



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, April 11th, 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. **1st Place Las Vegas Crown World Class Cheerleading Competition/1st place Class AA Large Squad at Cheerfest/1st Place All-Around High Point Cheer Team at Cheerfest**

Congratulations to the Capital High Cheer Team for winning 1st place in the Advanced Co-Ed Show Division at the Las Vegas Crown World Class Cheerleading Competition, winning 1st place Class AA Large Squad at Cheerfest, and winning 1st place All-Around High Point Cheer Team. Thank you to Coach Sue Bannon for all that she does for these athletes.

Congratulations to the following team members: Mikayla Irish, Abbigale Murray, Charlotte Tamol, Elena Tran, Kynzie Belcher, Teagan Clement, Kayleona Key, Annesa Smith, Etchie Smith, Isabella Yearry, Sydney Bird, Piper Claeys, Andrew Williams, Mia Brinton, Lilyan Carlson, Nyeala Herndon, David Marshall, and Jasmine Otteson.

B. **Montana West's National Speech and Debate Association Coach of the Year**

Congratulations to Capital High School Head Coach, JW "Dubbz" McClintic, as he was nominated and won Montana West's National Speech and Debate Association Coach of the Year.

C. **National Speech and Debate Qualifiers-Capital High School**

Congratulations to the following Capital High students who qualified for the National Speech and Debate Tournament. Special thanks to JW McClintic, CHS Speech and Debate Coach for all that he does for students.

- Kathrine (Kat) Armstrong-Alternate
- Evelyn Dachs-Alternate
- Jules Davidson-Multi event
- Caitlin King-World School
- Katie Steinhoff-Multi event

D. **National Speech and Debate Qualifiers-Helena High School**

Congratulations to the following Helena High students who qualified for the National Speech and Debate Tournament. Special thanks to Jennifer Hermanson, HHS Speech and Debate Coach, for all that she does for students.

- Layla Riggs-Congress
- Loreley Drees-Multi event
- Lucy McDonald-Garrity-Multi event

E. **Montana High School Boys' Soccer Player of the Year**

Congratulations to Capital High student Trey Moseman who was selected as the Montana High School Boys' Soccer Player of the Year by the United Soccer Coaches. Each year, the organization selects a player of the year in each state at the high school level and this year Trey was selected for Montana. Special thanks to Stefan Wall, Boys Soccer Coach at CHS, for all that he does for these athletes.

F. **National BPA Qualifiers-Capital High School**

Congratulations to our National BPA Qualifiers from Capital High School. Special thanks to Terri Norman for her guidance. The following students qualified to compete at the 2023 National Leadership Conference in Anaheim, California.

- 1st Place: Financial Analyst Team—Abi Grotbo, Taylor Ferretti, and Brendan Miller
- 1st Place: Payroll Accounting—Brendan Miller
- 2nd Place: Payroll Accounting—Abi Grotbo
- 3rd Place: Advanced Accounting—Jack Drynan
- 5th Place: Fundamental Desktop Publishing—Caitlin King

G. **Business Professional of America Silver Star Award-Capital High School**

Congratulations to the Capital High School BPA Team for being awarded the Silver Star Award for outstanding chapter implementation of the mission and strategies of BPA as well as the 3rd highest fundraising chapter for the Special Olympics Special Dots program with a donation to Special Olympics Montana of \$1053.

H. **Business Professionals of America National Emerging Advisor of the Year**

Congratulations to Helena High School BPA Advisor Buffy Smith who has been nominated by Montana Business Professionals of America for the National Emerging Advisor of the Year!!

I. **National BPA Qualifiers-Helena High School**

Congratulations to our National BPA Qualifiers from Helena High School. Special thanks to Samantha Humphrey and Buffy Smith for their guidance. The following students qualified to compete at the 2023 National Leadership Conference in Anaheim, California.

- Foster Smith: 1st Java Programming, 1st Python Programming & 1st C++ Programming
- Titan Russell: 1st Network Administration using Cisco, 2nd Computer Network Technology
- Kaden Price: 1st C# Programming & 5th Java Programming
- Cooper Cross: 2nd C++ Programming, 4th Python Programming & 4th Java Programming
- Matthew Roberts: 2nd Java Programming
- Nolan Verrill: 2nd C# Programming
- Khalil Elias: 3rd Java Programming
- Kaden Price, Foster Smith, Nolan Verrill & Titan Russell: placed in the top 10, nationally, in Software Engineer Virtual Event and will learn of the placing at the National Conference.

J. **Business Professional of America Silver Star Award-Helena High School**

Congratulations to the Helena High BPA team for receiving the Silver Star of Professionalism award for the 10th year in a row. The Montana Association Silver Star Award for Chapter Development is designed to award those Business Professionals of America chapters who actively implement the mission and strategies of the organization.

K. **Mock Trial State Champions**

Congratulations to the Helena High Baker Team for winning the 2023 Mock Trial State Championship. Congratulations to Melaina Klobberdanz, Robert Stimpson, Wyatt Gant, Jaydn Rutenbur, Grace Kantorowicz, Layla Riggs, Riley Walsh, and Ethan Taylor. Congratulations to the Helena High Shea Team for being awarded Mock Trial State Championship Runner-Up. Congratulations to Mia Taylor, Owen McDaniel, Caili Lowney, Kenzi Criswell, Aysia Phattavong, and Aine Cleary. Special thanks to Kacey Askin for all his guidance.

L. **State Science Olympiad**

Congratulations to the following Helena High students that were awarded Gold Medals at the State Science Olympiad:

Forestry: Robert Stimpson and Paul Reeves

Rocks and Minerals: Annika Nehring and Emily McAnally

Anatomy: Paisely Karlin and Wyatt Gant

Congratulations to the Helena High Science Olympiad team for placing 4th overall. Thank you to the HHS Science Olympiad Advisors David McKim and Claire Pichette for all that they do for these students. Special thanks to educators Christine Thennis, Julie Ladd, Jamie O'Malley, and Tyler Hollow for everything that they do to support these students.

M. **NW Photographic Communications 2022-23 High School Photo Contest**

Congratulations to the following Capital High Students who were finalists in the NW Photographic Communications 2022-23 High School Photo Contest:

Generations by Olivia Dewey, Capital High School, Helena, Montana

American Welder by Raelynn Staley, Capital High School, Helena, Montana

Sweets and Sass by Emma Allred, Capital High School, Helena, Montana

Bokeh by J. D. Reighard, Capital High School, Helena, Montana

The top-ten finalist's photographs were printed, matted, and framed for exhibition in the NWC SinClair gallery January through March. Special congratulations to Olivia Dewey who took first place overall and Raelynn Staley who took second place overall. Thank you to Capital High Photography Teacher Genevieve Anderson for all that she does for these incredible students.

N. **Presidential Award for Excellence in Mathematics and Science Teaching Program Finalist**

Congratulations to Sarah Urban who has been selected as a Montana state-level finalist in the Presidential Award for Excellence in Mathematics and Science Teaching Program! Sarah is one of six Math and Science teachers selected in the state for this prestigious award and is now a candidate for the state Presidential Award.

- O. **Presidential Award for Excellence in Mathematics and Science Teaching Program Finalist**
Congratulations to Megan Lane who has been selected as a Montana state-level finalist in the Presidential Award for Excellence in Mathematics and Science Teaching Program! Megan is one of six Math and Science teachers selected in the state for this prestigious award and is now a candidate for the state Presidential Award.

IV. **PRESENTATION**

Helena High Green Group

V. **SUPERINTENDENT'S REPORT**

VI. **GENERAL PUBLIC COMMENT**

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

VII. **NEW BUSINESS**

A. **Items For Information**

1. 2022 District Audit: Anthony Gerharz, Manager, Wipfli LLP
<https://helenaschools.org/wp-content/uploads/2023/03/Helena-School-District-1-Final-FS-2022.pdf>
2. Cancellation of Trustee Election
 - a. Elementary Trustee Election
 - b. High School Trustee Election
3. Curriculum, Assessment, and Federal Programs Update
4. Policy 5122 Criminal Background Investigation
5. Policy 5610 Intellectual Property Rights

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. 03.14.23 Full Board Meeting Minutes

C. Items for Action

1. Declare Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy
2. CHS and HHS CTE Roof Re-Coating Bid
3. Policy 5030 Abused and Neglected Child Reporting

D. Reports

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

VIII. UPCOMING MEETINGS

IX. BOARD COMMENTS

X. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item V.

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. Wetzl, Superintendent

RE: Superintendent Report –

DATE: April 11th, 2023

- Recognition –
 - School Librarian Appreciation Day April 4th, 2023
 - National Assistant Principal Week April 3rd- April 7th, 2023
 - Paraprofessional Appreciation Day April 5th, 2023
 - National Volunteer Recognition Week April 17th- April 21st, 2023
 - Congratulations to HHS Student Robert Stimpson who presented his research on Learning Bias at the Montana Tech Regional Science Fair and was awarded the American Psychological Association Award for his research.
 - Administrator Update
 - National Administrative Professional's Day April 26th, 2023
 - Helena Education Foundation's Distinguished Students and our Distinguished Educators. Thank you to Helena Education Foundation's Lisa Cordingley and Becca Leaphart for this amazing opportunity for students and educators.
 - Charlotte, of Central Elementary Schools, was selected as the Grand Champion of the "2023 Sodexo Future Chefs Challenge." Thank you to Robert Worthy, Sodexo Manager, for organizing this event for students.
 - HHS Cheer Squad as they captured 3rd place in AA small group at Cheer Fest. Congratulations to our CHS Cheer Squad that we recognized tonight for their accomplishments.
 - Congratulations to Rossiter Educator Kim Ziska-KMTX February Teacher of the Month
 - Helena High Tech Math Class Student Ben Bingham took first place in the crosstown Balsa-wood bridge building contest. Thank you to our community volunteer Russ Lay, with Morrison-Maierle engineers, and HHS Math Teacher Jonathan Driggers for making this event possible!
 - Board Work Session March 21st At C.R. Anderson Middle School-Thank you to Principal Kathleen Prody, Assistant Principal Sol Jones, Assistant Principal Eric Peterson, and Staff
 - Broadwater Elementary School celebrated their 130th birthday on March 24th, 2023

- New Business
 - Helena Public Schools Retirement Celebration
 - May 24th, 4:30 p.m. Central Elementary School
 - ACT Day-April 11th
 - Student Rep/Superintendent Q & A
 - HSD School Based Health Community Collaboration Meeting
 - Staffing Progressing across the District
 - Safety Updates
 - District Wide 911 Communication Safety Check Update
 - Jeremy Bullock Safety Conference in Helena
 - Bond Funds Spenddown Update
 - After Action Review – CHS incident
 - Recruitment for Next Year-Student Representatives
- Outreach/Meetings
 - Budget & Facilities Community Outreach Presentations:
 - Facilities Director Todd Verrill
 - Helena Area Chamber of Commerce
 - Sunrise Rotary
 - Kiwanis Club
 - Helena Rotary
 - Helena Kiwanis
 - Hometown Helena
 - News - IR
 - Staff forums 3x
 - Budget Recommendation Consensus Committee – Update
 - 2023 MASS Spring Conference
 - MQEC Board of Directors Meeting
 - Public Education Day Event
 - Hometown Helena
 - Chamber of Commerce
 - Budget Strategic Work Meetings
 - Cabinet & Leadership
 - Board Leadership

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- HEF Executive Committee
 - Teacher Advisory Meeting
 - Parent Advisory Committee
 - AA Superintendents
 - HEF
 - Executive Meeting
 - Board Meeting
 - HEA President/Superintendent Meeting
 - Rotary Club
-
- Other

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VI.

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: 04/11/2023

Item VII.A.1.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Information

1. 2022 District Audit: Anthony Gerharz, Manager, Wipfli LLP

<https://helenaschools.org/wp-content/uploads/2023/03/Helena-School-District-1-Final-FS-2022.pdf>

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.2.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
 2. Cancellation of Trustee Election

Board of Trustees Meeting

Cancellation of Trustee Election



VII. Items for Information

2. Cancellation of Trustee Election
 - a. Elementary Trustee Election
 - b. High School Trustee Election
-

Background:

Pursuant to 20-3-313, MCA, whenever the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the election administrator may cancel the election.

Considerations:

- Two positions in the elementary were up for re-election and the lone high school position was up for re-election.
- Linda Cleatus and Jennifer McKee filed for the two elementary positions and there were no write-in candidates.
- Jennifer Walsh filed for the high school position and there were no write-in candidates.
- The number of candidates that filed a nomination petition equaled the number of open trustee positions and no declarations of intent to be a write-in-candidate were filed. Therefore, The County Election Administrator cancelled both the elementary and high school trustee election and provided the attached notices.
- Trustees will be elected by acclamation at the May 16th Board of Trustees Meeting and Katrina Chaney, County Superintendent of Schools will administer the oath of office to trustees.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.2.a

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
 2. Cancellation of Trustee Election
 a. Elementary Trustee Election

NOTICE OF TRUSTEE ELECTION CANCELLATION

WHEREAS, the number of candidates filing a Declaration of Intent and Oath of Candidacy for the open trustee positions on the Helena Elementary School Board of Trustees, District No. 1, Lewis and Clark County, State of Montana is equal to or less than the number of positions to be elected, the trustee election is not necessary.

THEREFORE, the necessary 30 day notice is hereby given that the Helena Elementary School District No. 1, Lewis and Clark County, State of Montana, Trustee Election is cancelled.

DATED this 6th day of April, 2023

Election Administrator: Amy Reeves

Signature: 

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.2.b

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
 2. Cancellation of Trustee Election
 b. High School Trustee Election

NOTICE OF TRUSTEE ELECTION CANCELLATION

WHEREAS, the number of candidates filing a Declaration of Intent and Oath of Candidacy for the open trustee positions on the Helena High School Board of Trustees, District No. 1, Lewis and Clark County, State of Montana is equal to or less than the number of positions to be elected, the trustee election is not necessary.

THEREFORE, the necessary 30 day notice is hereby given that the Helena School District No. 1, Lewis and Clark County, State of Montana, Trustee Election is cancelled.

DATED this 5th day of April, 2023

Election Administrator: Amy Reeves

Signature: 

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.3.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
 3. Curriculum, Assessment, and Federal Programs Update

**Curriculum,
Assessment, and
Federal
Programs
Update**

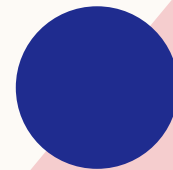
April 11, 2023

AGENDA

Curriculum Updates

Assessment Updates

Title Updates



CURRICULUM

- Instructional Professional Development
 - Joy-Into Reading and Literacy Grant Schools
 - Yolanda-Modeling writing and trained coaches on opinion writing
 - Michelle-Math standards alignment, modeling manipulatives, number sense, and fluency in classroom
 - Deb Hunsaker Focus Folder, interventions, Instructional Framework
- Grade Level Meetings
 - Modeled Math games and manipulatives
 - Into Reading Pilot teachers shared out
 - SBG Updates
- *Into Reading* Roll Out
- Content Area Curriculum Development
 - 6-12 Social Studies
 - 6-12 Science
 - 6-12 Math

SUMMER PROFESSIONAL DEVELOPMENT

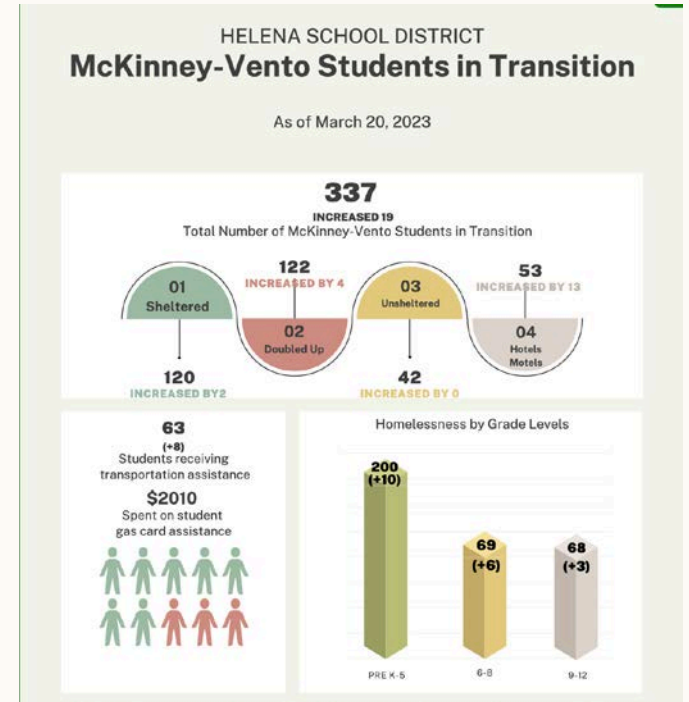
- *K-5 Into Reading* training
- K-5 Math-Fluency and Manipulatives
- K-5 Focus Folder, Interventions
- K-5 Foundations of Writing
- K-5 Multiage classroom strategies
- 6-12 Curriculum Work (Social Studies, Math, CTE)
- Conscious Discipline
- Jeremy Bullock Safe Schools
- NEW New Teacher Orientation

ASSESSMENT

- **Spring State Assessments**
 - WIDA (12/3-2/28)
 - CogAT (3/13-24)
 - Alternative Assessments (3/13-4/13)
 - ACT-April 11th
 - SBAC –(4/24-5/5 Elem; 5/8-5/19 Middle)
- **95% participation rule**
- **District Spring Benchmark (5/15-5/26)**
 - Acadience
 - Universal Number Sense Screener
 - iReady

FEDERAL PROGRAMS

- Targeted Support Grant Awards
- Private/Non-Public Spring Outreach
- New Transitions Classroom at HHS
- Homeless Data
- EL/ML
 - New Sheltered curriculum pilot
 - Approximately 40 students took WIDA
 - Targeted Support Grants



**Policy Background
Board of Trustees Meeting
April 11, 2023**

The following policy is being presented for *Action*:

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, the penalty for not reporting and stated the Superintendent shall provide access to educational resources.

The following policies are being presented for *Information*:

5122 Criminal Background Investigation

This is an existing policy that has been revised to clarify who is required to have a comprehensive criminal background investigation to include fingerprinting. It further clarifies that volunteers who have unsupervised access to District students will also be required to submit to a comprehensive background investigation.

Student teachers from a Montana accredited teacher education program who have completed a fingerprint-based background check no more that six months prior to their student teaching start date may have the results sent to the District. However, student teachers from a program outside of Montana must agree in writing to a comprehensive background investigation to include fingerprinting.

5610 Intellectual Property Rights

This policy was developed at the request of the Helena Education Association and establishes intellectual property rights when materials which are original are developed using public resources. It defines how intellectual property is dealt with when created within the scope of the employee's responsibilities, outside the scope of the employee's responsibilities or a combination of the two. It further defines the relationship between the District and the employee should the District choose to purchase the materials.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.4.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
4. Policy 5122 Criminal Background Investigation

2
3 PERSONNEL

4
5 Criminal Background Investigation

6
7 Any requirement of ~~an applicant or employee~~ a candidate, volunteer applicant or
8 employee of a contractor to submit to a fingerprint background check will be in
9 compliance with the National Child Protection Act and applicable state and federal
10 regulations. If an individual applicant has any prior record of arrest or conviction by any
11 local, state, or federal law enforcement agency for an offense other than a minor traffic
12 violation, the facts must be reviewed by the Superintendent or ~~his/her~~ designee who shall
13 decide whether the individual ~~applicant~~ shall be declared eligible for ~~appointment or~~
14 employment or volunteering.

15
16 All applicants, employees of firms that hold a contract with the District, and volunteers
17 who will have unsupervised access to students will be required to submit to a
18 comprehensive criminal background investigation to include fingerprinting. The
19 authorization must be in writing.

20
21 Arrests resolved without conviction shall not be considered ~~in the hiring process~~
22 unless the charges are pending and prohibit the individual from working as an
23 employee or volunteering.

24
25 Employees and volunteers have the responsibility to notify the District as soon as possible if
26 they are arrested, charged with a crime, or served a restraining order. The District will take
27 appropriate action, up to and including termination, if upon notification it is determined the
28 criminal activity impacts the individual’s continued employment or ability to volunteer.

29
30 The Superintendent or designee shall keep all criminal record information confidential as
31 required by law. All records must be retained in accordance with state and federal law.

32
33
34 *Paid Full & Part-time Employees / Certified and Classified Substitutes*

35
36 It is the policy of the Board that any finalist recommended for hire to a paid position
37 with the District shall authorize in writing their agreement to a comprehensive criminal
38 background check, which will include a fingerprint background check. The criminal
39 background check will be conducted by the appropriate state and/or federal agencies.
40 Any offer of employment ~~or appointment~~ shall be contingent upon the results of the
41 comprehensive criminal background check. The employee will not be allowed to begin
42 work until the District has received and approved the results of the criminal background
43 check. The cost for the criminal background check shall be borne by the District.

44
45 ~~The District will accept the report of a previous fingerprint-based background check~~
46 ~~completed within the six (6) months before for the non-licensed substitute teacher~~
47 ~~applied if it is submitted by a Montana university or college where the applicant is~~

48 ~~currently or was formerly enrolled in an accredited Montana professional educator~~
49 ~~program or from a public or nonpublic state accredited school that previously employed~~
50 ~~the applicant.~~

51
52 The Superintendent may determine that a critical staffing need exists and in such cases
53 the Superintendent ~~and/or his or her~~ designee may allow the employee to begin work
54 after the District has approved a name-based background check. Such employment will
55 be temporary, pending completion of the comprehensive criminal background check,
56 including a fingerprint background check.

57
58 Student Teachers

59
60 The District will accept the report of a previous fingerprint-based background check
61 completed no more than six months prior to the student teacher's start date. The
62 fingerprint-based background check must be submitted to the District by a Montana
63 university or college or a public or non-public Montana accredited school where the
64 student teacher is currently or was formerly enrolled in a Montana professional educator
65 program.

66
67 Student teachers from a teacher education program outside the state of Montana must
68 agree in writing to a finger-print based background check conducted by the appropriate
69 state and/or federal authority.

70
71 Volunteers

72
73 All volunteers who have unsupervised access to District students on District property or
74 at a District sanctioned event will be required to ~~provide two forms of identification, (a~~
75 ~~government issued photo ID and another reliable proof of identity). In addition, all~~
76 ~~volunteers will be required to~~ submit to a comprehensive criminal background check,
77 which will include a ~~name-based~~ fingerprint-based background check. Volunteers ~~who~~
78 ~~have unsupervised access to students or who serve as chaperones for school sponsored~~
79 ~~trips are required to submit to a comprehensive criminal background check including a~~
80 ~~fingerprint background check and will not be able to serve until the District has received~~
81 ~~and approved the results of the criminal background check.~~

82
83 The District may, at its discretion, conduct a name based background check at the
84 discretion of the Superintendent or designee. ~~waive criminal background checks for~~
85 ~~volunteers who assist with events similar in nature to bake sales and book sales and~~
86 ~~who do not have unsupervised access to students.~~

87
88 *Other*

89
90 ~~The following applicants for employment shall be required as a condition of any~~
91 ~~offer of employment to authorize, in writing, the District to conduct a~~
92 ~~comprehensive criminal background investigation to include fingerprinting. The~~

93 ~~authorization must be in writing. determine if he or she has been convicted of~~
94 ~~certain criminal or drug offenses:-~~
95 ~~• Education support personnel seeking full or part time employment within the~~
96 ~~District;-~~
97 ~~• Any employee of a person or firm holding a contract with the District.;~~
98
99 ~~Any requirement of an applicant or employee of a contractor to submit to a fingerprint~~
100 ~~background check will be in compliance with the National Child Protection Act and~~
101 ~~applicable state and federal regulations. If an applicant has any prior record of arrest or~~
102 ~~conviction by any local, state, or federal law enforcement agency for an offense other~~
103 ~~than a minor traffic violation, the facts must be reviewed by the Superintendent or his/her~~
104 ~~designee, who shall decide whether the applicant shall be declared eligible for~~
105 ~~appointment or employment.~~
106
107 ~~Arrests resolved without conviction shall not be considered in the hiring process~~
108 ~~unless the charges are pending and prohibit the individual from working as an~~
109 ~~employee.~~
110
111 ~~The Superintendent shall keep all criminal record information confidential as required by~~
112 ~~law.~~
113
114

Cross Reference: 5085 Substitutes and Student Teachers

Legal Reference:

42 USC 5119a	
10.55.716, ARM	Substitute Teachers
10.57.201a, ARM	Criminal History Background Check
§ 44-5-301, MCA	Dissemination of public criminal justice
§ 44-5-302, MCA	information Dissemination of criminal history
	record information that is not public criminal
§ 44-5-303, MCA	justice information Dissemination of
	confidential criminal justice information –
	procedure for dissemination through court

Policy
History:
Adopted on: 5.14.2019
Revised on:

115
116

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.A.5.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
5. Policy 5610 Intellectual Property Rights

2
3 **PERSONNEL**

4
5 Intellectual Property Rights

6
7 The purpose of this policy is to establish provisions which define how intellectual property rights
8 are recognized when employees develop materials and other forms of intellectual property and
9 how equitable allocation of royalties, compensation, and other ownership rights are established
10 for intellectual property valued in excess of twenty-five hundred dollars (\$2500.00).

11
12 It is the policy of the Board to encourage its employees to ethically create innovative and
13 progressive materials and/or other forms of intellectual property. Intellectual property is defined
14 as original and creative work manifested in a tangible form that can be legally protected, in a
15 manner that may include but is not limited to a patent, trademark, or copyright.

16
17 The Board also recognizes the need for all employees to understand the circumstances where the
18 District may have proprietary rights to intellectual property produced during paid time using
19 public resources. Depending upon the situation, royalties or compensation for such materials
20 and/or other forms of intellectual property may be paid to the District.

21
22 Prior to the development of new materials and/or other forms of intellectual property related to
23 an employee’s employment or an employee’s sabbatical, the employee must meet with the
24 Superintendent or designee to obtain permission to create the material and/or other forms of
25 intellectual property and to gain an understanding of any ethical considerations. The meeting
26 should occur regardless of whether the materials and/or other forms of intellectual property will
27 be developed outside or during the workday or will use some or no District resources.

28
29 Employees who receive approval for the development of materials and/or other forms of
30 intellectual property that does involve full or partial use of District resources and/or partial use of
31 the workday will seek to have the respective rights of ownership between the employee and the
32 District addressed in a written agreement. If there is no such agreement, the rights of ownership
33 shall belong to the District.

34 *Items Created Within the Employee’s Scope of Responsibilities*

35 The Board retains the rights to all materials and/or other forms of intellectual property produced
36 by employees during their workday, as part of their employment, and/or using District resources.
37 In this situation, the District reserves the right to copyright or patent the intellectual property in
38 its name and to otherwise exercise proprietary rights, including royalty or compensation rights.
39 Employees will not be compensated for the materials and/or other forms of intellectual property
40 produced by employees during the paid workday, or as part of their employment, or with the use
41 of public resources.

46 *Items Created Outside the Employee's Scope of Responsibilities*

47
48 The Board does not inhibit employees, outside of their workday and apart from their
49 employment with the District, from using their own resources, to research, author, or produce
50 materials and/or other forms of intellectual property. The Board also recognizes the right of
51 employees to own business interests in companies which produce such intellectual property

52
53 Employees who produce materials and/or other forms of intellectual property outside of their
54 workday, apart from and not related to their employment, using their own resources, have the
55 right to exercise total proprietary rights, including royalty rights and/or compensation, regarding
56 the intellectual property.

57
58 However, if an employee uses District resources, equipment or facilities outside the workday to
59 create intellectual property, the rights to such property belongs to the District unless an
60 agreement is reached prior to the initiation of the work.

61
62 *Items Created Using a Combination of Paid and Personal Time*

63
64 Work that an employee does in a combination of both paid and personal time that contributes to
65 the job for which the employee was hired, may be considered within the employee's scope of
66 responsibilities as defined by this policy. When an employee creates items used to perform their
67 job function and any portion of the work on the item occurred when the employee was being
68 paid by the District and/or the employee was using District equipment, resources or facilities the
69 items may belong to the District, the employee or a combination of the two.

70
71 Employees must receive prior approval for the development of materials and/or other forms of
72 intellectual property that involves full or partial use of District resources and/or partial use of the
73 workday. The written agreement will establish the respective rights of ownership between the
74 employee and the District. If there is no such agreement, the rights of ownership shall belong to
75 the District.

76
77 Should an employee develop intellectual property but not see to monetize or legally protect it,
78 the District may make use of the property without additional compensation, but shall not
79 distribute, copy, or monetize the property without the consent of the originating employee.

80
81 *District Purchase of Employee Developed Materials*

82
83 Materials and/or other forms of intellectual property authored or produced by employees may be
84 purchased by the District if they are approved for purchase according to standard evaluation and
85 selection procedures for those items in accordance with Board Policies, state statute and
86 administrative procedures.

87
88 An employee may not participate in the evaluation or procurement of materials and/or other
89 forms of intellectual property wholly or partially produced by the employee and/or immediate
90 family member.

92 An employee who receives royalties or compensation on the sale of materials and/or other forms
93 of intellectual property to the District, must ~~donate~~ divide royalties and/or net pro rata profits ~~to~~
94 ~~an approved charity~~ as defined if:

- 95 1. The sale of the materials and/or other forms of intellectual property exceeds
96 twenty-five hundred dollars (\$2,500.00) annually, or
- 97 2. The employee receives a pro rata share of payment of account on sales of
98 materials and/or other forms of intellectual property that exceeds twenty-five
99 hundred dollars (\$2,500.00) annually.
- 100 3. The amount that is to be donated in the royalties and/or net pro rata profits
101 on any sales exceeds twenty-five hundred dollars (\$2,500.00).

102 If the royalties and/or net pro rata profits exceed twenty-five hundred dollars (\$2,500.00)
103 annually the following distribution shall apply:

- 104 • 50% to employee
- 105 • 40% to District
- 106 • 10% to Helena Education Foundation

107 Any employee who chooses not to comply with the foregoing requirements may request of the
108 Superintendent/designee that his or her materials and/or other forms of intellectual property not
109 be purchased by the District. Such requests will be honored.

110
111 An employee may not use District property, student work (without prior documented written
112 permission obtained from parents), or personnel, in preparing materials for private use or for use
113 unrelated to the school system.

114
115 The Superintendent is authorized to develop appropriate procedures to implement this policy.

116
117 Cross Reference: 5035 Staff Ethics and Political Activity

118
119 Legal References: §2-2-121, MCA Rules of Conduct for Public Officers and Public
120 Employees

121 §2-2-121, MCA School Officers Not to Act as Agents
122 Copyright Act of 1976

123
124 Policy History:
125 Adopted:
126 Revised:
127 Reviewed:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/11/2023

Item VII.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. 03.14.23 Full Board Meeting Minutes

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

PERSONNEL ACTIONS

March 15, 2023 – April 14, 2023

CERTIFICATED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
TBD/Resource	Clements, Kody	\$41,615.00	\$41,615.00	08/28/2023
HMS/PE-Temp Sub	Curry, Bryana	\$222.54/day	\$222.54/day	05/01/2023
Bryant/Resource	Fadely, Emily	\$10,526.15	\$10,526.15	04/10/2023
HHS/Resource-Temp Sub	Galt, Vicky	\$293.37/day	\$293.37/day	05/22/2023
Kessler/Kinder-Temp Sub	Mech, Dene	\$222.54/day	\$222.54/day	03/21/2023
TBD/Special Education	Oppedahl, Matthieu	\$53,059.13	\$53,059.13	08/28/2023
TBD/Special Education	Pollard, Emily	\$41,615.00	\$41,615.00	08/28/2023

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Rossiter/Kindergarten-Temp Sub	Aschim, Delaney	Fulfilled	05/10/2023
Warren/Grade 4	Carlson, Hanna	Resignation	06/08/2023
Broadwater/Grade 2	Croft, Molly	Resignation	06/08/2023
HMS/PE-Temp Sub	Curry, Bryana	Fulfilled	05/31/2023
Hawthorne-Jim Darcy/Instruct. Coach	Ferriter-Smith, Tara	Resignation	06/08/2023
Central/Kindergarten	Fox, Mikell	Resignation	06/08/2023
HHS/Special Education –Temp Sub	Galt, Vicky	Fulfilled	05/26/2023
CRA-Hawthorne/Nurse	Maag, Shelly	Resignation	06/08/2023
Kessler/Kindergarten-Temp Sub	Mech, Dene	Fulfilled	05/11/2023
HMS/Science	Parrish, Jayme	Resignation	06/08/2023
HHS/Science-Temp Sub	Pepper, David	Fulfilled	03/24/2023
Kessler/Grade 4	Pickens, Dustin	Resignation	06/08/2023
Bryant/Kindergarten	Power, Christina	Resignation	06/08/2023
Jim Darcy/Grade 3-Temp Sub	Thornock, Jeanine	Fulfilled	03/24/2023
Bryant/Special Education	Todd, Chelsea	Resignation	06/08/2023

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Alberts, Justine	2023-2024	Hawthorne/Elementary Principal	LOAWOP
Berry, Kirstin	2023-2024	HMS/Science	LOAWOP
Bonney, Angela	2023-2024	Warren/Grade 4	LOAWOP
Buresh, Ashlie	2023-2024	Bryant-Central/Literacy Coach	LOAWOP
Ford, Danni	2023-2024	Warren/Grade 2	LOAWOP
Langreder, Henry	2023-2024	CHS/German	LOAWOP
Leaphart, Rebecca	2023-2024	CHS/English	LOAWOP
Mandeville, Jonna	2023-2024	HMS/English-Reading	LOAWOP
Shields, Martel	2023-2024	Central/Grade 2	LOAWOP
Stankowiak, Sarah	2023-2024	Central/Resource	LOAWOP
Stief, Halstyn	2023-2024	Rossiter/Resource	LOAWOP
Van Dyke, Kelly	2023-2024	Bryant/Kindergarten	LOAWOP

Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Hunt, Sharon	1.00 FTE	1.16 FTE	04/05/2023

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Kessler/Explore School STEM Lead	Evanston, Lily	\$22.48/hr.	\$22.48/hr.	03/14/2023
Kessler/Temporary Para Educator	Kauffman, Kyla	\$17.72/hr.	\$17.72/hr.	04/03/2023
IT/Help Desk Technician	Pullen, Kody	\$25.44/hr.	\$25.44/hr.	03/21/2023
Hawthorne/Overage Para Educator	Torske, Carolyn	\$17.51/hr.	\$17.51/hr.	04/05/2023
CRA/Float Custodian	Whitehead, Kyle	\$16.49/hr.	\$16.49/hr.	03/20/2023
Jefferson/SACC Para Professional	Worthy, Tyler	\$14.66/hr.	\$14.66/hr.	03/22/2023

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Kessler/Temporary Para Educator	Moffitt, Leslie	Resignation	03/13/2023
Bryant/Temporary Para Educator	Hitchens, Kaden	Resignation	04/14/2023
SACC/ParaEducator	Johnson, Hayleigh	Resignation	06/08/2023
HHS/Custodian	Mazurek-Pierce, Randall	Resignation	04/14/2023
Jefferson/Custodian	Morrow, Joshua	Resignation	04/05/2023
SSC/Level II Para Educator	Reynolds, Christy	Resignation	04/28/2023
Broadwater/Para Educator	Strizich, Stephanie	Resignation	04/05/2023
SACC/Para Educator	Wieland, Jane	Resignation	04/04/2023

SUPPLEMENTARY CONTRACT ASSIGNMENT

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>School</u>
Almquist	Kayla	Volleyball Coach 6th Grade	CRA
Blaz	Kelly	Volleyball Coach 6th Grade Coach Lead	CRA
Blaz	Kelly	Volleyball Coach 7th Grade	CRA
Brooks	Karli	Volleyball Coach 7th Grade	HMS
Busby	Nicole	Volleyball Coach 6th Grade	CRA
Cleveland	Rebecca	Volleyball Coach 7th Grade Coach Lead	CRA
Cleveland	Rebecca	Volleyball Coach 7th Grade	CRA
Crum	Lisa	Volleyball Coach 6th Grade	HMS
Crum	Lisa	Volleyball Coach 7th Grade	HMS
Curry	Bryana	Volleyball Coach 6th Grade	CRA
Curtis	Mikayla	Volleyball Coach 6th Grade	HMS
Curtis	Mikayla	Volleyball Coach 7th Grade	HMS
Dahlquist	Courtney	Volleyball Coach 6th Grade	CRA
Forsman	Emily	Volleyball Coach 7th Grade	CRA
Martin	Darby	Volleyball Coach 7th Grade	CRA
Patterson	Tara	Volleyball Coach 6th Grade	CRA
Pattison	Michaela	Volleyball Coach 6th Grade	HMS

Pattison
Sheridan
Sumner
Wolter

Michaela
Jaymee
Aleisha
Maddie

Volleyball Coach 7th Grade
Volleyball Coach 6th Grade
Volleyball Coach 6th Grade
Volleyball Coach 6th Grade

HMS
CRA
HMS
CRA

Helena School District #1

Warrants March 1 to 31, 2023

Direct Deposits: \$3,449,344.31

Payroll Warrants: 70131495-70131527

Payroll Deduction: 69292625-69292650

Non-Check Payroll Deductions: \$5,488,339.95

Non-Check Accts Payable Deductions: \$1,525,482.58

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

Claim Warrants: 69292282-69292767

CRA Middle School Student Activity Checks: 17316-17320

HMS Middle School Student Activity Checks: 8707-8711

Capital High Student Activity Checks: 24207-24234

Helena High Student Activity Checks: 36161-36182

Cancelled Warrants: \$8,664.72

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
5	Butte Elementary	Butte, MT 59701	Broadwater Elementary
12	Jefferson High School	Montana City, 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	1			4
6												1	1						2
7		1																	1
8														1					1
9	6	34	6	4	3		1						1						55
10	5	25	2	1	1										1		1		37
11	6	24	2	4		1				1									38
12	2	16	1	1	2			1											23
	27	103	11	10	6	1	3	1	1	2	1	1	1	3	2	1	1	1	176



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, March 14th, 2023

5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Chair
Jennifer McKee, Vice Chair
Luke Muszkiewicz, Trustee
Kay Satre, Trustee
Terry Beaver, Trustee
Jennifer Walsh, Trustee

Keiran Boyle, Capital High School Student Representative for the Board of Trustees

Rex Wertz, Superintendent
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
Jane Shawn, HEA President
Todd Verrill, Facilities Director
Brett Zanto, Capital High Principal
Steve Thennis, Helena High Principal
Karen Ogden, Communications Officer
Lona Carter, School Health Grant Facilitator
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. Chair Hathhorn shared that sadly, Trustee Lois Fitzpatrick, had passed away and the Board of Trustees would like to share in a moment of silence at the Board meeting this evening in honor of Trustee Fitzpatrick.

II. REVIEW AGENDA

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

III. RECOGNITIONS

A. State Theater Recognition-Capital High School

The Board of Trustees recognized the Capital High Thespian Troupe for receiving the Outstanding Troupe Award at the State Thespian Meet. Principal Brett Zanto thanked Educator Laura Brayko for all that she does for these students. The following Capital High Students were recognized 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

The Board of Trustees recognized Helena High Educator Robert Holter who received the Lifetime Achievement award for his work with the Montana Thespians for the last 42 years. The Board of Trustees also recognized Carsten Straub who was awarded a scholarship in technical theater to the University of Montana.

C. United States Presidential Scholars Program

The Board of Trustees recognized 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.

The Board of Trustees recognized 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

The Board of Trustees recognized the following students who have advanced from the round of 16,000 semifinalists to now being honored as National Merit Finalists. Representing less than one 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

The Board of Trustees moved on to DECA recognition. Principal Brett Zanto thanked Capital High School DECA advisor, Levi Dawes, for all that he does for students. The Board of Trustees recognized 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.

- 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

Principal Steve Thennis thanked Helena High School DECA advisor, Jessica Frazier, for all that she does for students. 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.

- 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

The Board of Trustees recognized Capital High student Taylor Lay who became Helena's first State Champion in Girls Wrestling winning the 120-pound weight class. Principal Brett Zanto thanked Shawn Graham, Head Wrestling Coach at Capital High School, for all that he does to support these amazing athletes.

H. State Swimming Champions

The Board of Trustees recognized Helena High's Garrett Krattiger who is the State Swimming Champion in the 500 Free and the 100 IM and recognized 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 these amazing athletes.

IV. SUPERINTENDENT'S REPORT

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

- **Recognition**
 - o Maintenance Worker Appreciation Day March 3, 2023
 - o National Employee Appreciation Day March 3, 2023
 - o National School Social Worker Week March 5-11, 2023
 - o National Athletic Trainer's Month
 - o Congratulations to the Capital High and Helena High students that attended the State Thespian Meet
 - o Congratulations to Educator Robert Holter who received the Lifetime Achievement Award for his work with Montana Thespians for the last 42 years
 - o Board of Trustees Work Session At Broadwater Elementary-Thank you to Principal Boedecker and staff
 - o Congratulations to the Helena High and Capital High DECA students for hosting the 30th Annual Night to Shine Talent Show on February 27th
 - o Congratulations to the 105.3 KMTX January Teacher of the Month Mrs. Merren Marks from Helena High School
 - o Congratulations to C.R. Anderson Middle School Spelling Bee Champion Weston McNearney
 - o 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
 - o Thank you to Assistant Superintendent Josh McKay and the Calendar Committee

- o Thank you to Lisa Cordingley and Becca Leaphart with the Helena Education Foundation for awarding grants to various schools across the District and honoring our Distinguished Educators across the District
- New Business
 - o Public Education Day Event, March 13, 2023
 - o RBHI (Rural Behavioral Health Institute) Screening on-going across the District
 - o Budget Consensus Process
 - o Staffing Projections for the 2023-2024 school year-better understanding before Spring Break
 - o Spring Break – No School March 27-31

Superintendent Weltz discussed that through our budget process and our five-year planning we know the district is roughly 4.5 million dollars short in the elementary and nearly 2 million dollars short in the high school. To begin addressing the budget deficit non-tenure employees have received non-renewal communication with the understanding there is a possibility they may be brought back once we look at staffing numbers. Principals in the District will meet with the majority of non-tenured employees to let them know their status before spring break. They will be notified if they will be recommended to the Board for non-renewal or if they will return for the 2023-2024 school year.

Superintendent Weltz shared he will be conducting Staff Forums to discuss the budget before spring break on Tuesday, March 21st from 4:00 p.m. to 5:30 p.m., Wednesday, March 22nd from 4:00 p.m. to 5:30 p.m., and Thursday, March 23rd from 7:00 a.m. to 8:00 a.m. Additionally, a staff and community email will go out the Friday before spring break with information regarding the ongoing process to address the budget deficit. The Facilities Master Plan Document is expected to be completed by next fall and Superintendent Weltz stated it will be important to have the finalized Facilities Master Plan Document to help us make decisions for the District moving forward. To address the budget deficit, we are also reviewing ways to increase revenue sources and looking at opportunities to pay salaries out of other accounts other than the general fund.

Superintendent Weltz mentioned that he wants to make sure that people have the opportunity to provide input and voice their opinion on how to address the budget deficit, therefore, there will be a Budget Consensus Recommendation Committee formed. The Budget Consensus Recommendation Committee will begin their work in May and will be led by at least two facilitators. The committee will have around thirty members including three Trustees, parents, administrators, teachers, union representatives, and others yet to be determined. The committee will be charged with preparing recommendations that will ultimately come to the Board of Trustees for approval. The Board will have a monthly update from the Budget Consensus Recommendation Committee.

The Trustees discussed the issue of the lack of special education funding and how that has impacted our budget. The federal government is covering approximately 15% - 17% of the costs for special education rather than the originally intended amount of 40%. There is a good chunk out of our general fund that we could reallocate if we were able to get that funding from the federal government.

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

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

V. GENERAL PUBLIC COMMENT

There was no general public comment and the Board of Trustees moved on to discuss New Business-Item for Information.

VI. NEW BUSINESS

A. Item For Information

1. Policy 5030 Abused and Neglected Child Reporting

Ms. Barb Ridgway, Chief of Staff, presented Policy 5030: Abused and Neglected Child Reporting to the Board of Trustees. 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. The Policy Committee recommended that the first paragraph be revised to clarify that a contractor is a third-party contractor providing services to students such as First Student or Sodexo. Language relating to sex trafficking was added to the policy as part of a requirement from DPHHS. The Policy Committee recommended that the definition of child abuse or neglect reflected on lines 16 through 21 be revised and given a broader definition. The revised language is from the MTSBA model policy and can be found in almost all the other AA policies. Lines 23 through 27 were stricken because they were deemed redundant. Language was added on lines 35 through 38 that says the Superintendent shall provide access to educational resources related to the topic. The Policy Committee had a robust discussion regarding procedures and how that education would be delivered to various groups. The end of the policy clarifies that DPHHS may share information that has been reported, but we are required by law to keep the information confidential. Trustee Terry Beaver was concerned that the language on lines 29 through 33 could imply that if one teacher reports to DPHHS a concern about a student, and the other adults that the child interacts with such as their music teacher, or P.E. teacher, or Principal for example did not report a concern, that they would all be held civilly liable for not reporting. The Trustees discussed that the language is what is stated in statute.

That concluded the Item 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. 02.14.23 Full Board Meeting Minutes

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

Motion: Trustee Luke Muszkiewicz moved to approve the Consent Action Items as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 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. Capital High School Tennis Court Rehabilitation Project Bid

Mr. Todd Verrill, Facilities Director, presented the Capital High School Tennis Court Rehabilitation Project Bid to the Board of Trustees. Mr. Verrill respectfully requests 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. The facilities office received bids from two contractors, and Helena Sand & Gravel submitted the lowest proposal at \$223,269.00. Helena Sand & Gravel has a very strong history of completing quality work for the district and Mr. Verrill is 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.

Trustee Luke Muszkiewicz wanted to confirm that this project would be paid out of our voted building reserve levy account. Mr. Verrill confirmed that it would be paid out of the voted high school building reserve levy account, and there is enough money to cover these charges. That account is specifically designated for projects like this.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the Capital High School Tennis Court Rehabilitation Project Bid as presented."

Motion: Trustee Kay Satre moved to approve the Capital High School Tennis Court Rehabilitation Project Bid as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

2. Calendar Committee Proposal for the 2023-2024 School Calendar

Mr. Josh McKay, Assistant Superintendent 6-12, presented the Calendar Committee Proposal for the 2023-2024 School Calendar to the Board of Trustees. 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 weeklong 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 associated with the high school semester test week. This new calendar creates two 4-day weeks in the middle of January, which is 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.

The Trustees recommended adding an explanation to the key located at the bottom of the calendar explaining what the dark line is under the 30th and 31st of August 2023 and September 5th, 2023. The dark line indicates the first days of school for different grade levels.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the Calendar Committee Proposal for the 2023-2024 School Calendar."

Motion: Trustee Luke Muszkiewicz moved to approve the Calendar Committee Proposal for the 2023-2024 School Calendar. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

3. National Certified Counselor Certification Approval

Ms. Keri Mizell presented the National Certified Counselor Certification Approval to the Board of Trustees. In the teachers negotiated agreement there are currently nine certifications that are currently approved for Board certification lane movement. If a covered employee under the teacher's contract is looking to pursue or has already completed a certification not included in that approval list, an application is submitted to the Board Certification Committee. The Board Certification Committee is comprised of administrators and teachers. The committee has reviewed an application for inclusion of the "*National Certified Counselor*" and is recommending that this certification be added to the pre-approval list. The two teachers listed in the board action, Jaime Pandis and Ellaina Staldine, were the counselors who brought forth the

proposal and application.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve the National Certified Counselor Certification Approval.”

Motion: Trustee Jennifer McKee moved to approve the National Certified Counselor Certification Approval. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

4. Policy 5045 Family Medical Leave Act

The Board of Trustees moved on to review Policy 5045 Family Medical Leave Act which was presented by Ms. Barb Ridgway, Chief of Staff. The Policy Committee reviewed this policy during their ongoing review of the 5000 Series. The reference to “Secretary” was clarified and revised to state “United States Secretary of Labor.” There have been no changes since the policy was last reviewed by the board.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5045 Family Medical Leave Act as presented.”

Motion: Trustee Terry Beaver moved to approve Policy 5045 Family Medical Leave Act as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

5. Policy 5035 Staff Ethics and Political Activity

The Board of Trustees moved on to review Policy 5035 Staff Ethics and Political Activity which was presented by Ms. Barb Ridgway, Chief of Staff. The Policy Committee reviewed this policy during their ongoing review of the 5000 Series. This policy was revised to eliminate redundancy and update legal citations. There have been no changes since the last time this policy went before the board.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5035 Staff Ethics and Political Activity.”

Motion: Trustee Jennifer McKee moved to approve Policy 5035 Staff Ethics and Political Activity as presented. Trustee Luke Muszkiewicz seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

6. Policy 5051 Insurance Benefits for Employees

The Board of Trustees moved on to review Policy 5051 Insurance Benefits for Employees presented by Ms. Barb Ridgway, Chief of Staff. 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.” There have been no changes since the last time this policy went before the board.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5051 Insurance Benefits for Employees.”

Motion: Trustee Jennifer McKee moved to approve Policy 5051 Insurance Benefits for Employees as presented. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 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 Capital High counselors have been very busy with the RBHI screener and student registration for the upcoming school year. Last week marked the annual “Choose to Include Week”. A lot of students and staff dressed up according to daily themes and many students read various announcements regarding inclusion each morning. During PLC time on March 6th, all staff attended professional development aimed at implementing sentence level writing strategics across all curricular areas. Mr. Boyle concluded his report by mentioning that Capital High is starting a new “Bruin Student of the Month Award.”

2. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report. HEA had their general membership meeting and voted in their new officers and board members into office. Their state union is gearing up for

their annual conference which is held April 14th and 15th where they will be electing officers, adopting resolutions and the MFPE budget. The Helena Education Association

is committed to supporting the “For Our Kids, For Our Future” campaign this spring. MFPE will also be supporting this campaign. Ms. Shawn concluded her report by stating that they are supporting all three levies through this campaign.

3. Facilities and Maintenance Committee Report

Trustee Luke Muszkiewicz gave the Facilities and Maintenance Committee Report. Trustee Muszkiewicz thanked Facilities and Maintenance Director Todd Verrill and his team for leading some great discussions in our meetings. At the meeting the committee was given a Facilities Master Plan Update from SMA Architecture. They were given a facilities and maintenance update of projects from the last thirty days, the February work order count, current projects, projects for the next twelve months, and other projects. Mr. Verrill discussed the Capital High School Tennis Court Rehabilitation Project with the committee and requested that the Board of Trustees award the Capital High School Tennis Court Rehabilitation Project to Helena Sand and Gravel, Inc. Trustee Muszkiewicz mentioned that he hopes everyone take the community survey which has been emailed and is also available on the website. The survey is to solicit input from our community regarding our facilities, and the survey will be open until Friday, March 24th at 5:00 p.m. There have also been specific surveys sent out to staff, students, and administrators. The next Facilities Master Plan Key Stakeholder Meeting will potentially be held on Wednesday, April 26th at 4:00 p.m.

4. Budget and Finance Committee Report

Trustee Janet Armstrong was not in attendance at the Board meeting; therefore, Trustee Luke Muszkiewicz gave the report on her behalf. The Budget and Finance Committee reviewed the budget to actual reports for the elementary general fund and high school general fund. The committee also reviewed preliminary budget data sheets and tentative proposed ballot language. Trustee Muszkiewicz stated that this is a district that believes that our people and our processes are worth investing in, therefore, we maximize our revenue from the state and from our generous local taxpayers so that we can invest in our staff and our students. Some people don't realize that there is a limit in the amount that we can put on the ballots and that authority is very clearly defined in state code. The district is working with OPI to finalize our ANB counts so that we can finalize that number for the general fund levy. The Board of Trustees will finalize the ballot language on March 21st, 2023, at the Board of Trustees Work Session.

5. Policy Committee Report

Trustee Luke Muszkiewicz gave the Policy Committee Report. Trustee Muszkiewicz thanked Ms. Barb Ridgway, Chief of Staff, for everything that she does with the ongoing review of policies and facilitating those discussions. Trustee Muszkiewicz also thanked Ms. Bea Kaleva, District Legal Counsel, for attending the Policy Committee meetings and providing great legal counsel during those discussions. The Policy Committee reviewed the policies that Ms. Ridgway presented tonight to the Board of Trustees.

6. Teaching & Learning Committee Report

Trustee Jennifer McKee gave the Teaching and Learning Committee Report. The Teaching and Learning Committee was given a District School Health Grant Facilitator Update from Ms. Lona Carter. Ms. Lona Carter is the Principal of Jefferson Elementary and is on special assignment paid through a grant to do work around the mental health of students. Ms. Carter discussed the Rural Behavioral Health Institute (RBHI) screening. This screening is offered to middle school and high school students. It is a free, voluntary, opt-out screening conducted during school hours with same-day data, safety intervention along with free case management and a link-to-care. Ms. Carter discussed nine resiliency programs currently in the Helena Public Schools that support the mental health of children.

7. Health Benefits Committee Report

Trustee Kay Satre had no report to give because the Health Benefits Committee did not meet.

8. Wellness Committee Report

Bryant Principal, Trish Klock, gave the Wellness Committee Report. The Nutrition Sub-Committee is going to continue to review the policies they are working on as part of the work with Sodexo and OPI in making sure that their policies are up to date. They are looking at adding some representation from middle school and high school on that committee. The committee had a great discussion with Ms. Barb Ridgway, Chief of Staff, discussing policy versus procedure. The committee is looking at documents and reviewing what should be policy and what should be procedure for nutrition and physical activity. Once the documents are finalized, they will present them to building administrators who will then present the documents to their staff members in August at the start of the new school year. The Physical Activity Sub-Committee is looking at recess and P.E. and other ways to get children moving and staying active and healthy and putting that information in a document that will also be put together for administrators and staff.

9. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report. The MTSBA is very focused on the legislative session. There are a lot of bills and the number of bills that are scheduled for hearing with very little advanced lead time make it very difficult for the people at organizations such as MTSBA, MASBO, MFPE and SAM who are monitoring these bills, to keep track of them. It also makes it very difficult for members of the public who want to participate in the process. The MTSBA approach is to try and engage with the legislature to get things done, provide funding where we can to public education, and to interact with legislative proposals that we feel would be damaging to public education to try and mitigate those negative consequences. A great accomplishment was the passing of HB 15 which will provide a 2.7% inflationary increase next year with a 3% increase the year after that. Trustee Muszkiewicz recognized a Helena Public Schools educator who is on leave serving as a representative in the

House, and that is Representative Melissa Romano who brought forth a very important

bill, which is House Bill 514. HB 514 would have removed or at least increased that inflationary adjustment cap. Although we are thankful for the inflationary increases we have received, they are not adequate to allow us to keep pace with inflation. Trustee Muszkiewicz thanked Ms. Romano for highlighting that issue, but unfortunately that bill was tabled in the committee meeting.

Trustee Muszkiewicz moved on to discuss charter schools. Charter schools can exist in Montana now as long as they are governed by the public school district. There are two competing bills, HB 549 by Representative Anderson and HB 562 by Representative Vinton. Both bills have passed the House and have been referred to House Appropriations. Trustee Muszkiewicz discussed SB 99 and mentioned that there are several bills that are looking to amend SB 99. One of those bills is HB 566 which would narrow the notification process and clarify that so that we are really just talking about sex-education classes. Other bills, SB 337, and HB 502, seek to expand the notification requirements.

Trustee Muszkiewicz concluded his MTSBA report by discussing HB 774 introduced by Representative Hopkins. Essentially, it's a proposal to require all elections to occur during the general election in November on even numbered years. Currently we typically run our elections in May. We have the option of running certain bonds and voted levies in November if we want to, and we've done that in the past, but largely we operate on the May timeline.

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.

- March 21st at 11:00 a.m.-Board of Trustees Work Session at C.R. Anderson Middle School
- April 4th at noon-Policy Committee Meeting
- April 5th at noon-Teaching and Learning Committee Meeting
- April 7th at noon-Facilities and Maintenance Committee Meeting
- April 11th at 11:00 a.m.-Executive Committee Meeting
- April 11th at noon-Budget and Finance Committee Meeting
- April 11th 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 Jennifer McKee commented, “On March 4th, the dean of the Capitol Press Corps, Chuck Johnson, passed away. He was the longest serving and most influential reporter in Montana state history. He covered the Constitutional Convention and every legislative session through 2017. His very first job in journalism was writing for the Helena High Nugget. He is a product of our education system and attended Hawthorne Elementary, Helena Middle School, and Helena High School. He was a multi-sport athlete at Helena High School and won a scholarship to the University of Montana. He was a public education product through and through and the legacy that was planted in him, he gave back to the state and gave back to our community. It is a testament to how a community is knit together and the giants that come from Helena Public Schools.”

That concluded board comments.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 8:28 p.m.

Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 4/11/23

Item VII.C.1.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

1. Declare Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy

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

Board of Trustees Meeting

Declare Trustee Position Vacant and Consider Approval of Procedure
For Filling the Trustee Vacancy



VII. NEW BUSINESS

C. Items for Action

1. Declare Trustee Position Vacant and Consider Approval of Procedure For Filling the Trustee Vacancy
-

Background:

Pursuant to 20-3-308(a), MCA, an elected trustee position is vacant whenever the incumbent dies. In accordance with 20-3-309, MCA, whenever a trustee position becomes vacant, the remaining members of the trustees shall declare the position vacant and shall appoint, in writing within 60 days, a competent person as a successor. If the trustees do not make the appointment within the 60-day period, the county superintendent shall appoint, in writing, a competent person as a successor.

Considerations:

Trustee Lois Fitzpatrick, who served on the Board of Trustees for nearly a year, was a courageous advocate for education. She was strong in her convictions and an inspiration to us all. She will be missed.

Her passing created a vacant trustee position and the need to declare a vacant position on the Board of Trustees. Once the resolution to declare a vacant position is passed, the proposed advertisement will be published in the Independent Record and posted on the District website.

Interested parties will submit letters of application to the Helena School District Clerk by April 28, 2023. The board of trustees will interview all applicants and appoint the selected candidate to the Board on May 2, 2023. The selected will be administered the oath of office and seated on the Board at a special board meeting on May 16th.

Superintendent recommendation:

Adopt the attached resolution and begin the appointment process.

HELENA SCHOOL DISTRICT NO.1, LEWIS AND CLARK COUNTY
RESOLUTION TO DECLARE A TRUSTEE POSITION VACANT

WHEREAS Lois Fitzpatrick dedicated nearly a year of service to the Helena School District as a Trustee;

WHEREAS, as a result of her untimely death and pursuant to 20-3-308(a), MCA, her position on the Board is now vacant;

WHEREAS, in accordance with 20-3-309, MCA, the Board will declare the position vacant and open the vacated position for applications;

WHEREAS, the Board will appoint a Trustee to this seat within 60 days of the vacancy;

WHEREAS, if the vacated seat is not filled within 60 days, the Board will seek an appointment from the Lewis & Clark County Superintendent of Schools;

WHEREAS, the Board expects a new Trustee to be appointed to serve until the May 2024 School Election;

THEREFORE, BE IT RESOLVED, the Board of Trustees for Helena School District No. 1, Lewis and Clark County, State of Montana, recognize and honor Lois Fitzpatrick for her service to the Helena School District, and open the vacated seat for applications, and will make an appointment within 60 days, and as such, if the Board is unable to make an appointment, The Board will seek an appointment from the County Superintendent of Schools.

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__.

Notice of Trustee Vacancy Helena Elementary School District #1

The Board of Trustees of Helena School District #1 is accepting applications for a Trustee vacancy to represent Helena Elementary and High School District #1. Applicants must be registered voters in Helena Elementary District #1. The Board will appoint the trustee to serve until the May 2024 election. Applications must be completed and submitted by 4:00 PM, April 28, 2023. The board of trustees will interview all applicants and appoint the selected candidate on May 2, 2023. The selected candidate will be administered the oath of office and be seated on the Board at a special meeting on May 16, 2023. Applications are available from Janelle Mickelson at the address below or on the district website.

Janelle Mickelson, District Clerk
1325 Poplar St.
Helena, MT 59601
Phone: 406-324-2040

HELENA PUBLIC SCHOOLS
APPLICATION FOR VACANT ELEMENTARY TRUSTEE POSITION

For the Office of Helena Elementary/High School District #1 Trustee for a term of 1 year.
The applicant must reside and be a registered voter in the Helena Elementary District #1. In accordance with 20-3-309, MCA, the individual appointed to serve in this position will serve until the next regular school election (May 3, 2024) and a successor has qualified.

Name: _____

Mailing Address: _____
Street or PO Box City Zip

Residence Address: _____
Street City Zip

Home Phone: _____ Work Phone: _____ Email Address: _____

Please list any public offices you currently hold, whether they are elected or appointed: _____

OATH OF QUALIFICATIONS - CANDIDATE MUST SIGN IN THE PRESENCE OF A NOTARY PUBLIC

I hereby affirm that I possess, or will possess within constitutional and statutory deadlines, the qualifications prescribed by the Montana constitution and the laws of the United States and the state of Montana.

Signature of Candidate Date

State of Montana
County of _____

Acknowledged before me this _____ day of _____, 20____ by _____
Printed Name of Candidate

[SEAL/STAMP]

Signature of Notary or Public Official

Printed Name of Notary Public

Notary Public for the State of _____

Residing at: _____

My commission expires: _____, 20____

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 4/11/23

Item VII.C.2.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 2. CHS and HHS CTE Roof Re-Coating Bid

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

5 April 2023

Dear Helena School District Board of Trustees,

I respectfully request the board of trustees award the Capital High School and Helena High School Shop Roof Coating and Repair Projects to Driear Painting, Inc. The projects will involve the following:

Capital High Shop

- Repair previously coated 8,471 square feet (sf) of roof
- Clean, prime, and coat 15,563 sf of roof (see attached diagram)
- Cost: \$99,161.80

Helena High Shop

- Clean, prime, and coat 22,076 sf of roof (see attached diagram)
- Cost: \$141,360.00

The application of the new liquid acrylic elastomeric coating system will include a 20-year manufacturer's warranty. The facilities office received a bid from Driear, Inc. with a proposal of \$240,521.80 (see attached memos and bid tabulation worksheets). Another bid arrived after the 11:00am deadline but we could not consider it as an acceptable submittal. Driear Painting, Inc. will complete this roof project in the summer of 2023 before the start of the 23-24 school year.

Sincerely,

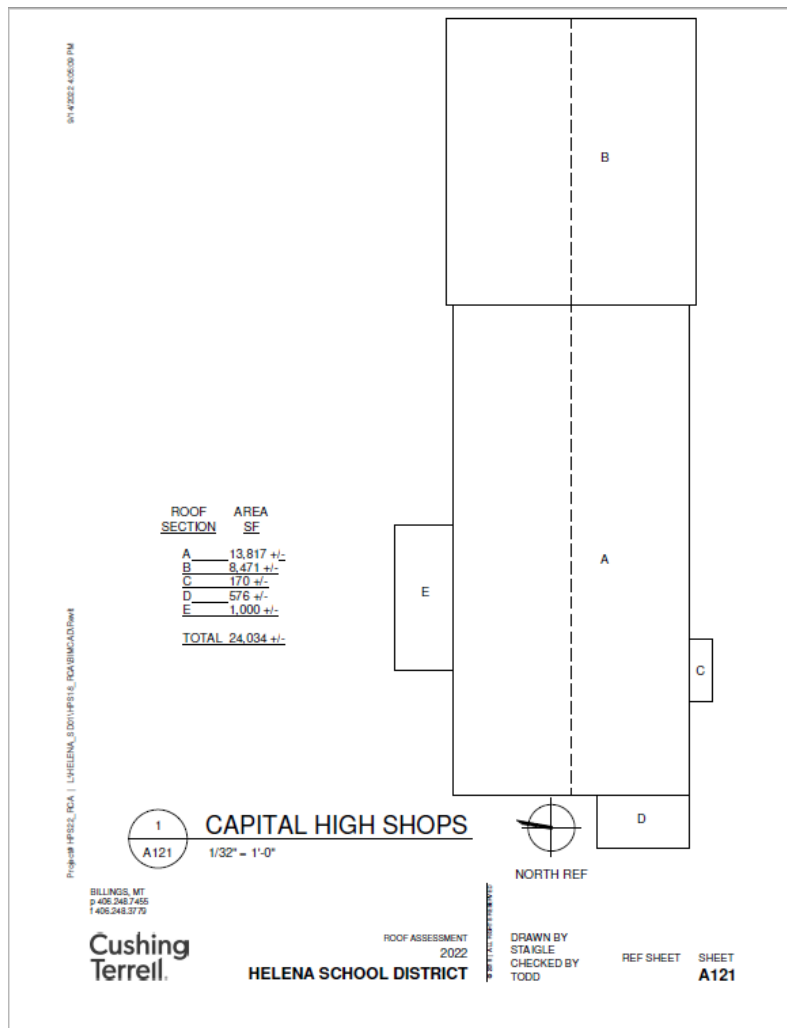


Todd J. Verrill

Attachments

1a, 1b: Capital High School Shop Roof Diagram & Memo dated: 5 April 2023, Award Recommendation
2a, 2b: Helena High School Shop Roof Diagram & Memo dated 5 April 2023, Award Recommendation

Attachment 1a: Capital High School Shop Diagrams





MEMORANDUM

Date: April 5, 2023

To: Helena Public Schools
Attn: Rob Brewer
1201 Boulder Avenue
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation
Capital High Vocational Ed – Roof Coating & Repair Project

To whom it may concern.

The Capital High Vocational Ed building to be prepped for a Roof Coating & Repair project for the summer of 2023 bid on April 5, 2023. There was only one contractor that bid on this project. The contractor that provided the school district with the lowest bid to perform the work was Driear Painting Inc. The bidder did follow the bidding documents.

The project consists of Performing roof repair maintenance on the high roof section. This area has already been coated. Cleaning and preparing the lower roof section and applying the base coat and topcoat to provide a 20 yr. warrantable system.

It is Cushing Terrell's recommendation that the school district award the contract for the Roof Coating and Repair Project at Capital High School Vocational Building to Driear Painting Inc. in the amount of \$99,161.80

Please see attached official bid tabulation sheet.

Sincerely,

A handwritten signature in black ink that reads "Patrick Todd".

Patrick Todd
Associate / Roofing & Building Envelope Specialist

Cushing Terrell

BID TABULATION

HELENA PUBLIC SCHOOLS
Project: Capital High Vocational ED
Roof Coating & Repair Project

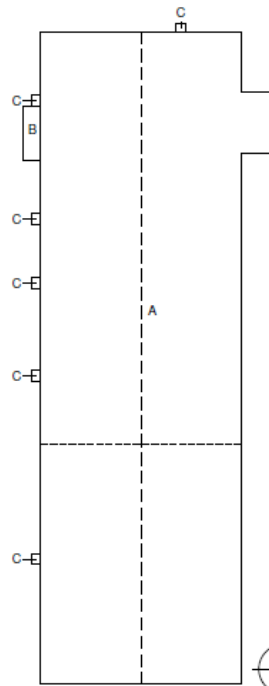
Date: 4/5/2023
Location: District Facilities Office
Time: 11:00 AM MDT

Project Ref: HPS23_CAP_RR

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof Replacement
Driear Painting Inc. Contractor Registration # 234179	X	X	\$99,161.80
Contractor Registration #			
Contractor Registration #			
Contractor Registration #			
Cushing Terrell			\$117,760.00



10/17/2022 3:41:50 PM



ROOF SECTION	AREA SF
A	22,120 +/-
B	150 +/-
C	96 +/-
TOTAL	22,376 +/-



CTA\H182.DWG | L:\HELENA_SCHOOL\H182.DWG



HELENA HIGH SHOPS

1" = 40'-0"

BILLINGS, MT
P 406.248.7455
F 406.248.3779



HELENA PUBLIC SCHOOLS
ROOF ASSESSMENT

DRAWN BY
Author
CHECKED BY
Checker

REF SHEET SHEET
A122



MEMORANDUM

Date: April 5, 2023

To: Helena Public Schools
Attn: Rob Brewer
1201 Boulder Avenue
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation
Helena High Vocational – Roof Coating Project

To whom it may concern,

The Helena High Vocational Ed building to be prepped for a Roof Coating project for the summer of 2023 bid on April 5, 2023. There was only one contractor that bid on this project. The contractor that provided the school district with the lowest bid to perform the work was Driear Painting, Inc.. The contractor did provide a bid that meet the bidding documents and state guidelines.

The project consists of Performing roof cleaning and preparing the roof sections and applying the proper base coat and topcoat to provide a 20 Yr. warrantable system.

It is Cushing Terrell's recommendation that the school district award the contract for the Roof Coating Project at Helena High School Vocational Building to Driear Painting, Inc. in the amount of \$141,360

Please see attached official bid tabulation sheet.

Sincerely,

A handwritten signature in black ink that reads "Patrick Todd". The signature is written in a cursive, flowing style.

Patrick Todd
Associate / Roofing & Building Envelope Specialist

Cushing Terrell

BID TABULATION

HELENA PUBLIC SCHOOLS
Project: Helena High Vocational ED
Roof Coating Project

Date: 4/5/2023
Location: District Facilities Office
Time: 11:10 AM MDT

Project Ref: HPS23_HHRR

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof Replacement
Driear Painting Inc. Contractor Registration # 234979	X	X	\$141,360.00
Contractor Registration #			
Contractor Registration #			
Contractor Registration #			
Cushing Terrell			\$176,608.00

**Policy Background
Board of Trustees Meeting
April 11, 2023**

The following policy is being presented for *Action*:

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, the penalty for not reporting and stated the Superintendent shall provide access to educational resources.

The following policies are being presented for *Information*:

5122 Criminal Background Investigation

This is an existing policy that has been revised to clarify who is required to have a comprehensive criminal background investigation to include fingerprinting. It further clarifies that volunteers who have unsupervised access to District students will also be required to submit to a comprehensive background investigation.

Student teachers from a Montana accredited teacher education program who have completed a fingerprint-based background check no more that six months prior to their student teaching start date may have the results sent to the District. However, student teachers from a program outside of Montana must agree in writing to a comprehensive background investigation to include fingerprinting.

5610 Intellectual Property Rights

This policy was developed at the request of the Helena Education Association and establishes intellectual property rights when materials which are original are developed using public resources. It defines how intellectual property is dealt with when created within the scope of the employee's responsibilities, outside the scope of the employee's responsibilities or a combination of the two. It further defines the relationship between the District and the employee should the District choose to purchase the materials.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 4/11/23

Item VII.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 5030 Abused and Neglected Child Reporting

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

2
3 PERSONNEL

4
5 Abused and Neglected Child Reporting

6
7 A District employee, third party contractors providing service to students, volunteer, student teacher
8 or student nurse who has reasonable cause to suspect that a student may be ~~an~~ abused, neglected
9 child or subject to sex trafficking by anyone regardless of whether the person suspected of causing
10 the abuse, neglect, or trafficking is a parent or other person responsible for the child’s welfare, shall
11 report such a case to the Montana Department of Public Health and Human Services or local law
12 enforcement. They shall also notify the Superintendent or principal that a report has been made. An
13 employee, contractor, volunteer, student teacher or student nurse does not discharge the obligation to
14 personally report by notifying 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~~ is ~~civilly~~ is liable for damages proximately caused by such failure or prevention
32 and ~~is may be~~ is guilty of a misdemeanor. All District employees are responsible for reporting
33 regardless of whether or not another employee has made a report. The employee will also be
34 subject to disciplinary action up to and including termination for failure to report.

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

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

46 Legal References: § 41-3-201, MCA Reports
47 § 41-3-202, MCA Action on reporting
48 § 41-3-203, MCA Immunity from liability
49 § 41-3-205, MCA Confidentiality – disclosure exceptions
50 § 41-3-207, MCA Penalty for failure to report
51 § 45-5-501, MCA Definitions
52 § 45-5-502, MCA Sexual Assault
53 § 20-7-1316, MCA Child Sex Trafficking Prevention

54 Cross References:

55

56 Policy History:

57 Adopted on: 8.13.2013

58 Revised on:

59 Reviewed on:

60

61

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
4.4.2023 Policy Committee – 5th Review

3.14.2023 Full Board – 1st Reading
4.11.2023 Full Board – 2nd Reading