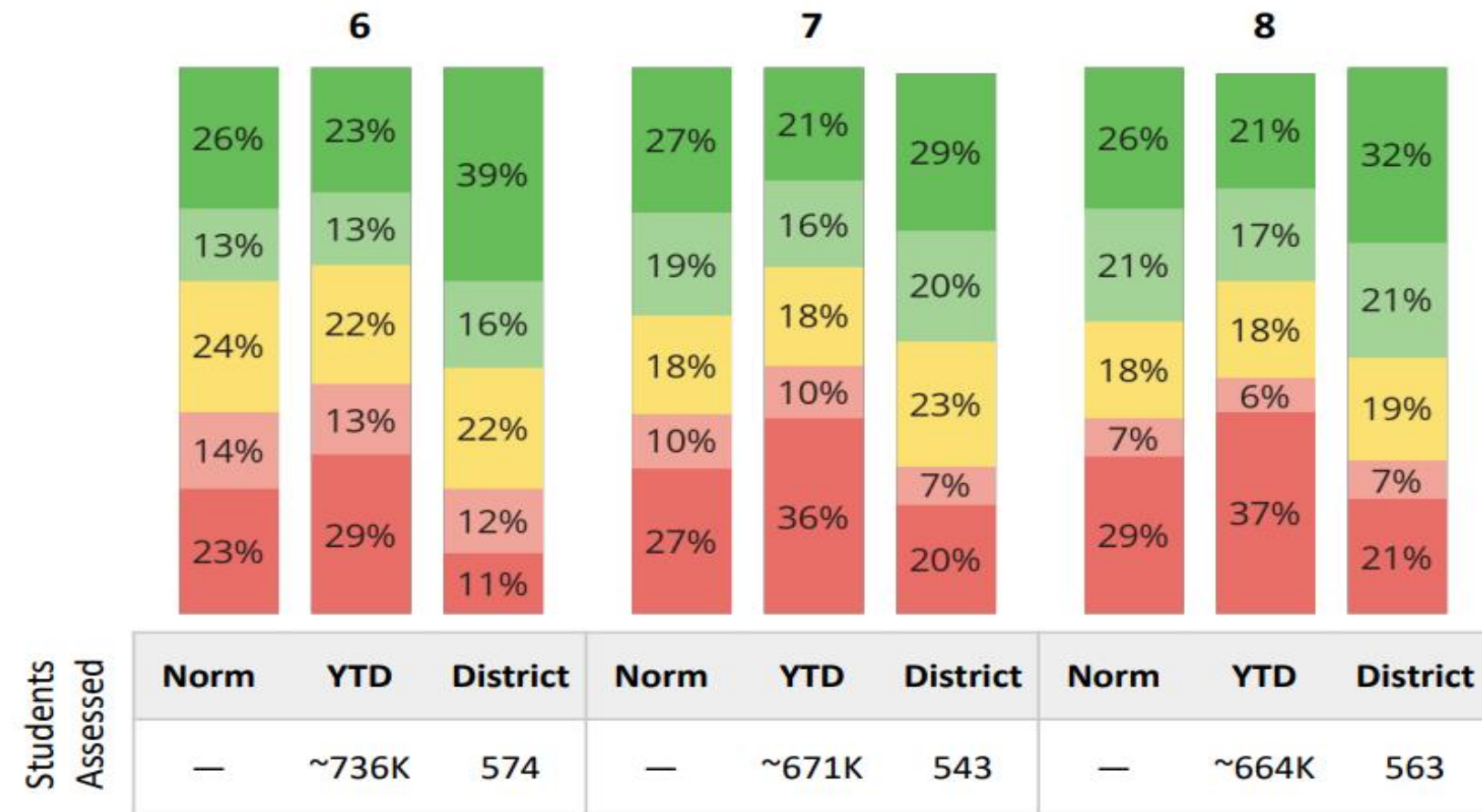
iReady Reading Grades 6-8



iReady Grades 6-8 National Norms and National Placement Distribution Comparison – Reading

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



● Mid or Above Grade Level
 ● Early On Grade Level
 ● 1 Grade Level Below
 ● 2 Grade Levels Below
 ● 3+ Grade Levels Below

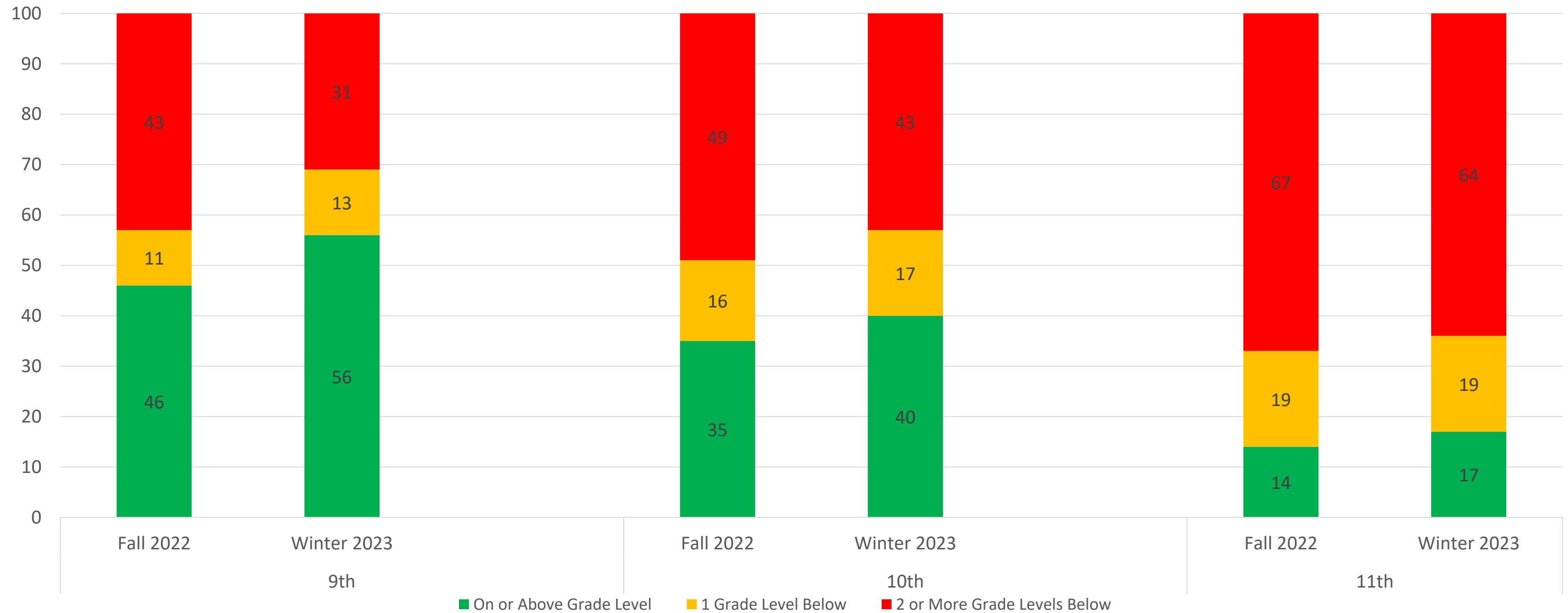
Norm: i-Ready Winter 18-19 National Norms

YTD: National Winter 22-23 population year-to-date

Grades 9-11 Assessments

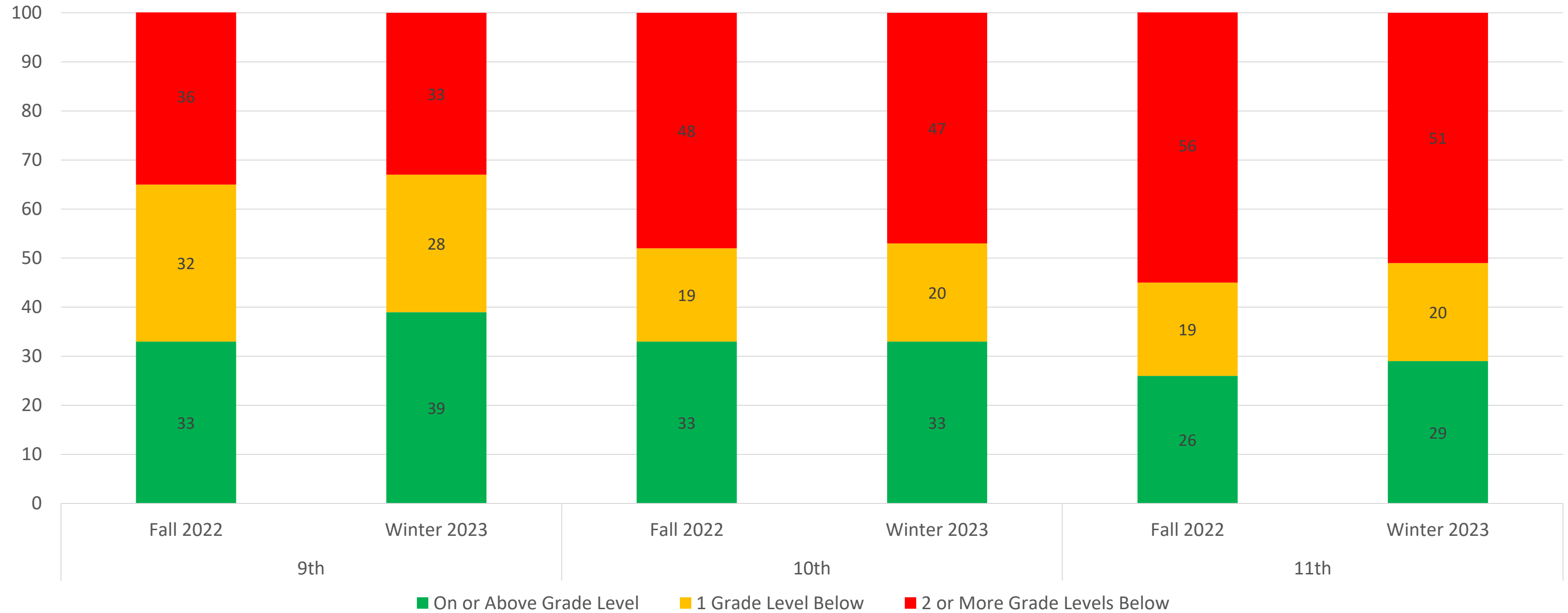
iReady Math Growth Grades 9-11

Percent



iReady Reading Growth Grades 9-11

Percent



ACT 2023

April 11, 2023

- This will be a juniors only day, with options for students in grades 9, 10, and 12 to attend school for non-school day activities

Why?

- Only offered online
 - Students need to be on a secure network.
 - Students need to be on district laptops with the assessment pre-loaded on the TestNav application.
 - Each testing room is limited to the number of students and requires 3 staff per room.



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@HelenaSchoolDistrict



Helena
Public Schools

A great place to learn

Rex Weltz, Superintendent

rweltz@helenaschools.org

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January 2023

District Priorities 2022-2023

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Priority #1: Student Achievement – Teaching and Learning

District Measurable Goals -

Reading Goal: By 2025, 85% of all HSD 3rd grade students will be on grade level as evidenced by the iReady reading assessment at the end of the school year of 2025.

Math Goal: By 2025, 75% of all HSD 3rd grade students will demonstrate grade-level proficiency on math grade level standards by achieving a proficient score on the iReady math assessment.

Priority #2: Educational Environment – Facilities

The District will provide a safe and healthy learning and working environment

Actions:

- Develop a District Facility Master Plan
- Conduct a District Safety and Security Assessment
- Strengthen the District internal safety and security systems and protocols
 - Training
 - Education
 - Accountability
- Initiate planning for Building Reserve Levies in both the Elementary and High School District

Priority 3: District Culture and Climate

Helena School District will collaboratively work with the school community at large to foster respect, trust, and sense of value.

Actions:

- Initiate a joint HEA/HSD Leadership Culture and Climate steering committee
 - Dare to Lead Training – Brene Brown
- Restructure Central Office Site Visits – Listening Opportunities
- Restructure Board Work Sessions – Visit schools during normal operations to increase Trustee/Staff/Student conversations (Communications)
- Examine Opportunities to Support Staff – Mental Health Support

Priority #4: Fiscal Responsibility

Helena School District will strive to maintain a balanced budget while supporting a high-quality educational experience for all students.

Actions:

- Prepare ongoing budget updates and forecasts for informed decisions
- Develop strategies to reduce \$2.5 million out of the elementary general budget for the 2023-2024 school year.
- Communicate with stakeholders through various means of communication
 - Website
 - Budget and Finance Meetings
 - Newsletters
 - Media
 - In-Person
- Establish a Levy/Bond Timeline for the next 5 years

Priority #5: Communication

Facilitate meaningful and timely communication with all staff, students, families, and community.

Actions:

- Conduct weekly site visits to all schools
- Communicate weekly with families and the community
- Continue a monthly communication to District Staff
- Implement student meetings with the Superintendent
- Schedule Board Work Sessions during business hours
- Strengthen outreach opportunities:
 - Civic Organization talks/presentations
 - Media
- Enhance our Social Media presence



Budget Deficit Update



General Fund

Elementary K-8

High School 9-12

A Brief Description of Each Fund

Budgeted

A budgeted fund means any fund for which a budget must be officially adopted by the board of trustees in order to expend money from the fund. 20-9-201(2)(a), MCA.

General Fund

This is the main operating fund that receives local and state funds to cover the cost of day-to-day activities in our schools.

Building Reserve Fund

This fund covers the cost of major and minor building projects, ongoing maintenance, and repairs. Revenue is generated through a local levy every 10 years.

Technology

The Technology Fund is used for the purchase, rental, repair and maintenance of technology and computer network access.

Transportation

This fund is used to pay the costs associated with getting students to and from school. These services are contracted.

Tuition Fund

This fund is used to pay tuition for a student who attends school outside the district. Usually, the district pays tuition only for students that law enforcement and social services have placed in an alternative educational setting.

Retirement

This fund is used to pay the district's share of employer contributions, including Social Security and Medicare taxes, retirement contributions, and state unemployment insurance.

Adult Education

This fund provides for any area of instruction approved by the Board of Trustees, including basic and secondary general education, parent education and vocation/Technical education.

Flexibility Fund

Used to account for receipt of the state Flexibility Payment (if any – we have only received it twice in many years). It funds the Incentive for the Creation of Transformational Learning and Creation of Advanced Opportunity Aid.

Debt Service

This fund finances the payment of the principal, interest and associated fees on outstanding bonds and special improvement district (SID) assessments.

Non-Budgeted Funding Sources

A **non-budgeted fund** is any fund for which an official budget is not required to be adopted in order to expend money on deposit in the fund, 20-9-201(2)(b), MCA. Expenditures from these funds are limited to the amount of cash balance in the fund. Non-budgeted funds are addressed in more detail in the Trustees' Financial Summary which is certified by the trustees each year at the August regular Board meeting.

Interlocal

A multi-district cooperative for the purpose of purchasing K-12 curriculum resources, professional development, emergency staffing to achieve accreditation standards, and operational costs.

General Fund Expenditures

Day-to-Day Activities

- Salaries (Elementary 97-99% High School 89%)
- Custodial Supplies
- Maintenance – Equipment, Paint, Mowers, Plows
- Contracted Services – Audit, Election
- Legal Fees
- School Budgets – Supplies, Printing, Library
- Department Budgets – HR, Chief of Staff, Business, Trustee, Super.
- Curriculum
- Technology
- Insurance

Assumptions...

- Calculate ANB – Student Enrollment Fall and Spring (First Week in Feb)
- Obtain State Inflationary Increases 2023-2025 (2.7% & 3.0%)
- Calculate Step and Lanes, Retirements, Stipends, & LOAs
- Reallocate salary funding into other revenue sources – out of the General Fund Title, Transportation, Safety & Security
- Calculated operational increases
 - Electric 17% Increase
 - Natural Gas 46% Increase
 - Maintenance and Custodial Supplies 30% Increase
 - Liability Insurance 15% Increase



Elementary (K-8) 5-Year Forecast

BUDGET PROJECTIONS:	Projected 23-24		Projected 24-25		Projected 25-26		Projected 26-27		Projected 27-28											
Elementary without levies	\$40,162,796		\$41,032,488		\$42,111,169		\$42,772,065		\$42,772,065											
Elementary with levies	\$40,766,360		\$41,738,012		\$42,970,836		\$43,746,285		\$43,959,001											
High School without levies	\$22,968,226		\$23,554,361		\$24,185,779		\$24,473,882		\$24,473,882											
High School with levies	\$23,019,410		\$23,554,361		\$24,507,072		\$24,891,713		\$24,900,197											
Total Without Levies	\$63,131,022		\$64,586,849		\$66,296,948		\$67,245,947		\$67,245,947											
Total With Levies	\$63,785,770		\$65,292,373		\$67,477,908		\$68,637,998		\$68,859,198											
PROJECTED WAGES:	% of Salaries		% of Salaries		% of Salaries		% of Salaries		% of Salaries											
Teachers	\$42,543,678	74%	\$42,829,619	74%	\$43,374,922	74%	\$43,916,752	74%	\$44,486,424	74%										
Custodial	\$3,254,574	6%	\$3,335,938	6%	\$3,419,337	6%	\$3,504,820	6%	\$3,592,441	6%										
Secretarial	\$2,326,593	4%	\$2,384,758	4%	\$2,444,377	4%	\$2,505,486	4%	\$2,568,124	4%										
Para's	\$2,909,536	5%	\$2,982,275	5%	\$3,056,832	5%	\$3,133,252	5%	\$3,211,584	5%										
Administration	\$3,479,373	6%	\$3,479,373	6%	\$3,479,373	6%	\$3,479,373	6%	\$3,479,373	6%										
Independent	\$2,650,148	5%	\$2,716,401	5%	\$2,784,311	5%	\$2,853,919	5%	\$2,925,267	5%										
Total	\$57,163,902		\$57,728,365		\$58,559,151		\$59,393,603		\$60,263,212											
PROJECTED BUDGET:	% of Budget				% of Budget				% of Budget				% of Budget				% of Budget			
Elementary	No Levies		Levies		No Levies		Levies		No Levies		Levies		No Levies		Levies		No Levies		Levies	
Teachers	\$28,059,716	70%	69%	\$28,374,239	69%	68%	\$28,690,026	68%	67%	\$29,012,291	68%	66%	\$29,454,022	69%	67%					
Custodial	\$2,274,087	6%	6%	\$2,330,939	6%	6%	\$2,389,212	6%	6%	\$2,448,942	6%	6%	\$2,510,166	6%	6%					
Secretarial	\$1,257,790	3%	3%	\$1,289,235	3%	3%	\$1,321,465	3%	3%	\$1,354,502	3%	3%	\$1,388,365	3%	3%					
Para's	\$2,614,220	7%	6%	\$2,679,576	7%	6%	\$2,746,565	7%	6%	\$2,815,230	7%	6%	\$2,885,610	7%	7%					
Administration	\$2,303,537	6%	6%	\$2,303,537	6%	6%	\$2,303,537	5%	5%	\$2,303,537	5%	5%	\$2,303,537	5%	5%					
Independent	\$1,762,067	4%	4%	\$1,806,119	4%	4%	\$1,851,272	4%	4%	\$1,897,554	4%	4%	\$1,944,993	5%	4%					
Substitutes	\$650,000	2%	2%	\$650,000	2%	2%	\$650,000	2%	2%	\$650,000	2%	1%	\$650,000	2%	1%					
Health Insurance	(included in salaries)				(included in salaries)				(included in salaries)				(included in salaries)							
Workcomp/Craft Benefits/Other Benefits	\$264,986			\$270,562			\$274,912			\$279,364			\$284,483							
Termination pay	\$240,000			\$500,000			\$500,000			\$500,000			\$500,000							
OT, Sabbatical, Activity/Athletic/Duty Stipends	\$191,209			\$193,121			\$195,052			\$197,003			\$198,973							
Cell phone stipend	\$0			\$0			\$0			\$0			\$0							
Travel stipend	\$57,792			\$57,792			\$57,792			\$57,792			\$57,792							
Total Salary & Benefits	\$39,675,404	99%	97%	\$40,455,119	99%	97%	\$40,979,833	97%	95%	\$41,516,214	97%	95%	\$42,177,940	99%	96%					
Curriculum & Technology	\$750,760	2%	2%	\$750,760	2%	2%	\$1,250,760	3%	3%	\$750,760	2%	2%	\$750,760	2%	2%					
O&M	\$2,189,665	5%	5%	\$2,288,200	6%	5%	\$2,391,169	6%	6%	\$2,498,771	6%	6%	\$2,611,216	6%	6%					
Property & Liability Insurance	\$847,313	2%	2%	\$974,410	2%	2%	\$1,120,571	3%	3%	\$1,288,657	3%	3%	\$1,481,956	3%	3%					
Superintendent Contingency																				
-Without levies	\$401,628	1%		\$410,325	1%		\$421,112	1%		\$427,721	1%		\$427,721	1%						
-With levies	\$407,664		1%	\$417,380		1%	\$429,708		1%	\$437,463		1%	\$439,590		1%					
Assitant Superintendent Contingency	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%					
Building Budgets	\$494,183	1%	1%	\$494,183	1%	1%	\$494,183	1%	1%	\$494,183	1%	1%	\$494,183	1%	1%					
Department Budgets (excluding curriculum, technology & contingencies)	\$1,239,219	3%	3%	\$1,239,219	3%	3%	\$1,239,219	3%	3%	\$1,239,219	3%	3%	\$1,239,219	3%	3%					
Deficit (without levies)	\$-5,435,376	-14%		\$-5,579,728	-14%		\$-5,785,678	-14%		\$-5,443,460	-13%		\$-6,410,930	-15%						
Deficit (with levies)	\$-4,837,847		-12%	\$-4,881,259		-12%	\$-4,934,608		-11%	\$-4,478,983		-10%	\$-5,235,863		-12%					
Move to Interlocal:																				
Curriculum & Technology	\$750,760			\$750,760			\$750,760			\$750,760			\$750,760							
Property & Liability Insurance	\$847,313			\$974,410			\$1,120,571			\$1,288,657			\$1,481,956							
Superintendent Contingency																				
-Without levies	\$401,628			\$410,325			\$421,112			\$427,721			\$427,721							
-With levies	\$407,664			\$417,380			\$429,708			\$437,463			\$439,590							
Reductions:																				
10% of Building Budgets	\$49,418			\$49,418			\$49,418			\$49,418			\$49,418							
20% of Department Budgets (excluding curriculum, technology & contingencies)	\$247,844			\$247,844			\$247,844			\$247,844			\$247,844							
Deficit (without levies)	\$-3,138,413			\$-3,146,971			\$-3,146,971			\$-3,146,971			\$-3,146,971							
Deficit (with levies)	\$-2,534,849			\$-2,441,447			\$-2,441,447			\$-2,441,447			\$-2,441,447							

High School 5-Year Forecast

BUDGET PROJECTIONS:		Projected 23-24			Projected 24-25			Projected 25-26			Projected 26-27			Projected 27-28		
PROJECTED BUDGET:	% of Budget				% of Budget				% of Budget				% of Budget			
	No Levies		Levies		No Levies		Levies		No Levies		Levies		No Levies		Levies	
High School																
Teachers	\$14,483,962	63%	63%	\$14,455,380	61%	61%	\$14,684,896	61%	60%	\$14,904,460	61%	60%	\$15,032,402	61%	60%	
Custodial	\$980,487	4%	4%	\$1,005,000	4%	4%	\$1,030,124	4%	4%	\$1,055,878	4%	4%	\$1,082,275	4%	4%	
Secretarial	\$1,068,803	5%	5%	\$1,095,523	5%	5%	\$1,122,912	5%	5%	\$1,150,984	5%	5%	\$1,179,759	5%	5%	
Para's	\$295,316	1%	1%	\$302,699	1%	1%	\$310,266	1%	1%	\$318,023	1%	1%	\$325,973	1%	1%	
Administration	\$1,175,836	5%	5%	\$1,175,836	5%	5%	\$1,175,836	5%	5%	\$1,175,836	5%	5%	\$1,175,836	5%	5%	
Independent	\$888,081	4%	4%	\$910,283	4%	4%	\$933,040	4%	4%	\$956,366	4%	4%	\$980,275	4%	4%	
Substitutes	\$420,000	2%	2%	\$420,000	2%	2%	\$420,000	2%	2%	\$420,000	2%	2%	\$420,000	2%	2%	
Health Insurance	(included in salaries)			(included in salaries)			(included in salaries)			(included in salaries)			(included in salaries)			
Workcomp/Craft Benefits/Other Benefits	\$131,007			\$133,495			\$136,012			\$138,518			\$140,606			
Termination pay	\$240,000			\$500,000			\$500,000			\$500,000			\$500,000			
OT, Sabbatical, Activity/Athletic/Duty Stipends	\$765,973			\$804,272			\$844,485			\$886,709			\$931,045			
Cell phone stipend	\$0			\$0			\$0			\$0			\$0			
Travel stipend	\$28,065			\$28,065			\$28,065			\$28,065			\$28,065			
Total Salary & Benefits	\$20,477,529	89%	89%	\$20,830,552	88%	88%	\$21,185,635	88%	86%	\$21,534,838	88%	87%	\$21,796,235	89%	88%	
Curriculum & Technology	\$281,578	1%	1%	\$281,578	1%	1%	\$481,578	2%	2%	\$281,578	1%	1%	\$281,578	1%	1%	
O&M	\$1,210,888	5%	5%	\$1,265,378	5%	5%	\$1,322,319	5%	5%	\$1,381,824	6%	6%	\$1,444,006	6%	6%	
Property & Liability Insurance	\$456,245	2%	2%	\$524,682	2%	2%	\$603,385	2%	2%	\$693,892	3%	3%	\$797,976	3%	3%	
Superintendent Contingency																
-Without levies	\$229,682	1%		\$235,544	1%		\$241,858	1%		\$241,858	1%		\$244,739	1%		
-With levies	\$230,194		1%	\$235,544		1%	\$245,071		1%	\$245,071		1%	\$249,002		1%	
Assistant Superintendent Contingency	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%	\$0	0%	0%	
Building Budgets	\$539,207	2%	2%	\$539,207	2%	2%	\$539,207	2%	2%	\$539,207	2%	2%	\$539,207	2%	2%	
Department Budgets (excluding curriculum, technology & contingencies)	\$1,453,698	6%	6%	\$1,453,698	6%	6%	\$1,453,698	6%	6%	\$1,453,698	6%	6%	\$1,453,698	6%	6%	
Deficit (without levies)	(\$1,680,601)	-7%		(\$1,576,277)	-7%		(\$1,641,901)	-7%		(\$1,653,013)	-7%		(\$2,083,557)	-9%		
Deficit (with levies)	(\$1,629,929)		-7%	(\$1,576,277)		-7%	(\$1,323,821)		-5%	(\$1,238,395)		-5%	(\$1,661,505)		-7%	
Move to Interlocal:																
Curriculum & Technology	\$381,578			\$281,578												
Property & Liability Insurance	\$456,245			\$524,682												
Superintendent Contingency																
-Without levies	\$229,682			\$235,544												
-With levies	\$230,194			\$235,544												
Reductions																
10% of Building Budgets	\$53,921			\$53,921												
20% of Department Budgets (excluding curriculum, technology & contingencies)	\$290,740			\$290,740												
Deficit (without levies)	(\$268,435)			(\$189,813)												
Deficit (with levies)	(\$217,251)			(\$189,813)												
PROJECTED INTERLOCAL CASH BALANCE																
Beginning of Year	\$6,086,369			\$3,926,663												
FY 2023-24 Estimated Expenditures	(\$3,067,207)			(\$3,177,299)												
Projected Transfers In	\$900,000.00			\$900,000												
Estimated Interest	\$7,500.00			\$3,250												
End of Year Balance	\$3,926,663			\$1,652,614												

Next Steps – Balanced General Fund Budgets - 2025

- Two-year Time Frame
- Utilize Interlocal Funds as we transition and balance
- Reduce District Office Department Budgets 20%
- Reduce Building Budgets 10%
- Analyze District Operations and Programs
- Develop and launch a District wide survey tool to gather feedback
 - Students, Staff, Administration, Families, Trustees, and Community
- Utilize attrition where applicable
- Calculate a % reduction across all departments
- Communicate and Listen – Gather Feedback
- Make Decisions

**Policy Background
Board of Trustees Meeting
February 14, 2023**

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

5040 Personnel Records

This existing policy was reviewed by the Policy Committee and amended to reflect changes in statute, to clarify language related to the release of public information regarding the credentials of educators and para-educators, and to update the name of the Personnel Office to the Human Resource Office.

7060 School Safety

This is an existing policy. The committee is recommending that the trustees receive an annual report rather than a periodic report as currently referenced in the policy.

The following policies are being presented for first reading / *Information*:

5045 Family Medical Leave Act

The Policy Committee continues to conduct a general review of all policies. This policy needed to be aligned with federal law. Additionally, the reference to “Secretary” was clarified.

5035 Staff Ethics and Political Activity

This policy was revised to eliminate redundancy and update legal citations.

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”.

2
3 PERSONNEL

4
5 Family Medical Leave

6
7 In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave
8 of absence of up to 12 weeks during a 12 month period may be granted to an eligible
9 employee for the following reasons: 1) birth of a child; 2) placement of a child for
10 adoption or foster care; 3) a serious health condition which makes the employee unable to
11 perform functions of the job; 4) to care for the employee’s spouse/domestic partner,
12 child, or parent with a serious health condition but not a parent-in-law; or 5) because of a
13 qualifying exigency (as the United States Secretary of Labor Secretary shall, by
14 regulation, determine) arising out of the fact that the spouse/domestic partner, or a son,
15 daughter, or parent of the employee is on covered active duty (or has been notified of an
16 impending call or order to covered active duty) in the Armed Forces. The District will
17 measure the 12 month period during which an employee may take FMLA leave by rolling
18 forward one calendar year from the first date of use of leave.

19
20 Servicemember Family Leave

21
22 Subject to section 103 of the FMLA of 1993, as amended, an eligible employee who is
23 the spouse/domestic partner, son, daughter, parent, or next of kin of a covered service
24 member shall be entitled to a total of 26 workweeks of leave during a 12-month period to
25 care for the service member. The leave described in this paragraph shall only be available
26 during a single 12-month period.

27
28 Eligibility

29
30 An employee is eligible for FMLA leave, if the employee has been employed for at least
31 twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours
32 during the twelve (12) months immediately prior to the date leave is requested and there have
33 been at least fifty (50) District employees within seventy-five (75) miles for each working
34 day during twenty (20) or more workweeks in the current or preceding calendar year.

35
36 Employees will be required to use appropriate paid leave while on FMLA leave. Workers’
37 compensation absences will be designated FMLA leave.

38
39 Medical Certification

40
41 The Superintendent or designee has discretion to require medical certification to determine
42 initial or continued eligibility under FMLA, as well as fitness for duty.

43
44
45 Legal References: 29 USC 2601, et seq. Family and Medical Leave Act
46 29 USC 201, et seq Fair Labor Standards Act

47		<u>29 C.F.R. Part 825</u>	<u>Family and Medical Leave</u>
48			<u>Regulations</u>
49		<u>§§2-18-601, et seq., MCA</u>	<u>Leave Time</u>
50		<u>§§49-2-301, et seq., MCA</u>	<u>Prohibited Discriminatory Practices</u>
51		<u>Section 585 –</u>	<u>National Defense Authorization Act</u>
52		<u>§ 2-6-101, et al MCA</u>	<u>Public Records Generally</u>
53		<u>24.9.805, ARM</u>	<u>Employment Records</u>
54			<u>for FY 2008, Public 21 Law [110-</u>
55			<u>181]</u>
56			
57	Cross References:	Common Law Affidavit	
58		Affidavit of Domestic Partnership	
59			
60	<u>Policy History:</u>		
61	Adopted on:	6.10.2014	
62	Revised on:		

2
3 PERSONNEL

4
5 Staff Ethics and Political Activity

6
7 All District employees are expected to maintain high standards in their school relationships, to
8 demonstrate integrity and honesty, to be considerate and cooperative, and to maintain
9 professional relationships with students, parents, staff members, and others. Employees should
10 not dispense or utilize any confidential and /or private information gained from employment with
11 the District, accept gifts or benefits, or participate in business enterprises or employment that
12 creates a conflict of interest with the faithful and impartial discharge of the employee’s District
13 duties. A District employee, before acting in a manner which might impinge on any fiduciary
14 duty, must disclose the nature of the private interest which would create a conflict. Care should
15 be taken to avoid using or avoid the appearance of using official positions and confidential
16 information for personal advantage or gain.

17
18 Further, employees must maintain confidentiality with respect to information pertaining to
19 student records, employee records or confidential communications from staff. Employees also
20 will respect the confidentiality of people served in the course of an employee’s duties and use
21 information gained in a responsible manner. The District may discipline, up to and including
22 termination, any employee who discloses confidential and/or private information learned during
23 the course of the employee’s duties. Discretion should be used even within the school system’s
24 own network of communication.

25
26 *Political Activity*

27
28 The Board recognizes its employees’ rights of citizenship, including, but not limited to, engaging
29 in political activities. A District employee may seek an elective office, provided the employee
30 does not campaign on school property during working hours, and provided all other legal
31 requirements are met. An employee elected to office is entitled to take a leave of absence
32 without pay in accordance with the provisions of §39-2-104 MCA.

33
34 ~~Employees may not, in or on District property, attempt to coerce, command, or require another to~~
35 ~~support or oppose any political committee, the nomination or election of any person to public~~
36 ~~office, or the passage of a ballot issue.~~ Employees may not solicit support for or in opposition to
37 any political committee, the nomination or election of any person to public office, or the passage
38 of a ballot issue, while on the job or in or on District property. Employees may not use the
39 District’s electronic communication system for political activity, except as permitted by law.

40
41 Nothing in this policy is intended to restrict the right of District employees to express their
42 personal political views.

43
44 Legal References: 5 USC 7321, et seq. Hatch Act
45 § 2-18-620, MCA Mandatory leave of absence for employees holding
46 public office - return requirements
47 § 20-1-201, MCA School officers not to act as agents
48 § 13-35-266, MCA Unlawful acts of employers and employees
49 § 41-3-205, MCA Confidentiality – disclosure exceptions
50 Title 2, Chapter 2, Part 1 Standards of Conduct

51
52 Cross References:

53
54 Policy History:
55 Adopted on: 8.13.2013
56 Revised on:

2
3 PERSONNEL

4
5 Insurance Benefits for Employees

6
7 Certified and classified employees whose employment is governed by the terms of a collective bargaining
8 agreement are eligible for insurance benefits offered by the District as stated in the applicable current
9 collective bargaining agreement. Other employees will be offered insurance benefits consistent with the
10 District’s cafeteria benefit plan.

11
12 A medical examination at the expense of the employee may be required, if the employee elects to join the
13 District health insurance program after initially refusing coverage during the “open season,” as defined in
14 the plan documents. An eligible employee wishing to initiate, discontinue or change health insurance
15 coverage must initiate the action by contacting the Human Resources office and completing appropriate
16 forms.

17
18
19
20 Legal References: § 2-18-702, MCA Group insurance for public employees and officers
21 § 2-18-703, MCA Contributions

22
23
24 Cross References:

25
26 Policy History:

27 Adopted on: 6.14.2016

28 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/2023

Item VI.B.1. - B.6.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-of District Attendance Agreements (Non-Resident Students Attending HPS)
4. 01.10.23 Full Board Meeting Minutes
5. 01.31.23 Facilities Master Plan Key Stakeholders Meeting Minutes
6. Approval of Sabbaticals for 2023-2024 School Year

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

PERSONNEL ACTIONS

January 11, 2023 – February 14, 2023

CERTIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
HHS/Spanish	Delgado, Kelli	\$ 19,583.53	\$19,583.53	01/30/2023*
Broadwater/Special Education	Galt, Vicky		\$ 278.18/day	02/24/2023*
Jim Darcy/Grade 3	Thornock, Jeanine		\$ 222.54/day	02/21/2023*

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

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
CHS/Counselor	Berg, Sara	Retirement	06/09/2023
Central/Special Education	Hogan, Brittany	Resignation	01/17/2023
Jim Darcy/Grade 2	Jendro, Tamara	Retirement	06/09/2023
Rossiter/Grade 3	Murnion, Pamela	Retirement	06/09/2023
CRA/Health	Sampson, Robert	Retirement	06/09/2023
Rossiter/Grade 3	Van Diest, Heidi	Retirement	06/09/2023
Jim Darcy/Grade 2	Van Dyke, Kelly	Resignation	01/17/2023
CHS/FCS Teacher	Basinger, Kristin	Retirement	06/10/2024
Rossiter/Title Teacher	McKenna, Mary Ellen	Retirement	06/10/2024

*Temporary Assignment

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Central/Para Educator	Benham, Adriana	\$16.42/hr.	\$16.42/hr.	01/31/2023
Broadwater/Para Educator	Brown, Alia	\$18.16/hr.	\$18.16/hr.	02/01/2023
Four Georgians/Para Educator	Castrop, Roberta	\$17.51/hr.	\$17.51/hr.	01/30/2023
Elementary/IEFA Tutor	Corley, Lyndsey	\$18.09/hr.	\$18.09/hr.	01/19/2023
CHS/Float Custodian	Hamburg, Jesse	\$16.48/hr.	\$16.48/hr.	01/30/2023
Jim Darcy/Para Educator	Kennedy, Alyssa	\$14.66/hr.	\$14.66/hr.	02/06/2022
Kessler/Para Educator	Maronick, Regan	\$14.66/hr.	\$14.66/hr.	01/13/2023
HMS/Float Custodian	Randall, Spencer	\$16.48/hr.	\$16.48/hr.	01/30/2023
Jim Darcy/Para Educator	Roehm, Emily	\$18.16/hr.	\$18.16/hr.	01/25/2023
Central/Para Educator	Tinsley, Sue	\$17.51/hr.	\$17.51/hr.	01/12/2023 (correction)
HMS/Social Services Coordinator	Ziegler, Iris	\$38.12/hr.	\$38.12/hr.	12/19/2022 (correction)

**Temporary Assignment*

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Kessler/Secretary	Carter, Lolita	Retirement	06/15/2023
Helena High/Custodian	Davis, Robert	Resignation	02/03/2023
Maintenance/Custodian	Gerlach, Joe	Resignation	02/17/2023
Four Georgians/Para Educator	Greenman, Dianna	Resignation	02/21/2023
Kessler/Temporary Para Educator	Maronick, Regan	Resignation	02/10/2023
Jefferson/Para Educator	Mollet, Brenda	Retirement	06/09/2023
Smith/Temporary Para Educator	Mowery, Aurora	Resignation	02/03/2023
CHS/Para Educator	Reser, Kammi	Resignation	02/17/2023
PAL/Para Educator	Richardson, Beth	Resignation	01/10/2023
CRA/Custodian	Shultz, Daniel	Resignation	02/10/2023
Jim Darcy/Para Educator	Stopher, Terra	Resignation	01/31/2023

SUPPLEMENTARY CONTRACT ASSIGNMENT

Last Name	First Name	Position	School
Fuzesy	Richard	Basketball Boys 8th Grade Coach	CRA
Fuzesy	Richard	Basketball Lead Coach 8th Grade Girls	CRA
Sheridan	Jaymee	Basketball Girls 8th Grade Coach	CRA
Curry	Bryana	Basketball Girls 8th Grade Coach	CRA
Richem	Karen (KC)	Basketball Girls 8th Grade Coach	CRA
Sheridan	James	Basketball Lead Coach 8th Grade Boys	CRA
Sheridan	James	Basketball Boys Coach 8th Grade	CRA
Forsman	Emily	Basketball Boys Coach 8th Grade	CRA
Curtis	Mikayla	Basketball Girls Coach 8th Grade	HMS
Pattison	Michaela	Basketball Girls Coach 8th Grade	HMS
Casne-Jones	Connor	Basketball Boys Coach 8th Grade	HMS
Shanahan	Connor	Basketball Boys Coach 8th Grade	HMS
Toivonen	Chris	Basketball Boys Coach 8th Grade	HMS

Helena School District #1

Warrants January 1 to 31, 2023

Direct Deposits: \$3,398,349.10

Payroll Warrants: 70131441-70131464

Payroll Deduction: 69291438-69291464

Non-Check Payroll Deductions: \$5,407,992.81

Non-Check Accts Payable Deductions: \$337,564.18 **Allegiance Payment Not Included

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

Claim Warrants: 69290999-69291843

CRA Middle School Student Activity Checks: 17297-17307

HMS Middle School Student Activity Checks: 8704

Capital High Student Activity Checks: 24133-24175

Helena High Student Activity Checks: 36089-36127

Cancelled Warrants: \$518.42

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
3	East Helena K-12	East Helena, MT 59635	Warren Elementary
10	Park High School	Livingston, MT 59047	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	East Helena K-12	East Helena, MT 59635	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	East Helena K-12	East Helena, MT 59635	Helena High School
11	East Helena K-12	East Helena, MT 59635	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
12	East Helena K-12	East Helena, MT 59635	PAL
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	Avon	Basin	Glasgow	Ronan	Polson	Wolf Creek	Missoula	Butte	Lewistown	Livingston		Out-of-State
K	3	1																	4
1	2						1												3
2	1	1																	2
3	2	1					1				1								5
4									1										1
5										1		1				1			3
6													1	1					2
7		1																	1
8														1					1
9	5	34	6	4	3		1						1						54
10	5	23	2	1	1										1			1	35
11	6	24	2	4		1				1									38
12	2	15		1	2			1											21
	26	100	10	10	6	1	3	1	1	2	1	1	1	3	1	1	1	1	170



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, January 10th, 2023
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

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

Keri Mizell, Human Resources Director
Josh McKay, Assistant Superintendent
Brian Cummings, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Gary Myers, Director of Educational Technology
Joslyn Davidson, Curriculum Director
Karen Ogden, Communications Officer
Jane Shawn, HEA President
Todd Verrill, Facilities Director
Lona Carter, School Health Grant Facilitator
Brett Zanto, Principal of Capital High School
Steve Thennis, Principal of Helena High School
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 5:31 p.m. and led the Pledge of Allegiance.

II. REVIEW AGENDA

The Board of Trustees reviewed the agenda and no changes to the agenda were requested.

III. RECOGNITIONS

A. 2023 NAFME All-Northwest Honor Ensemble

The Board of Trustees recognized the following Capital High and Helena High students who were selected to the 2023 National Association for Music Education All-Northwest Honor Ensemble. These students were selected from over 3,000 applicants as the best musicians from Alaska, Idaho, Montana, Oregon, Washington, and Wyoming. Special thanks to CHS and HHS Orchestra educator Mr. Zach Harris for all that he does for students.

Capital High School

Hollis Elliott-Sophomore-Cello
Maren Elliott-Senior-Violin
Charlie Snellman-Sophomore-Cello

Helena High School

Aine Cleary-Junior-Cello

B. 2022 Special Olympics Montana State Basketball Champions

The Board of Trustees recognized the Helena Tornadoes Special Olympics Basketball Team for winning the 2022 Special Olympics Montana State Basketball Championship. Special thanks to Special Olympics Local Coordinator Tamara Todd and Coach Kathie Roos for all that they do for these amazing athletes.

Capital High School Athletes

Ethan Martin
Ayden Tomlin
Braedon Beasley
Jada Clarkson (Unified Partner)
Brandon Soule (Unified Partner)
Alexis Levengood (Unified Partner)

Helena High School Athlete
Ben Swift

East Helena High School Athletes
Taryn Vaughan
Landon King

C.R. Anderson Middle School Athlete
Nolan Amsk (Unified Partner)

C. 2022 AA State Football Champions

The Board of Trustees recognized the CHS 2022 AA State Football Champions who were undefeated this season. Special thanks to the Capital High School Head Coach Kyle Mihelish, Assistants-Lee Carter, Dick McMahon, Reid Christensen, Jeff Mahana, Coby Furlong, Jared Hunt, Jim Hogan, Mathew Reyant, Frosh Coaches-Levi Dawes, Tom Quinn, Shannon Blixt, Eric Buehler, Chad Opitz, Ryan Richards, Athletic Trainer Shawn Ruff, and Managers-Ellery Windecker, Alina O’Conner, Abby Yeske, Alice Dormady, and Delaney Stewart.

D. Gatorade Montana Football Player of the Year

The Board of Trustees recognized Bruins defensive lineman Talon Marsh who was selected as the Gatorade Montana Football Player of the Year. The Gatorade Player of the Year program annually recognizes one winner in the District of Columbia and each of the 50 states that sanction high school football, girls volleyball, boys and girls cross country, boys and girls basketball, boys and girls soccer, baseball, softball, and boys and girls track & field. The honorees are chosen by the Gatorade Player of the Year Selection Committee, which leverages coaches, scouts, media, and other experts to help evaluate the candidates in each sport. In addition to performance on the field, the award recognizes academic achievement and exemplary character demonstrated on and off the field. As a state Player of the Year, Talon will receive a grant to give to one of Gatorade’s social impact partners through the brand’s “Play it Forward” initiative. Talon is also a finalist for the prestigious “Gatorade National Football Player of the Year” award, to be announced in January.

E. Claes Nobel Educator of Distinction Award

The Board of Trustees recognized Capital High Educator Adam Clinch who has received the Claes Nobel Educator of Distinction Award by the National Society of High School Scholars (NSHSS). Mr. Clinch was nominated by a former student, Ethan Hull. NSHSS is a worldwide organization dedicated to supporting the leaders of tomorrow by providing students with the resources and network to excel in college, in their careers, and throughout the community. Ethan Hull is a member of NSHSS and nominated Mr. Clinch for this prestigious award.

F. Montana Music Educator Association's 2022 Outstanding School Administrator

The Board of Trustees recognized Central Elementary Principal Nick Radley, who is the Montana Music Educator Association's 2022 Outstanding School Administrator. The award recognizes administrators who demonstrate a commitment to music education in their district.

IV. PRESENTATION

A. Robotics Team Fusion 4133

The Board of Trustees and Superintendent Rex Weltz viewed a presentation given by the Robotics Team Fusion 4133. Team Fusion 4133 has qualified for the World Championship Robotics Competition five times in six years. Team Fusion 4133 strives to connect with our community to share about robotics & create interest in STEM.

V. SUPERINTENDENT'S REPORT

Superintendent Rex Weltz gave his report to the Board of Trustees. The information presented included:

- Recognition –
 - School Board Appreciation Month-January 2023
 - Law Enforcement Appreciation Day-January 9th, 2023
 - Cabinet and Leadership Team
 - Congratulations to Montana's 21 new National Board-Certified Teachers. 17 out of the 21 teachers are from the Helena School District. Congratulations to Caroline Compton, Kelly Connolly, Ashley Komac, Abby Kuhl, Janna McBride, Jennifer Mooney, Christopher Nevinski, Shelley Olson, Colette Ozburn, Mary Penley, Melissa Romano-Lehman, Kayla Ryan, Molly Schmidt, Christina Sieminski, Alison Suchy, Andrea Thisselle, and Sarah Urban.
 - Thank you to the CHS Advanced Orchestra and Educator Mr. Harris, CHS Jazz Choir and Educator Mr. Baty, the Voices of Tomorrow Extra Curricular Choir and Educator Mr. Helseth for their wonderful performances at the Lincoln Center and across the district in December.
 - Congratulations to Bryant School Educator Morgan Andriolo on being named the November Teacher of the Month for 105.3 KMTX
 - Congratulations to Helena High School's Ryan Burk (senior, alto saxophone) and Carson Payne (sophomore, trumpet) on being accepted to the All-State Jazz Band. Congratulations to Ryan, Carson, and Helena High School Band Director Cody Hollow for representing Helena at this gathering of Montana's best student jazz musicians!
 - Thank you to the Myrna Loy staff who wrapped up their 2022 Education season in the Helena School District. Special thanks to The Dennis and Phyllis Washington Foundation for funding this amazing project.

- Congratulations to Bruins defensive lineman Talon Marsh who was selected as the Gatorade Montana Football Player of the Year.
- Introduction of the new Helena School District Human Resources Director-Keri Mizell
- New Business
 - Kindergarten Registration For 2023/2024 school year begins January 3rd, 2023
 - Handle With Care Initiative
 - Staff Student(s) Attendance Update
 - The Facility Master Planning Team Site Visits
 - ESSER and Safe Return Plans Updated
 - Remaining Bond Spend Down Update
 - Future of Smart – Book Study
 - District Priority Update 2022-2023
- Outreach/Meetings
 - Budget Strategic Work Meetings
 - Cabinet & Leadership
 - Board Leadership
 - Helena City Law Enforcement - HWC
 - HEF Executive Committee
 - Teacher Advisory Committee
 - Site Visit Debrief
 - AA Superintendents
 - HEF Monthly Meeting
 - HEA President/Superintendent Meeting
 - Future of Smart Book Study Workshop with Dr. Ullca Joshi Hansen

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

VI. GENERAL PUBLIC COMMENT

There was no general public comment. The Board of Trustees moved on to discuss New Business-Items for Information.

VII. NEW BUSINESS

A. Items For Information

1. Policy 5040 Personnel Records
2. Policy 7060 School Safety

1. Policy 5040 Personnel Records

Ms. Barb Ridgway, Chief of Staff, presented Policy 5040 Personnel Records to the Board of Trustees. This existing policy was reviewed by the Policy Committee to reflect changes in statute, clarify language related to the release of public information regarding the credentials of educators and para-educators and to update the name of the Personnel Office to the Human Resource Office. The Board of Trustees moved on to review Policy 7060 School Safety.

2. Policy 7060 School Safety

Ms. Barb Ridgway presented Policy 7060 School Safety to the Board of Trustees. This is an existing policy, and the Policy Committee is recommending that the trustees receive an annual report rather than a periodic report as currently referenced in the policy.

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. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
5. 12.08.22 Special Board Meeting Open Session Minutes
6. 12.08.22 Special Board Meeting Closed Session Minutes
7. 12.13.22 Full Board Meeting Minutes

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

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

Public Comment: None.

Vote: 7-0 motion carries unanimously.

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

C. Items for Action

1. Policy 1015 Vision, Mission and Guiding Principles

Ms. Barb Ridgway, Chief of Staff, reviewed Policy 1015 Vision, Mission and Guiding Principles with the Board of Trustees. This policy has been amended to eliminate the inclusion of goals which are dynamic and regularly modified or revised. The Policy Committee has recommended adding language that addresses both a mid-year and final report on the agreed upon annual goals.

Board Chair Siobhan Hathorn commented. "I would entertain a motion to approve Policy 1015 Vision, Mission and Guiding Principles."

Motion: Trustee Luke Muszkiewicz moved to approve Policy 1015 Vision, Mission and Guiding Principles as presented. Trustee Jennifer Walsh seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

2. Policy 7009 Lease Capitalization Threshold

Ms. Barb Ridgway presented Policy 7009 Lease Capitalization Threshold to the Board of Trustees. Governmental Accounting Standards Board Statement 87 Leases (GASB 87) establishes a single model for lease accounting based on the principle that leases are financings of the right to use an asset. GASB 87 applies to leases of capital assets-including buildings, land, vehicles and equipment.

Board Chair Siobhan Hathorn commented. "I would entertain a motion to approve Policy 7009 Lease Capitalization Threshold."

Motion: Trustee Janet Armstrong moved to approve Policy 7009 Lease Capitalization Threshold as presented. Trustee Luke Muszkiewicz seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

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

D. REPORTS

1. Student Representatives Report

Mr. Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave his report. Mr. Boyle discussed when iReady Assessments would be taking place at Capital High for 9th, 10th, and 11th graders. Seniors will be able to explore various career opportunities during iReady testing time. Current juniors begin registering for their senior year at the end of this month. There will be a staff meeting on Wednesday to discuss the new mental health screener that will be administered to all students in February. The MTSS teacher group that gives out awards to staff and students at Capital High, led by CHS Assistant Principal Kathy Kidder, handed out 98 High Five Awards. The group is also brainstorming Student of the Month prizes. Student Council and HOSA contracted with the Aunt Flow company to get tampon/pad dispensers for Capital High School. Mr. Boyle concluded his report by discussing some of the amazing things the students in the Capital High School clubs are doing at school and around the community.

Ms. Loreley Drees, Helena High School Student Representative for the Board of Trustees, gave her report. Ms. Drees mentioned that Helena High School choir students performed at the Capitol. Ms. Drees discussed when iReady Assessments would be taking place at Capital High for 9th, 10th, and 11th graders and mentioned when the Helena High winter formal would occur. Current juniors begin registering for their senior year at the end of this month and Helena High School is preparing to give tours to incoming Freshman in February. Ms. Drees concluded her report by discussing extracurricular activities, winter sports, and individual student achievements happening at Helena High School.

2. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report to the Board of Trustees. Ms. Shawn celebrated Montana's 21 new National Board-Certified Teachers. 17 out of the 21 teachers are from the Helena School District. Congratulations to Caroline Compton, Kelly Connolly, Ashley Komac, Abby Kuhl, Janna McBride, Jennifer Mooney, Christopher Nevinski, Shelley Olson, Colette Ozburn, Mary Penley, Melissa Romano-Lehman, Kayla Ryan, Molly Schmidt, Christina Sieminski, Alison Suchy, Andrea Thisselle, and Sarah Urban. Congratulations to the following teachers who maintained or renewed their National Board-Certification: Ashlie Buresh, Kayla Fotheringham, Erin Hunt, Cassie Koch, and Kimberly Stout. Ms. Shawn also celebrated the many educators who have worked hard to earn their master's degree this year.

3. Facilities and Maintenance Committee Report

Trustee Luke Muszkiewicz presented the Facilities and Maintenance Committee Report to the Board of Trustees. The Facilities and Maintenance Committee was given a Facilities Master Plan Update from SMA Architecture + Design. The next Facilities Master Plan Key Stakeholder Meeting will take place January 31st. We had guests from the Montana Business Assistance Connection (MBAC) attend the meeting for the 7th Avenue Gym

discussion. Next, Mr. Verrill gave a facilities projects update from the last thirty days, for current projects, and projects planned over the next 12 months.

4. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report to the Board of Trustees. At the meeting the Budget and Finance Committee reviewed the budget to actual reports for the elementary general fund and high school general fund and reviewed and discussed the five-year forecast. The Helena Public Schools administration team continues to have robust discussions regarding the budget and ways to address the budget shortfall.

5. Policy Committee Report

Trustee Luke Muszkiewicz gave the Policy Committee Report to the Board of Trustees. At the Policy Committee meeting, the committee reviewed two policies for information which were Policy 5040: Personnel Records and Policy 7060: School Safety. The committee reviewed two policies that were presented for action at the full board meeting tonight and those were Policy 1015: Vision Mission and Guiding Principles and Policy 7009: Lease Capitalization Threshold. The Policy Committee reviewed several other policies which are coming back to the Policy Committee for further review.

6. Teaching & Learning Committee Report

Trustee Jennifer McKee was not in attendance at the board meeting tonight, therefore, Trustee Janet Armstrong gave the Teaching & Learning Committee Report on her behalf. The Teaching and Learning Committee was given an update on middle and high school curriculum work in social studies, science, and math. The Instructional Coaches that presented information at the meeting discussed that we are teaching students to be critical thinkers.

7. Health Benefits Committee Report

Trustee Kay Satre mentioned that the Health Benefits Committee did not meet in the last week of December, therefore, there was no report.

8. Wellness Committee Report

Assistant Superintendent Brian Cummings gave an update on the Wellness Committee to the Board of Trustees. The Physical Activity Subcommittee did not meet in December. The Nutrition Subcommittee met and discussed that there will be a Harvest of the Month Conference this summer for neighboring school districts and educators. Mr. Cummings said it would be a great opportunity for Trustees to attend one of the Harvest of the Month presentations that occur in our schools.

9. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report to the Board of Trustees. The Montana Public Education Center has rebranded and is now called The Coalition of Advocates for Montana's Public Schools (CAMPS). CAMPS, MASBO, MREA, MTSBA, MQEC, and SAM are looking forward to putting together two events during the legislative session that will give Trustees and staff an opportunity to engage in-person at the Montana State Capitol. The first event is Day of Advocacy on Wednesday, January 25th and the second event is Public Education Day on March 13th. Think Tank Thursdays have resumed every Thursday online at noon. Trustee Muszkiewicz concluded his report by mentioning that Emily Dean, Director of Advocacy for MTSBA, is sending out regular legislative updates, which are very informative.

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.

- January 24th at 11:00 a.m.-Board of Trustees Work Session at Ray Bjork Learning Center
- February 1st at noon- Teaching and Learning Committee Meeting
- February 6th at noon- Facilities and Maintenance Committee Meeting
- February 7th at noon- Policy Committee Meeting
- February 14th at 11:00 a.m.-Executive Committee Meeting
- February 14th at noon-Budget and Finance Committee Meeting
- February 14th at 5:30 p.m.-Full Board Meeting
- February 28th at 11:00 a.m.-Board Work Session-Broadwater Elementary

VIII. BOARD COMMENTS

Trustee Luke Muszkiewicz stated how much he appreciated the student recognition this evening and how moving it was. Trustee Muszkiewicz said it was very neat that the Capital High Boys Football team won the state football championship right here in Helena at Vigilante Stadium. Mr. Keiran Boyle, Capital High School Student Representative for the Board of Trustees, stated that out of the 17 teachers who received National Board Certification, he has had two of them as teachers and knows seven of them. Mr. Boyle said it is such an amazing honor for them to receive. There were no further board comments.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 7:50 p.m.

Candice Delvaux, Recording Secretary Date



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.

Facilities Master Plan Key Stakeholders Meeting

Tuesday, January 31st, 2023

Lincoln PD Center

4:00 p.m.

MINUTES

ATTENDEES

Trustees Others

Siobhan Hathhorn, Board Chair
Luke Muszkiewicz, Trustee
Kay Satre, Trustee

Rex Wertz, Superintendent
Barb Ridgway, Chief of Staff
Brian Cummings, Assistant Superintendent K-5
Josh McKay, Assistant Superintendent 6-12
Janelle Mickelson, Business Manager
Todd Verrill, Facilities Director
Klint Fisher, SMA Principal/Director
Karen Ogden, Communications Officer
Tim Meldrum, SMA Principal/Partner
Ali Martin, SMA Architect
Carley Smith, SMA Marketing Coordinator
Many Members of the Key Stakeholders Group

I. CALL TO ORDER

Trustee Luke Muszkiewicz called the meeting to order at 4:06 p.m.

II. REVIEW OF AGENDA

The agenda was reviewed, and no changes were requested.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. NEW BUSINESS

A. Facilities Master Plan Discussion

Many members of the facilities master plan key stakeholder group came together to discuss the Helena School District facilities master plan. The meeting was facilitated by Mr. Klint Fisher-Principal and Director for SMA Architecture + Design, Mr. Luke Muszkiewicz-Trustee with Helena Public Schools, Mr. Todd Verrill-Facilities Director for Helena Public Schools, and Mr. Rex Weltz-Superintendent of Helena Public Schools.

Mr. Fisher began the presentation by reviewing the facilities master plan schedule and work plan with the group and discussed Helena Public School District department meetings that SMA has conducted including meeting with District Technology, District Food Service, District Facilities, Special Education, District Curriculum, Activities, and discussing enrollment with District administration. Some common findings from those district meetings were site circulation and traffic safety, ADA accessibility, need for breakout and collaboration space, need for special education and student services space, need for separate cafeteria and gym space in the older elementary schools, and the need for additional gym space in the high schools. Mr. Fisher discussed next steps for the facilities master plan which includes completing Phase 1 data compilation and analysis, needs assessment and prioritization, and developing master plan options.

Mr. Verrill discussed the relationship between the building reserve and the facilities master plan. The building reserve fund is special purpose funds authorized by MCA (20-9-502), is established by the Board of Trustees, and subfunds must be created to ensure separate tracking. Subfunds include safety and security, voted levy, permissive levy, and transition (not used by HPS). The voted levy funds can be used for future construction, equipping, or enlarging school buildings, or for purchasing land. The last voted building reserve levy was approved in November 2013. Mr. Verrill discussed construction inflation. Over the past 30 years non-residential construction inflation averages 4.2%/year (excluding deflation in recession years). Using that historical average, inflation since 2014 should have been about 35-40%, however, actual construction inflation is 49.35%. Mr. Verrill reviewed construction inflation indexing, producer price index (PPI) bid prices and selected inputs, annual construction inflation from 2014-2022, and the combination cost index. Construction inflation matters to us because the next voted building reserve levy will have to increase 50% just to keep up with inflation. The current voted building reserve levy expires in 2025, and Mr. Verrill emphasized that we have an \$88 million dollar deferred maintenance backlog to address. The last Helena Public Schools Deferred Maintenance Report was published in January 2022, and there is

\$11.9 million dollars in low priority deferred maintenance, \$40.1 million dollars in medium priority deferred maintenance, and \$36.2 million dollars in high priority deferred maintenance for a grand total of over \$88 million dollars. Mr. Verrill concluded his presentation by stating that Superintendent Wertz and his administration team recommend the following funding levels for the next 10-year building reserve levy: \$3 million dollars in elementary and \$1.5 million dollars in high school. They are asking for these amounts because Helena Public Schools maintains a large footprint of schools and support facilities, construction inflation since 2014 has outpaced historical averages, and because the district has an \$88 million dollar deferred maintenance backlog.

The Facilities Master Plan Key Stakeholders meeting was concluded with attendees being given the opportunity to ask questions regarding the discussion.

V. BOARD COMMENTS

There were no further comments.

VI. ADJOURNMENT

The meeting was adjourned at 5:44 p.m.

Helena Public Schools

Sabbatical Recommendation

2023-2024

BACKGROUND:

The New Professionalism Committee has met and reviewed applications for sabbatical leaves for the 2023-2024 school year. The committee recommends the approval of the sabbaticals described briefly below.

Complete applications are on file at the Lincoln Center

Joanne Didriksen, Helena High School Librarian
Halftime Full Year Sabbatical = one semester

Joanne plans to develop collaborative curriculum units with Social Studies and other content areas. Her goal is to work through the curriculum revision process with Social Studies and integrate the new Library Media and Information Literacy standards into the design and delivery of the new units. Her sabbatical will provide her with focused time to build on existing collaborative practices at Helena High. She will structure her sabbatical to allow her to work with content area PLC teams and departments. She will share her process and results with other schools so the practice can be replicated.

Carl Straub, Helena High Health Enhancement Teacher
Second Semester Sabbatical

Carl plans to conduct research to determine the most effective high school Health Enhancement methodology and pedagogy. His research will be globally focused and will explore similarities and differences in delivery based on teen birth rates. He wants to determine who is delivering instruction successfully and what practices are ineffective. He plans to travel to four different locations. Additionally, he hopes to include focused technology professional development throughout his sabbatical that will enable him to become more proficient in tech tools that support his curriculum including NearPod, Canva and others.

Committee Recommendation:

Approve Joanne Didriksen's and Carl Straub's sabbaticals.

Board of Trustees Regular Meeting

Call for Annual Regular Election



VI. NEW BUSINESS

C. Items for Action

1. Call for Annual Election

Background:

The annual regular school election is held on the first Tuesday after the first Monday in May, which is May 2nd this year. Pursuant to 20-20-201, MCA, trustees must call for the election by resolution no later than 70 days before election day. Helena Public Schools entered into an agreement with the Lewis and Clark County Elections Office to conduct school elections for the district. The annual regular school election will be by mail ballot. The drop off location for ballots is at the Lewis and Clark County Elections Office located in the City-County Building. Voters will elect two trustees who reside within the elementary district boundaries and one trustee who resides within the high school district boundaries to serve a three-year term. General fund mill levy approval for the elementary is also being requested at this time.

In addition to the elementary general fund mill levy approval, the District will be requesting an increase in the building reserve mill levy for both the elementary and the high school districts for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance. The increase being requested for the elementary district is \$1,750,000 annually for a term of 10 years. The increase being requested in the high school district is \$750,000 for a term of 10 years. Passage of the proposal will increase the annual taxes on a home with an assessed value of \$100,000 by approximately \$19.27 in the elementary district and approximately \$7.52 in the high school district. The annual increase in taxes on a home with an assessed value of \$200,000 is approximately \$38.54 in the elementary district and \$15.04 in the high school district. Both the current elementary and high school district building reserve levies expire June 30, 2024. If approved, the increased levies will take effect July 1, 2023, and expire June 30, 2033.

If it is later determined that any portion of the election is not required, that portion will be cancelled.

Considerations:

- Neither the ability to run a general fund mill levy nor the amount of the levy will be known until after the spring enrollment count is finalized, the end of the legislative session, and the issuance of preliminary budget data sheets. However, due to the statutory requirement to call for the election no later than 70 days before the election, the recommendation is to include the general fund mill levy request in the resolution. If the Board later determines that the mill levy cannot be requested or is not desired, that portion of the election can be cancelled. Based on fall enrollment counts, the District could run an elementary levy for approximately \$249,000. Fall enrollment counts indicate that a high school levy cannot be requested.
- If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions, the trustee election can be cancelled, and trustees may be seated by acclamation.
- The county elections office has requested that the exact language, including amounts, for any and all levies be transmitted to their office by March 24th so they may begin to prepare the ballot layout in the week leading up to the March 31st ballot certification deadline. Any portion of the election may still be cancelled up until the March 31st deadline.
- The cost of running an election can range (depending on the number of ballots and number voters) from approximately \$45,000-\$60,000.

Superintendent recommendation:

Approve the attached resolution calling for the annual regular election.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/23

Item VI.C.1.a.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

- 1. Call for Annual Election
 - a. Elementary Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election

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

TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

BE IT RESOLVED, the Board of Trustees for Helena Elementary School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 2nd day of May, 2023, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., and on Election Day, May 2, 2023, from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to elect 2 (Two) trustees for three-year terms. Anyone interested in these positions must be qualified to vote and live within the Helena Elementary District boundary.

Approval of additional levies to operate and maintain the general fund for FY 2024 will also be requested.

In addition, the District will request approval of an increase of \$1,750,000 in the annual building reserve levy for a term of 10 years (total increase in the amount of \$17,500,000) for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the Lewis and Clark County election administrator, Connor Fitzpatrick, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

- | Election Judge | Address |
|-------------------|---|
| 1. Susan Russell, | 530 Coventry Court, Helena, MT 59601 |
| 2. Judy Gardner, | 1430 Brady St, Helena, MT 59601 |
| 3. Nancy Perry, | 908 East Broadway St., Helena, MT 59601 |

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Siohban Hathhorn
Print Name of Board Chair

Signature of Board Chair

T. Janelle Mickelson
Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/23

Item VI.C.1.b.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

- 1. Call for Annual Election
 - b. High School Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election

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

TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

BE IT RESOLVED, the Board of Trustees for Helena High School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 2nd day of May, 2023, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, 8:00 a.m. to 5:00 p.m., and on Election Day, May 2, 2023, from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to elect 1 (One) trustee that represents the Wolf Creek and Trinity Districts on the Secondary (high school) Board. This seat is for a three-year term. Candidates must be qualified to vote and live within the Wolf Creek Elementary District or the Trinity Elementary District.

In addition, the District will request approval of an increase of \$750,000 in the annual building reserve levy for a term of 10 years (total amount of \$7,500,000) for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the Lewis and Clark County election administrator, Connor Fitzpatrick, to cancel the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

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| 3. Nancy Perry, | 908 East Broadway St., Helena, MT 59601 |

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

_____ Siobhan Hathhorn Print Name of Board Chair	_____ Signature of Board Chair
_____ T. Janelle Mickelson Print Name of Clerk	_____ Signature of Clerk

DATED this _____ day of _____, 20__.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/23

Item VI.C.2.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 2. Policy 5040 Personnel Records

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

2
3 PERSONNEL

4
5 Personnel Records

6
7 The District maintains a complete, confidential personnel record for every current and former
8 employee. The employees’ personnel records will be maintained in the District’s
9 administrative office, under the direct supervision of the ~~Personnel Office~~ Human Resource
10 Office.

11
12 Employees ~~and their designees~~ will be given access to their personnel records, in accordance
13 with guidelines developed by the Superintendent.

14
15 In addition to the ~~Personnel Office~~ Human Resource Office or other designees, counsel
16 retained by the Board will also have access to a cumulative personnel file. Personnel files
17 shall be maintained for minimum 10 years after the employee’s separation from employment.
18

19 No material derogatory to an employee’s conduct, service, character, or personality shall be
20 placed in the file, unless the employee has had the opportunity to read the material. The
21 employee shall be entitled to respond to the material and to have that response placed in the
22 file, if requested in a reasonable period of time, not to exceed 60 days.

23
24 The District shall release information regarding the professional qualifications and degrees of
25 teachers and the qualifications of paraprofessionals to parents upon request for any teacher or
26 paraprofessional who is employed by a school receiving Title I funds and ~~for those staff~~
27 ~~members~~ who provides instruction to their child at that school.

28
29 The District may release public information regarding the professional qualifications,
30 degrees, and experience of teachers and the qualifications of paraprofessionals to parents
31 upon request.

32
33 The Superintendent shall develop procedures regarding the content, maintenance and
34 access to personnel records maintained by the District.

35	Legal References:	20 USC 6301	No Child Left Behind Act
36		<u>Public Law 114 - 95 - Every Student Succeeds Act</u>	
37		29 USC 201, et seq	Fair Labor Standards Act
38		§ 2-6-101, et al MCA	Public Records Generally
39		§ 20-1-212, MCA	Destruction of Records by School Officer
40		24.9.805, ARM	Employment Records
41		§ 2-6-1001, MCA	Definitions
42		10.55.701(4), ARM	Board of Trustees
43			
44			
45			

46 Cross References:

- | | |
|--|--|
| 11.1.2022, 12.9.2022 Policy Committee – 1 st Review | 1.10.2023 Full Board – 1 st Reading |
| 1.3.2023 Policy Committee – 2 nd Review | 2.14.2023 Full Board – 2 nd Reading |
| 2.7.2023 Policy Committee – 3 rd Review | |

47

48 Policy History:

49 Adopted on: 10.8.2013

50 Revised on:

51 Reviewed on:

52

11.1.2022, 12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review

1.10.2023 Full Board – 1st Reading
2.14.2023 Full Board – 2nd Reading

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/23

Item VI.C.3.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 3. Policy 7060 School Safety

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

2 **OPERATIONAL SERVICES**

3 School Safety

4
5 The Board recognizes that safety and health standards should be incorporated into all aspects of the
6 operation of the District. Rules for safety and prevention of accidents will be posted in compliance
7 with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and
8 accidents will be reported to the District office.
9

10 There will be at least eight (8) disaster drills a year. All teachers will discuss disaster drill procedures
11 with their class at the beginning of each year and will have them posted in a conspicuous place next
12 to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of
13 the day or evening to avoid distinction between drills and actual disasters. The Superintendent will
14 develop safety and health standards that comply with the Montana Safety Culture Act.
15

16 *Safety or Emergency Plans*

17
18 The Board shall review the District safety or emergency operations plan ~~periodically~~ annually
19 and update the plan as determined necessary by the trustees based on changing circumstances
20 pertaining to school safety. Once the Board has made the certification to OPI, it may transfer
21 funds pursuant to Section 20-1-401, MCA to make improvements to school safety and security.
22

23 *School Closure*

24
25 The Superintendent is authorized to close the schools in the event of hazardous weather or other
26 emergencies that threaten the safety of students, staff members, or school property. Specific
27 procedures for school closures may be found in the District’s Safety Plan or Emergency Operations
28 Plan
29

30 *Hazardous and Infectious Materials*

31
32 The Superintendent shall take all reasonable measures to protect the safety of District personnel,
33 students, and visitors on District premises from risks associated with hazardous materials, including
34 pesticide, and infectious materials. Specific procedures for handling hazardous or infectious
35 materials may be found in the District’s Safety Plan.
36

37 *Safety Measures*

38
39 The Superintendent is authorized to adopt reasonable safety measures to protect the health and safety
40 of District personnel, students, and visitors on District premises and during school-related activities.
41 Reasonable safety measures include adoption of cleaning/sanitization plans, use of physical
42 safeguards/barriers, and required use of personal protective equipment (*e.g.*, face masks).
43 Exceptions to any requirements adopted by the Superintendent may be granted as required by law
44 and on a case-by-case basis.

45

46

Legal References:	§ 20-1-401, MCA	Disaster drills
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§ 20.9.806, et al., MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§ 50-71-111, et. seq., MCA	Montana Occupational Health and Safety Act

Cross References:

Policy History:

Adopted on: 8.22.2013

Revised on: 8.11.2020

47

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 02/14/23

Item VI.C.4.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 4. Superintendent's Contract

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

February 10th, 2023

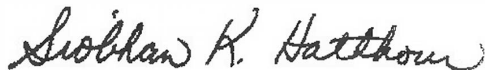
Trustees:

On December 8th, 2022, the Board of Trustees conducted Superintendent Weltz's formal annual evaluation. As Board Chair, I negotiated the attached contract with Superintendent Weltz and district counsel Ms. Elizabeth Kaleva.

If approved, Superintendent Weltz's contract would go into effect July 1, 2023 – June 30, 2026, for a term of three years and Superintendent Weltz's annual salary would remain at \$172,500.

I look forward to Board approval of this contract so that we may reinforce our commitment to Superintendent Weltz's leadership and management of our district. Superintendent Weltz remains thankful for this opportunity and is excited about the opportunities for growth in the years ahead.

Thank you,

A handwritten signature in cursive script that reads "Siobhan K. Hathhorn".

Siobhan Hathhorn
Chair, Board of Trustees
Helena Public Schools

**HELENA PUBLIC SCHOOLS
SUPERINTENDENT'S EMPLOYMENT CONTRACT
2023-2026**

This employment contract (the "Agreement") is entered into and made effective the 1st day of July 2023 by and between the Board of Trustees of Helena School District No. 1, Lewis and Clark County (the "Board") and Rex Weltz (referred to by name or as the "Superintendent").

WHEREAS, Montana law provides that the Board shall appoint and employ a district superintendent, Mont. Code Ann. § 20-4-401(1);

WHEREAS, in 2021, the Board hired Mr. Weltz to serve as the superintendent of the Helena Public Schools (collectively called the "District");

WHEREAS, the Board and Mr. Weltz believe that a written employment contract is necessary to describe specifically their continued relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in operating the education program of the District.

NOW, THEREFORE, the Board and Mr. Weltz, for the consideration herein specified, agree:

1. Employment. The Board does employ Rex Weltz as Superintendent of the District, under Montana law. The Superintendent shall perform faithfully the duties of superintendent of the District and serve as chief executive officer of the Board and of the District as prescribed and defined by the laws of the State of Montana and the rules and regulations thereunder and by the policies of the Board.

2. Salary. Effective July 1, 2023, the District shall pay the Superintendent an annual salary of \$172,500. The District and the Superintendent shall review his salary on an annual basis thereafter concurrent with the Superintendent's performance evaluation as provided for herein.

The Superintendent's salary shall be paid to the Superintendent in installments of one-twelfth (1/12) of the annual salary each month for his services rendered during the preceding month or under the schedule of salary payments in effect for other certified employees, at the option of the Superintendent. The annual salary shall be paid based on a two hundred sixty (260) day contract, with a corresponding daily rate of pay of \$663.46 starting July 1, 2023. The Superintendent shall be entitled holiday pay in conformance with Mont. Code Ann. § 20-1-305 and District policy. The annual salary and any benefits shall be subject to the District's payroll policies and practices, and applicable law.

3. Term. The Board employs the Superintendent, and the Superintendent accepts

employment as Superintendent for a term of three years commencing July 1, 2023, and ending June 30, 2026.

4. Certification. The Superintendent shall furnish throughout the term of this Agreement a valid and appropriate certificate as defined by Montana law to act as Superintendent in the State of Montana for the District. Failure to provide necessary certification shall render this Agreement void.

5. Duties. The Superintendent is the chief executive officer of the Board and shall have charge of the administration of the District under the direction of the Board and under Board Policy, Montana law and federal law. The Superintendent shall comply with (a) Board directives, (b) Montana law, including without limitation, Mont. Code Ann. § 20-4-402, (c) federal law, and (d) District policies as they exist or may hereafter be adopted or amended, which are incorporated in and made a part of this Agreement as though set forth herein, except if any Board Policy directly conflicts with a specific provision of this Agreement, in which case, the Agreement language shall control. The Superintendent agrees to devote his time, skill, labor, and attention to performing these duties in a competent and professional manner. In particular, and without limitation to the foregoing, the Superintendent (a) shall direct and assign teachers and all other employees of the District under his supervision; (b) shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the consent of the Board; (c) shall select and supervise and recommend for termination, if necessary in his judgment, any personnel subject to the approval of the Board; (d) shall, from time to time, suggest regulations, rules and procedures deemed necessary for the well ordering of the District; (e) shall communicate with the community about issues facing the District as designated from time to time by the Board, including communication with governmental officials, legislative members and others regarding levies, bonding of capital items, capital projects and other matters that affect the conduct of the administrative, financial and educational matters of the District; and (f) perform all duties incident to the office of the Superintendent and such other duties as prescribed by the Board, Montana law, and federal law.

6. Vacation and Other Benefits.

A. Administrator Benefits. Except as modified herein or restricted or regulated by Montana law, the Superintendent shall be entitled to all the benefits applicable generally to twelve (12) month administrative employees as are incident to their employment relationship with the District, including without limitation disability and life insurance.

B. Annual Vacation Leave. The Superintendent shall earn annual vacation leave credits under Montana law (Mont. Code Ann. §§ 2-18-611 and 612). The Superintendent may accumulate and be paid for unused vacation leave under Montana law (Mont. Code Ann. § 2-18-617).

C. Personal Leave. In addition to the annual vacation leave credits earned, the Superintendent shall have ten (10) accumulative personal leave days per contract year to be used for the conduct of personal business of the Superintendent. The Superintendent shall be paid for unused personal leave at his daily rate of pay at the end of each fiscal year during the term of this Agreement, or at the conclusion of his employment, in the Superintendent's discretion.

D. Sick Leave. The Superintendent shall earn sick leave credit under Montana law (Mont. Code Ann. § 2-18-618). The Superintendent may accumulate and be paid for unused sick leave under Montana law (Mont. Code Ann. § 2-18-618).

For record keeping purposes, the Superintendent shall inform the Board Chair and District Clerk before any vacation leave or any absences from the District over five (5) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with performing the Superintendent's duties.

E. Professional Association Memberships. The District shall pay one hundred percent (100%) of the Superintendent's annual membership charges or dues for the American Association of School Administrators, the Montana Association of School Administrators, and any local service clubs of the Superintendent's choice. In addition, the Board may, in its sole discretion, approve payment of membership charges or dues for other professional groups which the Superintendent feels desirable to join to maintain and improve his professional skills.

F. Medical and Dental Insurance. The Superintendent may enroll as a full-time District employee in the District's medical and dental insurance program.

G. Office Equipment. The District shall provide the Superintendent with these items of office equipment, all of which shall be compatible with District technology and shall remain the property of the District upon the termination of this Agreement: (1) a desktop computer, (2) a laptop computer, (3) a printer, and (4) a cell phone or equivalent stipend. The Superintendent may use these items at his home. Any income tax liabilities related to the stipend provided for herein shall be the responsibility of the Superintendent.

7. Mileage and Travel Allotment. The Superintendent shall be paid a monthly stipend of \$500.00 for all in-district travel. The Superintendent shall be paid mileage for all out-of-district travel in his own vehicle while performing his official duties and tasks at a rate equal to the current

mileage allotment of the United States Internal Revenue Service and as otherwise provided for under Montana law.

The District agrees to pay the reasonable actual and incidental costs incurred by the Superintendent for travel outside of the District; such costs include, but are not limited to, mileage at the IRS mileage reimbursement rate, hotels and accommodations, meals, rental car, and other expenses incurred in the performance of the business of the District. The Superintendent shall keep the Board reasonably advised before all out-of-District travel.

9. Professional Growth of the Superintendent. The Board encourages the continuing professional growth of the Superintendent through his participation, as he might decide, given his responsibilities as Superintendent, in (a) the operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations; (b) seminars and courses offered by public or private educational institutions; and (c) informational meetings with other persons whose particular skills or backgrounds would improve the capacity of the Superintendent to perform his professional responsibilities for the Board.

10. Outside Activities. Upon prior approval by the Board, the Superintendent may undertake outside consultative work, speaking engagements, writing and lecturing or other professional duties and obligations of short duration. If the Superintendent uses vacation leave to perform such outside activities, he shall retain any honoraria paid. In no case shall the District be responsible for expenses attendant to performing such outside activities. The Superintendent shall maintain a record of all time spent on such outside activities with a designation of whether vacation leave has been used and shall provide such record to the Board at its request.

11. Professional Liability. The Board shall provide for the immunization, defense, and indemnification of the Superintendent in accordance with Mont. Code Ann. §2-9-305.

12. Evaluation. The Board shall evaluate and assess in writing the performance of the Superintendent at least once a school year during the term of this Agreement. The evaluation instrument, format and procedure shall be subject to the Board's discretion with the Superintendent's input, but the Board agrees that the evaluation and assessment shall be reasonably related to the job description of the Superintendent and the specific, measurable performance goals and objectives agreed to by the Board in consultation with the Superintendent, by September 1, for the year in question.

13. Termination of Employment Agreement. In addition to termination as provided in Paragraph 3 above, this Agreement may be terminated prior to the expiration of its express term

as provided for herein.

A. Mutual Agreement of the Parties. This Agreement may be terminated by mutual agreement of the Superintendent and the Board in writing and upon such terms as may be mutually agreed, including a release of all obligations and claims.

B. Death, Disability or Retirement of Superintendent. This Agreement shall be terminated upon the death, disability, or retirement of the Superintendent, and all obligations and duties shall be terminated effective on the date of the Superintendent's death or retirement. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation, personal, and sick leave, the Board may terminate this contract because of the Superintendent's disability, in which case all duties and obligations shall be terminated.

C. Termination for Cause. The Board may terminate this Agreement and dismiss the Superintendent for cause. Dismissal for cause shall mean reasonable job-related grounds for dismissal based on (1) a failure to satisfactorily perform job duties, (2) disruption of the employer's operation, (3) other legitimate business reasons, or (4) other conduct prejudicial to the Board or the District. Reasonable job-related grounds for dismissal include, without limitation, insubordination, neglect of duty, breach of contract, immorality, unfitness, incompetence, violation of an adopted policy of the Board, failure to comply with Board directive, or violation of law.

If the Board terminates this Agreement for cause, all rights and duties shall cease as of the date of the termination for cause and no further compensation or benefits shall be paid to the Superintendent. If termination is found by a court to be wrongful, the Superintendent's damages are limited to the amount of compensation which would have been paid under the remaining term of this agreement.

D. Termination by Board without Cause. It is the Board's position that because of its affirmative statutory duty to appoint and employ a superintendent of a public school system and because of its fiduciary and trust relationship with its pupils, parents, and patrons, it reserves the right to terminate without cause the employment of a person in a position of heightened public trust, as provided for herein. Therefore, the Board may, at its option and its sole discretion, unilaterally terminate this Agreement by providing sixty (60) days written notice to the Superintendent. If the Board elects to exercise its right to terminate this Agreement without cause, it shall pay the Superintendent a sum equal to that portion (pro-rata) of the Superintendent's salary

and benefits remaining unpaid under this Agreement as liquidated damages. The liquidated damages will be paid in lieu of any other legal remedies available to the Superintendent, including any remedy under the Montana Wrongful Discharge from Employment Act, Mont. Code Ann. § 39-2-907, et seq., in equal monthly installments until the date that would have otherwise been the ending date of this Agreement. For the purpose of this paragraph, “benefits” shall mean the monetary value as of the date of the unilateral termination of the Superintendent’s (1) annual vacation leave and sick leave, both of which shall be paid out under Montana law, (2) accrued and unused personal leave, which shall be paid at his daily rate of pay then in effect, and (3) health, dental, disability, and life insurance premiums paid by the District.

14. Miscellaneous Provisions.

A. If, during the term of this Agreement, it is found that a specific clause of this Agreement is illegal under federal or state law, the remainder of this Agreement, not affected by such a ruling, shall remain in force.

B. This Agreement shall be governed by and construed under the laws of the state of Montana. The parties agree that venue of any legal action filed relating to this Agreement shall be in the District Court of Lewis and Clark County, Montana, Fifth Judicial District.

C. The parties also agree and acknowledge that the Agreement is a public document, under Montana law.

D. This Agreement embodies the complete agreement of the parties, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Agreement shall be valid unless evidenced by a writing signed by the parties to this Agreement.

E. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

F. All notices, consents, requests, instructions, approvals, or other communications provided for herein shall be in writing and delivered by personal delivery, overnight mail or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

IN WITNESS WHEREOF, the Board has caused this Agreement to be approved by a duly authorized officer, and the Superintendent has approved this Agreement effective on the day and year specified above.

SUPERINTENDENT

BOARD

Rex Wertz

By: Siobhan Hathhorn, the Chair of the Board of Trustees, Helena School District 1, Lewis and Clark County, Montana

ATTEST:

Janelle Mickelson, Clerk