



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, March 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. State Theater Recognition-Capital High School

Congratulations to the Capital High Thespian Troupe for receiving the Outstanding Troupe Award at the State Thespian Meet. Thank you to Educator Laura Brayko for all that she does for these students!! Congratulations to the individuals listed below for their outstanding achievements:

- Lou Sechrist and Meils Sigafos-Outstanding Student-Written Performance Award
- Student Director Ashley Heinrich-Outstanding Stage Combat in a Performance Award.
- Moriah Cox-Outstanding Performance Award
- June Forsythe and Jazmine Mudget were appointed to the State Thespian Student Board

B. State Theater Recognition-Helena High School

Congratulations to the Helena High School theater students who attended the State Thespian Meet and presented the "Price of Plush" and received feedback from the adjudicators.

- Congratulations to Carsten Straub who was awarded a scholarship in technical theater to the University of Montana.
- Congratulations to Educator Robert Holter who received the Lifetime Achievement award for his work with the Montana Thespians for the last 42 years. Thank you to Educator Robert Holter for all that he does for these students!!

C. **United States Presidential Scholars Program**

- Congratulations to the following Capital High School students who are candidates for the United States Presidential Scholars Program. They are Connor Bushnell, Selah Frederickson, and Miranda Sheafor.
- Congratulations to the following Helena High School students who are candidates for the United States Presidential Scholars Program. They are Paisley Karlin, Jeri Wilkerson, Robert Stimpson and Ryan Burke.

These students are recognized for their accomplishments as some of our nation's most distinguished graduating seniors. Thanks to all the educators that played a role in this recognition!

D. **National Merit Finalists**

Congratulations to the following students who have advanced from the round of 16,000 semifinalists to now being honored as National Merit Finalists. Representing less than 1 percent of U.S. high school seniors, National Merit Finalists are selected on the basis of their skills, accomplishments, and potential for success in rigorous college studies.

Capital High- Connor Bushnell, Selah Frederickson, and Elisabeth Shockley.

Helena High- Jeri Wilkerson, Robert Stimpson, Foster Smith, and Ryan Burke.

E. **DECA National Qualifiers-Capital High School**

Congratulations to the following students with great performances at the recent state DECA competition who have now qualified for DECA's International Career Development Conference in Orlando, FL April 21-26, 2023. Thank you to Capital High School DECA advisor, Levi Dawes for all that he does for students.

- Carlee Foster/Madi Hermes/Kevin Lachere: Sales Project Event
- Kate Berg/Addy Perschon/Vienna Teders: Integrated Marketing Campaign Event
- Tycen Mooney: Individual Series in Accounting Applications
- Kynz Belcher: Elevate Academy

F. **DECA National Qualifiers-Helena High School**

Congratulations to the following students with great performances at the recent state DECA competition who have now qualified for DECA's International Career Development Conference in Orlando, FL April 21-26, 2023. Thank you to Helena High School DECA advisor, Jessica Frazier, for all that she does for students.

- Aysia Phattavong- Community Awareness Project
- Melaina Kloberdanz-SBE Academy
- Sandra Schuele-SBE Academy
- Luka Krivokapic-Ignite Academy
- Caitlyn Holgate-Ignite Academy

In addition, The Helena High Catty Shack school-based enterprise was awarded Gold Re-certification. Helena High was one of 631 schools across the nation to be certified or re-certified gold. Helena High was one of 3 schools in Montana to reach this achievement.

G. State Wrestling Champion

Congratulations to Capital High student Taylor Lay who became Helena’s first State Champion in Girls Wrestling winning the 120-pound weight class. Special thanks to Shawn Graham, Head Wrestling Coach at CHS, for all that he does to support students.

H. State Swimming Champions

- Congratulations to Helena High’s Garrett Krattiger who is the State Swimming Champion in the 500 Free and the 100 IM
- Congratulations to Helena High’s Devin Goetsch who is the State Swimming Champion in the 200 IM.

Special thanks to swimming coaches Julia Shannon, and Lisa Sommers, for all that they do to support students.

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. Policy 5030 Abused and Neglected Child Reporting

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. 02.14.23 Full Board Meeting Minutes

C. Items for Action

1. Capital High School Tennis Court Rehabilitation Project Bid
2. Calendar Committee Proposal for the 2023-2024 School Calendar
3. National Certified Counselor Certification Approval
4. Policy 5045 Family Medical Leave Act
5. Policy 5035 Staff Ethics and Political Activity
6. Policy 5051 Insurance Benefits for Employees

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: 03/14/2023

Item IV.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Superintendent's Report

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

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

FROM: Mr. Wertz, Superintendent

RE: Superintendent Report –

DATE: March 14th, 2023

- Recognition –
 - Maintenance Worker Appreciation Day March 3, 2023
 - National Employee Appreciation Day March 3, 2023
 - National School Social Worker Week March 5-11, 2023
 - National Athletic Trainer's Month
 - Congratulations to the Capital High and Helena High students that attended the State Thespian Meet
 - Congratulations to Educator Robert Holter who received the Lifetime Achievement Award for his work with Montana Thespians for the last 42 years
 - Board of Trustees Work Session At Broadwater Elementary-Thank you to Principal Boedecker and staff
 - Congratulations to the Helena High and Capital High DECA students for hosting the 30th Annual Night to Shine Talent Show on February 27th
 - Congratulations to the 105.3 KMTX January Teacher of the Month Mrs. Merren Marks from Helena High School.
 - Congratulations to C.R. Anderson Middle School Spelling Bee Champion Weston McNearney
 - Congratulations to the Capital High students who earned top honors in the Northwest College 2022-2023 High School Photography Contest. Olivia Dewey took first place overall and Raelynn Staley took second. Thank you to CHS Photography Teacher Genevieve Anderson for helping these young artists reach new heights.
 - Thank you to Assistant Superintendent Josh McKay and the Calendar Committee
 - Thank you to Lisa Cordingley and Becca Leaphart with the Helena Education Foundation for:
 - Awarding grants to various schools across the District
 - Honoring our Distinguished Educators across the District

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- New Business
 - Public Education Day Event, March 13, 2023
 - RBHI (Rural Behavioral Health Institute) Screening on-going across the District.
 - Budget Consensus Process
 - Staffing Projections for the 2023-2024 school year
 - Better understanding before Spring Break
 - Spring Break – No School March 27-31

- Outreach/Meeting
 - Home Town Helena (HTH)
 - Admin/SRO Training – HSD & City of Helena
 - Meeting with Sheriff Dutton
 - Budget Strategic Work Meetings
 - Leadership and Cabinet
 - Board leadership
 - Cabinet & Leadership
 - Board Leadership
 - HEF Executive Committee
 - Parent Advisory Committee
 - AA Superintendents
 - HEF
 - Executive Meeting
 - Board Meeting
 - HEA President/Superintendent Meeting
 - Board of Health Meeting
 - Grant Awards/HEF

- Other

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/2023

Item V.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: General Public Comment

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

The following policies are being presented for *Action*:

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”.

The following policy is being presented for *Information*:

5030 Abused and Neglected Child Reporting

The Policy Committee reviewed this policy during their ongoing review of the 5000 Series. The committee clarified who are mandatory reporters, the definition of child abuse, and stated the Superintendent shall provide access to educational resources.

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 03/14/2023

Item VI.A.1.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Items For Information

1. Policy 5030 Abused and Neglected Child Reporting

2
3 PERSONNEL

4
5 Abused and Neglected Child Reporting

6
7 A District employee, ~~contractor, volunteer,~~ student teacher or student nurse who has reasonable
8 cause to suspect that a student may be ~~an~~ abused, neglected ~~child~~ or subject to sex trafficking by
9 anyone regardless of whether the person suspected of causing the abuse, neglect, or trafficking is a
10 parent or other person responsible for the child’s welfare, shall report such a case to the Montana
11 Department of Public Health and Human Services or local law enforcement. They shall also notify
12 the Superintendent or principal that a report has been made. An ~~employee, contractor, volunteer,~~
13 ~~student teacher or student nurse~~ does not discharge the obligation to personally report by notifying
14 the Superintendent or principal.

15
16 Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of
17 physical or psychological harm to a child, exposure to or involvement with sex trafficking, and
18 abandonment. This definition includes sexual abuse and sexual contact by or with a student.
19 The obligation to report suspected child abuse or neglect also applies to actual or attempted
20 sexual or romantic contact between a student and a staff member, contractor, volunteer or student
21 teacher or nurse.

22
23 ~~Any District employee who fails to report a suspected case of abuse or neglect to the Department~~
24 ~~of Public Health and Human Services, or who prevents another person from doing so, may be~~
25 ~~civilly liable for damages proximately caused by such failure or prevention and is guilty of a~~
26 ~~misdemeanor. The employee will also be subject to disciplinary action up to and including~~
27 ~~termination.~~

28
29 Any District employee who fails to report a suspected case of abuse, neglect, or sex trafficking to
30 the Department of Public Health and Human Services, or who prevents another person from
31 doing so, may be civilly liable for damages proximately caused by such failure or prevention and
32 is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and
33 including termination.

34
35 ~~The Superintendent or designee is authorized to~~ shall provide access to educational resources for
36 the purpose of training interested parties how identify the warning signs of abuse, neglect, and
37 sex trafficking, how to recognize predatory behaviors and how to make a report to the proper
38 authorities.

39
40 When a District employee makes a report, the Department of Public Health and Human Services
41 may share information with that individual or others as permitted by law. Individuals in the
42 District who receive information related to a report of child abuse, neglect, or sex trafficking
43 shall maintain the confidentiality of the information.

44
45 Legal References: § 41-3-201, MCA Reports
46 § 41-3-202, MCA Action on reporting

11.1.2022, 12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review

47	§ 41-3-203, MCA	Immunity from liability
48	§ 41-3-205, MCA	Confidentiality – disclosure exceptions
49	§ 41-3-207, MCA	Penalty for failure to report
50	<u>§ 45-5-501, MCA</u>	<u>Definitions</u>
51	<u>§ 45-5-502, MCA</u>	<u>Sexual Assault</u>
52	<u>§ 20-7-1316, MCA</u>	<u>Child Sex Trafficking Prevention</u>

53 Cross References:

54

55 Policy History:

56 Adopted on: 8.13.2013

57 Revised on:

58 Reviewed on:

59

60

11.1.2022, 12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/2023

Item VI.B.1. - B.4.

Superintendent's Report

General Public Comment

Item 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. 02.14.23 Full Board Meeting Minutes

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

PERSONNEL ACTIONS

February 15, 2023 – March 14, 2023

CERTIFICATED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Rossiter/Kindergarten	Aschim, Delaney	\$222.54/day	\$222.54/day	2/24/2023*
HHS/Transitions	Harris, Emily	\$19,939.59	\$19,939.59	3/06/2023*
Kessler/Kindergarten	Mech, Dene	\$222.54/day	\$222.54/day	3/21/2023*
HHS/Science	Pepper, David	\$255.92/day	\$255.92/day	3/07/2023*

*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>
Kessler/Grade 2-LOA	Hankins, Emily	Resignation	06/08/2023
Jim Darcy/Grade 5-LOA	Hoffman, Heidi	Resignation	05/30/2023
PAL/eNET	McGurn, Charles	Retirement	06/09/2023
Rossiter/Grade 1	Melchior, Carol	Retirement	06/08/2023
ABE/Mathematics-LOA	Walker, Lacey	Resignation	02/17/2023
HHS/Library-LOA	Peterson, Kate	Resignation	06/09/2023
Jim Darcy/Instructional Coach	Robinson, Kristin	Resignation	06/08/2023

Leaves

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

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

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Smith/Para Educator	Cundall, Valerie	\$17.51/hr.	\$17.51/hr.	02/16/2023*
Hawthorne/Para Educator	Dunkelberger, Kathryn	\$15.96/hr.	\$15.96/hr.	02/06/2023*
HHS/Day Custodian	Gjerde, Bradley	\$16.48/hr.	\$16.48/hr.	03/02/2023
CRA/Day Custodian	Hall, Jordan	\$16.48/hr.	\$16.48/hr.	03/02/2023
Four Georgians/Para Educator	Mantell, Alissha	\$14.01/hr.	\$14.01/hr.	02/23/2023*
HHS/Custodian	McWilliams, Richard	\$16.49/hr.	\$16.49/hr.	03/02/2023
Four Georgians/Para Educator	Schuff, Ashley	\$15.96/hr.	\$15.96/hr.	02/23/2023*

**Temporary Assignment*

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
PAL/Day Custodian	Barrett, David	Resignation	03/07/2023
CHS/Para Educator	Creach, Juanita	Retirement	06/09/2023
Smith/Para Educator	Cundall, Valerie	Resignation	02/18/2023
Kessler/Para Educator	Horsley, Amanda	Resignation	03/08/2023
Rossiter/Para Educator	Lorang, Kathleen	Retirement	06/08/2023
HHS/Para Educator	Pederson, Michael	Resignation	03/09/2023
Lincoln/IT	Traynor, Ryan	Resignation	02/27/2023

SUPPLEMENTARY CONTRACT ASSIGNMENT

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>School</u>
Belcourt	Dean	Softball-Head JV Coach	Capital High
Binde	Marty	Tennis-Varsity Asst.	Capital High
Bloyder	Mikayla	Track - Asst Boys Coach	Capital High
Bloyder	Mikayla	Track - Asst Girls Coach	Capital High
Carter	Lee	Track - Asst Boys Coach	Capital High
Carter	Lonzo	Track-Head Boys Coach	Capital High
Casne-Jones	Connor	Tennis-Asst JV Coach	Helena High
Clark	Brooke	Track - Asst Girls Coach	Capital High
Cockhill	Jenise	Softball-Coordinator	Capital High
Darfler	Edward	Track - Asst Boys Coach	Capital High
Doran	Anna	Track - Asst Girls Coach	Capital High
Frankino	Jena	Track - Asst Girls Coach	Helena High
Furlong	Colby	Track - Asst Boys Coach	Helena High
Garetson	Samuel	Tennis-Varsity Asst.	Helena High
Garza	Manuel	Track-Head Boys Coach	Helena High

Gilbert	Kelley	Track - Asst Girls Coach	Helena High
Goody	Hollee	Track - Asst Girls Coach	Capital High
Hanson	Alexander (Alex)	Tennis- JV Coach	Capital High
Heiser	Robert	Tennis-JV Coach	Helena High
Hogan	Brittany	Softball-JV Asst	Helena High
Hunt	Jared	Track - Asst Boys Coach	Capital High
Hurford	William	Track - Asst Boys Coach	Helena High
Kain	Thomas	Track - Asst Boys Coach	Capital High
Keleti	Allie	Track - Asst Boys Coach	Helena High
Kelly	Timothy	Track - Asst Girls Coach	Capital High
Klemp	Jennifer	Softball Coordinator	Helena High
Krueger	Nikki	Track - Asst Boys Coach	Helena High
Lane	Scott	Track - Asst Girls Coach	Capital High
Madsen	Michael	Track - Asst Boys Coach	Helena High
McMahon	Richard	Track-Coordinator	Helena/Capital
McNeil	Heather	Track-Asst Varsity Girls	Helena High

Miller	Lynn	Softball-Varsity Asst	Capital High
Miller	Mike	Softball-Head Coach	Capital High
Mozer	Andrew	Track-Asst Varsity Girls	Helena High
Mulvaney	Andy	Track - Asst Boys Coach	Helena High
Murgel	Jason	Softball-Varsity Asst	Helena High
Owens	Justi	Softball-JV Head	Helena High
Parker	Michaela	Track - Asst Girls Coach	Helena High
Reyant	Mathew	Track-Head Girls Coach	Capital High
Riebe	Nicole	Tennis - Head Coach	Helena High
Schulte	Ryan	Softball-Head Coach	Helena High
Schwartz	Joanna	Track - Asst Girls Coach	Helena High
Swenson	Ryan	Tennis - Head Coach	Capital High
Thompson	Ricknold	Track - Asst Boys Coach	Capital High
Tyler	Jordan	Tennis-JV Coach	Capital High
VanHemelryck	Shelby	Softball-JV Asst	Capital High
Zentz	Jesse	Track-Head Girls Coach	Helena High

Helena School District #1

Warrants February 1 to 28, 2023

Direct Deposits: \$3,573,205.94

Payroll Warrants: 70131465-70131494

Payroll Deduction: 69292214-69292240

Non-Check Payroll Deductions: \$5,691,683.88

Non-Check Accts Payable Deductions: \$1,579,579.14

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

Claim Warrants: 69291844-69292281

CRA Middle School Student Activity Checks: 17308-17315

HMS Middle School Student Activity Checks: 8705-8706

Capital High Student Activity Checks: 24176-24206

Helena High Student Activity Checks: 36128-36160

Cancelled Warrants: \$4,146.32

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
9	East Helena K-12	Helena, MT 59601	Helena High School
10	East Helena K-12	East Helena, MT 59635	Helena High School
10	East Helena K-12	East Helena, MT 59635	Helena High School
12	East Helena K-12	East Helena, MT 59635	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					1
9	6	34	6	4	3		1						1						55
10	5	25	2	1	1										1		1	1	37
11	6	24	2	4		1				1									38
12	2	16		1	2			1											22
	27	103	10	10	6	1	3	1	1	2	1	1	1	3	1	1	1	1	174



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, February 14th, 2023
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Chair
Jennifer McKee, Vice Chair
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

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
Kaitlyn Hess, Assessment and Federal Programs
Karen Ogden, Communications Officer
Jane Shawn, HEA President
Lona Carter, School Health Grant Facilitator
Brett Zanto, Capital High Principal
Kathleen Prody, C.R. Anderson Principal
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 5:32 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. Montana Association of Symphony Orchestra’s Young Artist Competition

The Board of Trustees recognized 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 Elliot (Honorable Mention)-CHS, Maren Elliot (Runner Up)-CHS

B. National Board-Certified Teachers

The Board of Trustees recognized 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

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

- Recognition
 - Valentine’s 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 Schools 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 Schools 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 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
- 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

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

V. GENERAL PUBLIC COMMENT

Sarah Urban, Biology teacher at Capital High School and parent of three children in the Helena Public Schools, gave general public comment. Ms. Urban discussed that she would like to see a shift in conversation about the budget shortfalls and the discussions about what programs and services need to be cut as a district to see how we can fund necessary programs for public education that benefit all our students. Ms. Urban mentioned the legislature has around a two-billion-dollar surplus, and she believes as a district we should prioritize funding for what we value and advocate for our students and staff for necessary support for all students. Ms. Urban concluded by mentioning that this should be a collaborative effort from all of us in the district to properly fund schools instead of making cuts.

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

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

1. Winter Student Achievement Data Overview

Ms. Kaitlyn Hess, Assessment and Federal Programs, discussed the Winter Student Achievement Data Overview with the Board of Trustees. Ms. Hess discussed criterion referenced versus norm referenced assessments. Ms. Hess reviewed the data for grades K-5 fall assessments, the grades 6-8 fall assessments, and the grades 9-11 assessments.

Data highlights covered were fall to winter growth this year is comparable to last year and in reading, Helena Public Schools is above the national benchmark for winter 2023 and above the national norm pre-pandemic in reading. Ms. Hess concluded her presentation by discussing what ACT Day will look like for 2023. This year the ACT will only be offered online, and 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.

The Board of Trustees moved on to review the District Priorities Update.

2. District Priorities Update

Superintendent Rex Weltz presented the 2022-2023 Helena Public Schools District Priorities Update to the Board of Trustees. The Helena Public Schools priorities include Student Achievement-Teaching and Learning, Educational Environment-Facilities, District Culture and Climate, Fiscal Responsibility, and Communication. The District Measurable Goals for Student Achievement-Teaching and Learning for reading state that 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. The math goals state that 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. For priority #2 Educational Environment-Facilities the District will provide a safe and healthy learning and working environment. For priority #3 District Culture and Climate the Helena School District will collaboratively work with the school community at large to foster respect, trust, and sense of value. For priority #4 Fiscal Responsibility the Helena School District will strive to maintain a balanced budget while supporting a high-quality educational experience for all students. The final priority #5 Communication states: Facilitate meaningful and timely communication with all staff, students, families, and community.

3. Budget Update

Superintendent Weltz gave an update on the general fund for Helena Public Schools. Superintendent Weltz discussed general fund expenditures including salaries, custodial supplies, maintenance, contract services, legal fees, school budgets, department budgets, curriculum, technology, and insurance. Superintendent Weltz discussed assumptions including calculating ANB (student enrollment for fall and spring), obtaining state inflationary increases for 2023-2025 (2.7% & 3.0%), calculating steps and lanes, retirements, stipends, and LOAs, reallocating salary funding into other revenue sources-out of the General Fund-Title, Transportation, Safety & Security, and calculating operational increases. There is an electric 17% increase, natural gas 46% increase, maintenance, and custodial supplies 30% increase, and liability insurance 15% increase.

Superintendent Weltz reviewed the elementary (K-8) 5-year forecast, and the high school 5-year forecast with the Board of Trustees. Superintendent Weltz discussed the elementary budget is our biggest concern right now. The five-year forecast is projecting over a \$5.4 million dollar deficit. If the levy passes, it will bring that deficit down to around \$4.8 million dollars. We will use roughly around \$2.4 million dollars of our interlocal funds towards the elementary general fund deficit which will bring the deficit amount to around \$2.5 million

dollars. Superintendent Wertz mentioned that there is a deficit of around \$1.6 million dollars in the high school general fund budget. We will use roughly around \$1.3 million dollars of our interlocal funds towards the high school general fund deficit which would make us short almost \$270,000 dollars.

Superintendent Wertz concluded his budget update by discussing the next steps to balance the general fund budget:

- Two-year time frame and the goal is to be balanced by 2025
- 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 from students, staff, administration, families, trustees, and the community
- Utilize attrition where applicable
- Calculate a % reduction across all departments
- Communication and listen and gather feedback
- Make decisions

4. Policy 5045 Family Medical Leave Act

Ms. Barb Ridgway, Chief of Staff, presented Policy 5045 Family Medical Leave Act to the Board of Trustees. 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 as the “United States Secretary of Labor”.

5. Policy 5035 Staff Ethics and Political Activity

Ms. Barb Ridgway, Chief of Staff, presented Policy 5035 Staff Ethics and Political Activity. This policy was revised to eliminate redundancy and update legal citations.

6. Policy 5051 Insurance Benefits for Employees

Ms. Barb Ridgway, Chief of Staff, presented Policy 5051 Insurance Benefits for Employees. A minor change was made to update the 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”.

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

Motion: Trustee Terry Beaver moved to approve the Consent Action Items. Trustee Janet Armstrong 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. Call for Annual Election
 - a. Elementary Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election

Mrs. Janelle Mickelson, Business Manger for Helena Public Schools, discussed the call for the annual election with the Board of Trustees. The annual regular school election will be held on May 2nd this year. By statute the Trustees must call for the election by resolution no later than 70 days before election day, so we are calling for it tonight. The 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 locations 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.

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.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the Elementary Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election."

Motion: Trustee Kay Satre moved to approve the Elementary Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

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

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the High School Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election."

Motion: Trustee Jennifer McKee moved to approve the High School Trustee Resolution Calling for the Annual Regular Election and Building Reserve Levy Election as presented. Trustee Lois Fitzpatrick seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

2. Policy 5040 Personnel Records

Ms. Barb Ridgway presented Policy 5040 Personnel Records to the Board of Trustees. 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.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5040 Personnel Records.”

Motion: Trustee Janet Armstrong moved to approve Policy 5040 Personnel Records as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

3. Policy 7060 School Safety

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

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 7060 School Safety.”

Motion: Trustee Terry Beaver moved to approve Policy 7060 School Safety as presented. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

4. Superintendent’s Contract

The Board of Trustees moved on to review Superintendent Rex Weltz’s contract. Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve the Superintendent’s Contract.”

Motion: Trustee Jennifer Walsh moved to approve Superintendent Rex Weltz’s contract as presented. Trustee Jennifer McKee 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

Ms. Loreley Drees, Helena High School Student Representative for the Board of Trustees, was not in attendance at the Board Meeting; therefore, there was no report to be given.

Mr. Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave his report. Mr. Boyle mentioned that a lot of students placed at state wrestling, state swimming, and the National Speech and Debate Qualifier. The CHS Winter Formal is this Saturday at the Civic Center. The administration recently held grade-level assemblies to review the Capital Code. Mr. Boyle discussed PLC time at Capital High School and mentioned last week was National School Counselor Week and that registration for the upcoming school year is well under way. CHS held their annual winter assembly last week and this was the first full-scale assembly held in-person in years and it was a fantastic event. CHS is currently planning for the administration of the RBHI health screener for all students.

2. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report. The legislative session continues to be a challenge for teachers and unions due to various bills being proposed. Our state rapid response team regularly writes, call, and emails legislators to protect the rights of teachers and students. The legislative funding is a big cause of the current budget deficits in AA districts across the state. As budget discussions continue, teachers and paraeducators are anxious about their jobs. They are also anxious about their students as they continue to do what is best for kids with fewer and fewer resources. HEA is looking to partner with the Helena School District as we move forward with well thought out levies which will provide resources for our students as well as supporting the infrastructure where the students learn.

3. Facilities and Maintenance Committee Report

Trustee Luke Muszkiewicz was not in attendance; therefore, Board Chair Siobhan Hathhorn gave the Facilities and Maintenance Committee report on his behalf. The Facilities and Maintenance Committee was given an update on the Facilities Master Plan from SMA Architecture. Todd Verrill, Helena Public Schools Facilities Director, gave a facilities and maintenance update to the committee. Mr. Verrill reviewed projects from the last thirty days, the January work order count, current projects, projects for the next twelve months, and other projects. Tim McMahon, Activities Director, gave an update on the Capital High School tennis courts. Gary Myers, Director of Educational Technology and Jim Daanen, Safety and Security Developer, gave an update on the bond spend-down. Mr. Verrill gave an update on safety and security projects in the District over the last thirty days. Mr. Tim Branson, Custodial Services Supervisor, gave a custodial services update.

4. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. 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 budget forecast. Trustee Armstrong expressed her appreciation for Business Manager Janelle Mickelson for making sure we had money saved in the interlocal funds that will help us transition during this process of balancing the general fund budget.

5. Policy Committee Report

Trustee Luke Muszkiewicz was not in attendance at the board meeting; therefore, Trustee Janet Armstrong gave the report on his behalf. Ms. Barb Ridgway presented policies tonight at the full board meeting, which the Policy Committee had reviewed and had robust discussions on. There was an in-depth discussion regarding Policy 5030: Abused and Neglected Child Reporting and the role of volunteers and the Policy Committee determined Policy 5030 would come back to the committee for further review and discussion.

6. Teaching & Learning Committee Report

Trustee Jennifer McKee gave the Teaching and Learning Committee Report. At the last meeting, the Trustees viewed a presentation regarding an overview of grant work in the target buildings. The committee reviewed data and goals from Ray Bjork Learning Center, Bryant Elementary, Central Elementary, Helena Middle School, and Helena High School.

7. Health Benefits Committee Report

Trustee Kay Satre gave the Health Benefits Committee Report. The Health Benefits Committee discussed House Bill 332. The bill specifies the qualifications for the creation of a qualifying school health insurance trust that would need to include the membership of at least 150 public school districts. If the bill passes, the District would have our benefits consultant, Alliant, do an analysis to see what the costs, and pros and cons would be for joining the trust membership. The committee continues to look at a program called Point Solutions where they are targeting specific sections of our plan to improve health and reduce spending in certain areas. The committee is also looking at life and long-term disability vendors that could potentially save the plan \$30,000 a year.

8. Wellness Committee Report

Assistant Superintendent Brian Cummings gave the Wellness Committee Report. The Physical Enhancement sub-committee did not meet last month, but the Nutrition sub-committee did. The Wellness Committee will be analyzing the Wellness Policy. The Harvest of the Month Club Program will have a staff development PIR day at Central Elementary School in August, for not only our teachers, but also teachers from other communities. Robert Worthy, Sodexo Manager, is starting to plan for the summer food program, along with reviewing grants with the Wellness Committee. The committee is also making plans for next year on how to increase the breakfast numbers.

9. Montana School Boards Association Report

Trustee Luke Muszkiewicz was not in attendance; therefore, there was no Montana School Boards Association Report given.

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.

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

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

VIII. BOARD COMMENTS

Trustee Janet Armstrong commented regarding the recent failure to pass in the legislature some mental health support for students. Trustee Armstrong mentioned she is disappointed it failed because of how important the topic of mental health is, and she wishes the outcome had been different. Board Chair Siobhan Hathhorn asked Superintendent Rex Weltz if we are staying well informed of what is happening in legislation, and Superintendent Weltz mentioned that we are regularly informed by the Montana School Boards Association via daily updates and informed when there is a call to action, and that we are taking action and doing everything we can to support students.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 8:03 p.m.

Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.1.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

1. Capital High School Tennis Court Rehabilitation Project Bid

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

Todd J. Verrill

Director of Facilities
1201 Boulder Ave.
Helena, MT 59601
(406) 324-1734
tverrill@helenaschools.org

Helena School District Board of Trustees

1325 Poplar St.
Helena, MT 59601-0939
boardoftrustees@helenaschools.org

3 March 2022

Dear Helena School District Board of Trustees,

I respectfully request the board of trustees award the Capital High School Tennis Court Rehabilitation Project to Helena Sand & Gravel, Inc. The project will replace approximately 2,810 square yards of asphalt pavement and base course, and 635 linear feet of fencing (see attached diagram). The facilities office received bids from two contractors, and Helena Sand & Gravel submitted the lowest proposal at \$223,269.00 (see attached bid tabulation worksheet). Helena Sand & Gravel has a very strong history of completing quality work for the district and I am confident they will continue to do so with this project. They will complete this project in the summer of 2023 before the start of the 23-24 school year.

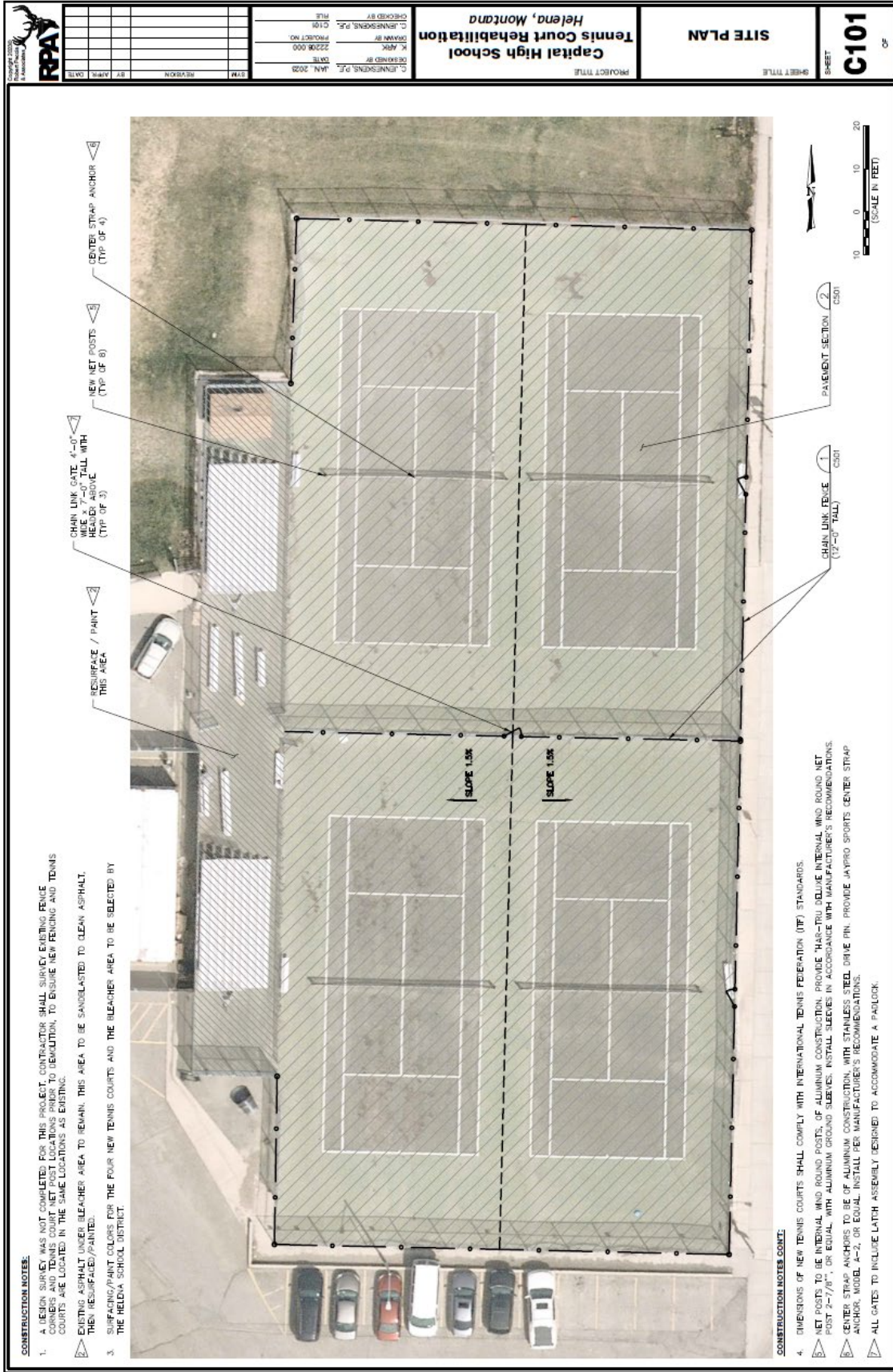
Sincerely,



Todd J. Verrill

Attachments

1. Capital High School Tennis Courts Site Plan
2. Robert Peccia & Associates (RPA) Bid Tabulation Worksheet



CONSTRUCTION NOTES:

1. DESIGN SURVEY WAS NOT COMPLETED FOR THIS PROJECT. CONTRACTOR SHALL SURVEY EXISTING FENCE LINE AND DETERMINE LOCATION OF NEW FENCE LINE. EXISTING FENCE LINE AND TENNIS COURTS ARE LOCATED IN THE SAME LOCATIONS AS EXISTING.
2. EXISTING ASPHALT UNDER BLEACHER AREA TO REMAIN. THIS AREA TO BE SANDBLASTED TO CLEAN ASPHALT. THEN RESURFACE/PAINTE.
3. SURFACING/PAINT COLORS FOR THE FOUR NEW TENNIS COURTS AND THE BLEACHER AREA TO BE SELECTED BY THE HELDIA SCHOOL DISTRICT.

CONSTRUCTION NOTES CONT:

4. DIMENSIONS OF NEW TENNIS COURTS SHALL COMPLY WITH INTERNATIONAL TENNIS FEDERATION (ITF) STANDARDS.
5. NET POSTS TO BE INTERNAL WIND ROUND POSTS, OF ALUMINUM CONSTRUCTION. PROVIDE "HAR-TRU" SOLID INTERNAL WIND ROUND NET POST 2"-7/8", OR EQUAL WITH ALUMINUM GROUND SLEEVES. INSTALL SLEEVES IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
6. CENTER STRAP ANCHORS TO BE OF ALUMINUM CONSTRUCTION, WITH STAINLESS STEEL DRIVE PIN. PROVIDE JAMPRO SPORTS CENTER STRAP ANCHOR, MODEL A-2, OR EQUAL. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
7. ALL GATES TO INCLUDE LATCH ASSEMBLY DESIGNED TO ACCOMMODATE A PAULOCK.

- RESURFACE / PAINT THIS AREA
- CHAIN LINK GATE 4'-0" WIDE X 7'-0" TALL WITH HEIGHT OF 5' (TOP OF 5)
- NEW NET POSTS (TOP OF 5)
- CASTER STRAP ANCHOR (TOP OF 4)



DATE	BY	REVISION

DESIGNED BY	C. JENNINGS, P.E.
DATE	JAN, 2020
DRAWN BY	K. RYAN
PROJECT NO.	22208.000
CHECKED BY	C. JENNINGS, P.E.
FILE	C101

PROJECT TITLE
**Capital High School
 Tennis Court Rehabilitation**
 Helena, Montana

SHEET TITLE
SITE PLAN

SHEET
C101

05

SUMMARY OF BIDS RECEIVED



ROBERT PECCIA & ASSOCIATES

Project Name: Capital High School Tennis Court Rehabilitation
Project No: RPA 22208

Bidder	City & State	Bid Bond ?	Acknowledge Addenda?	Base Bid
Helena Sand & Gravel	Helena, MT	✓	✓	\$223,269
Mackel	Helena, MT	✓	✓	\$278,000

F:\SITEDEV\22208-000 - CAPITAL HIGH TENNIS COURTS\G. BID TO AWARD PHASE\BID SUMMARY.DOC

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.2.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

2. Calendar Committee Proposal for the 2023-2024 Calendar

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



Helena Public Schools

A great place to learn

Josh McKay
Assistant Superintendent
jmckay@helenaschools.org
Phone (406) 324-2004

Lincoln Center
1325 Poplar St.
Helena, Montana 59601
Fax (406) 324-2022

Date: 3/10/2023

To: Helena School Board of Trustees
From: Josh McKay, Assistant Superintendent

Re: Recommended School Calendar for the 2023-2024 School Year

Board of Trustees,

For your consideration, enclosed in this packet is the recommended calendar from the Calendar Committee for the 2023-2024 school year. Members of the committee this year were: Renee' Driessen, Joice Franzen, Jane Shawn, Thomas Baty, Nancy Peterson, Dennis Peterson, Brian Cummings, Jonna Schwartz, Starsha Frederickson, Dolan Gilreath, Shannon Callahan, Leighann Wilson, Justine Alberts, Kathleen Prody, and Josh McKay.

This proposed calendar begins with students attending a 3 day first week, then a 4 day week (Labor Day) and then a 5 day week. Along with this startup, we included a week long spring break. This calendar has many aspects that are like past calendars.

The committee has also made some new recommendations this year. One of them centers around the 2.5-day K-5 week that used to occur in prior calendars that follows Martin Luther King day associating with the high school semester test week. This new calendar creates two 4 day weeks in the middle of January, a very creative and beneficial idea for student learning. The 2.5 day week of the past was a challenge for unit planning and learning acquisition. Also, we are suggesting a new K-5 only half (AM) student day and half (PM) staff records day on December 1. This change corresponds to the end of the K-5 trimester. We are excited to try this for our staff and students with the trimester concept.

Our Calendar Committee is an enjoyable group of thoughtful participants. Together, we have rich discussions about our own ideas and the ideas shared with us from our partners throughout the district. I look forward to our discussion regarding the proposed calendar from our committee.

Sincerely,

Josh McKay
Assistant Superintendent
Grades 6-12, Access to Success and the Adult Learning Center
Helena Public Schools
(406) 324-2004



DRAFT

Holiday and Student Dismissal Dates

August 28 & 29	Staff Orientation
August 30	First Day of School for Grs 1-5, Gr 6 CRA & HMS, Grs 9-12 PAL, Gr 9 CHS & HHS
August 31	First Day of School for Grs 7-8 CRA & HMS, Grs 10-12 CHS & HHS
September 4	Labor Day - No School - District Closed
September 5	First Day of School for Kindergarten
October 19 & 20	Educator Conferences-No School
November 6	2nd Quarter Begins: Grades 6-12
November 22-24	Thanksgiving Break-No School
November 23 & 24	District Closed
December 1	12:00 P.M. Grades K-5 Student Early Dismissal
December 1	Grades 6-12: Full Day of School
December 1	P.M. K-5 Staff Records Day
December 4	Trimester 2 Begins: Grades K-5
December 22 - Jan.1	Winter Break-No School
December 25, 26 & January 1	District Closed
January 15	Martin Luther King Day-No School-District Closed
January 17, 18 & 19	High School Semester Testing
January 19	Grades K-5: Full Day of School
January 19	12:00 P.M. Grades 6-8 Early Dismissal
January 19	P.M. 6-8 Staff Records Day
January 22	No School K-12, HS Staff In-Service & Records Day
January 23	3rd Quarter Begins: Grades 6-12
February 19	President's Day-No School-District Closed
March 4	Trimester 3 Begins: Grades K-5
March 25- 29	Spring Break-No School
April 1	4th Quarter Begins: Grades 6-12
May 3	Vigilante Day - No school Grades 9-12/11:00 AM Dismissal K-8
May 27	Memorial Day-No School-District Closed
June 1	High School Graduation
June 4, 5 & 6	High School Semester Testing
June 6	Last Day & 12:00 p.m. Early Dismissal Students K-8
June 6	Last Day for Students 9-11
June 6	P.M. K-8 Staff Records Day: Last Day for Staff K-8
June 7	HS Staff In-Service-Records Day: Last Day for Staff 9-12
July 3 & 4	District Closed

Mondays are Professional Release days for Helena School District staff. School for students will dismiss early. Please see below.

- Elementary School Student day ends 45 minutes early
- Middle School Student day ends 45 minutes early
- High School Student day ends 45 minutes early

- Holiday or Break- No School-All Grades
- Staff Orientation
- Last Day of School 9-12 Students
- High School Semester Testing
- Early dismissal Students K-5 ONLY/halfday K-5 Records Day
- Early dismissal Students K-8/halfday K-8 Records Day
- HS staff In-service-records day-No School K-12
- Vigilante Day-K-8 released 11:00 AM / HS No School

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Proposal for the Board of Trustees
3/14/2023

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.3.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

3. National Certified Counselor Certification Approval

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

**Human Resources Memo
Board of Trustees Meeting
March 14, 2023**

The Collective Bargaining Agreement between the Helena School District and the Helena Education Association states the following:

a. All applications for a certification placement would have to be approved by both the Board of Trustees and the HEA Board before placement. All certifications that are approved by the two Boards would not take effect until the next budget year in order to ensure funding.

b. Applications for a new placement must be received in the Personnel Office by November 1st, if the educator wishes the placement to be effective for the next school year contract.

The Certification Committee established per CBA language approved two certifications on February 27, 2023 for the following educators:

Jaime Pandis, HHS Counselor
Ellaina Staldine, HHS Counselor

Both educators are seeking to have “National Certified Counselor” be added to the pre-approved list of certifications which include the following approved certifications:

- National Board Certification from the National Board of Professional Teaching Standards
- Certification of Clinical Competency for Speech Pathology
- Nationally Certified School Psychologists Credential from the National Association of School Psychologists
- The Board-Certified Behavior Analyst Certification from the Behavior Analyst Certification Board
- Board Certification through the National Board for Certified Occupational Therapists
- Board Certification for Physical Therapists through the Montana Board of Examiners and the American Physical Therapy Association
- Registered Nurse License from the National Council of State Boards of Nursing
- Board Certification from the National Board for Certification of School Nurses

If both Boards approve the addition of “National Certified Counselor” to the list of approved certifications and Ms. Pandis and Ms. Staldine complete the program and receive the certification they will advance a lane from MA30/BC30 (Lane 6) to MA+BC or PhD (Lane 7).

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

The following policies are being presented for *Action*:

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”.

The following policy is being presented for *Information*:

5030 Abused and Neglected Child Reporting

The Policy Committee reviewed this policy during their ongoing review of the 5000 Series. The committee clarified who are mandatory reporters, the definition of child abuse, and stated the Superintendent shall provide access to educational resources.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.4.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 4. Policy 5045 Family Medical Leave Act

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

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

12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review
2.14.2023 Full Board – 1st Reading
3.14.2023 Full Board – 2nd Reading

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:		

12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review

2.14.2023 Full Board – 1st Reading
3.14.2023 Full Board – 2nd Reading

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.5.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

5. Policy 5035 Staff Ethics and Political Activity

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

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:

11.1.2022, 12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review
2.14.2023 Full Board – 1st Reading
3.14.2023 Full Board – 2nd Reading (Action)

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

11.1.2022, 12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 2nd Review
2.7.2023 Policy Committee – 3rd Review
3.7.2023 Policy Committee – 4th Review

2.14.2023 Full Board – 1st Reading
3.14.2023 Full Board – 2nd Reading (Action)

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 03/14/23

Item VI.C.6.

Superintendent's Report

General Public Comment

Item for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

6. Policy 5051 Insurance Benefits for Employees

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

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~~,” open
14 enrollment period as defined in the plan documents. An eligible employee wishing to initiate, discontinue
15 or change health insurance coverage must initiate the action by contacting the Human Resources office and
16 completing appropriate 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:

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43
12.9.2022 Policy Committee – 1st Review
1.3.2023 Policy Committee – 1st Review
2.7.2023 Policy Committee – 1st Review
3.7.2023 Policy Committee – 4th Review

2.14.2023 Full Board – 1st Reading
3.14.2023 Full Board – 2nd Reading