



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees

Policy Committee Meeting

Tuesday, May 2nd, 2023-12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Luke Muszkiewicz, Committee Chair
Jennifer Walsh, Committee Member

Others:

Rex Weltz, Superintendent
Bea Kaleva, District Legal Counsel
Karen Ogden, Communications Officer
Barb Ridgway, Chief of Staff
Brian Cummings, Assistant Superintendent
Candice Delvaux, Executive Assistant
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Janelle Mickelson, Business Manager
Lona Carter, School Health Grant Facilitator
Gary Myers, Director of Educational
Technology
Josh McKay, Assistant Superintendent

I. CALL TO ORDER

The meeting was called to order at 12:07 p.m. by the Committee Chair, Luke Muszkiewicz.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. REVIEW OF THE 03.07.2023 POLICY COMMITTEE MINUTES

The committee reviewed and approved the 03.07.2023 Policy Committee minutes.

V. REVIEW OF THE 04.04.2023 POLICY COMMITTEE MINUTES

The committee reviewed and approved the 04.04.2023 Policy Committee minutes.

VI. PRESENTATION OF POLICIES FOR GENERAL REVIEW

A. Policy 5255: Disciplinary Action

The committee reviewed Policy 5255: Disciplinary Action and determined that no changes needed to be made.

B. Policy 5075: Termination of Employment

The committee reviewed and discussed Policy 5075: Termination of Employment. Ms. Barb Ridgway, Chief of Staff, pointed out that we have a separate policy, Policy 5256: Reduction in Force, that was adopted in October of 2019 that has similar language that is found in Policy 5075. It would be redundant to keep both policies because Policy 5075: Termination of Employment has language regarding Reduction in Force on lines 22 through 31. The committee determined that some of the language in Policy 5256: Reduction in Force could be combined with the Reduction in Force language stated in Policy 5075: Termination of Employment, and Policy 5256: Reduction in Force could be eliminated.

VII. PRESENTATION OF POLICIES FOR THIRD READING

A. Policy 5122: Criminal Background Investigation

The committee reviewed and discussed Policy 5122: Criminal Background Investigation.

This policy has gone for a first reading before the full board with no recommended changes. The committee determined that Policy 5122: Criminal Background Investigation will go before the full board for action.

B. Policy 5610: Intellectual Property Rights

The committee reviewed and discussed Policy 5610: Intellectual Property Rights. This policy went before the full board for a first reading with no recommended changes. The committee determined that Policy 5610: Intellectual Property Rights will go before the full board for action.

VIII. PRESENTATION OF POLICIES FOR SECOND READING

A. Policy 2120: Wellness

The committee reviewed and discussed Policy 2120: Wellness. The changes made after this policy was reviewed at the last Policy Committee meeting are reflected on lines 18 through 24. The language *“accommodate the religious, ethnic, and cultural”* on line 20 was removed and the language *“Adequate time for students to eat will be provided”* was removed. The language on lines 18 through 24 now states, *“Child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods which meet the health and nutritious needs of students; will consider the diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings. The intention of the District is to provide adequate time for students to eat.”* Assistant Superintendent Brian Cummings mentioned that the Wellness Committee is meeting today, and he is not expecting any additional input from them regarding this policy. The Policy Committee determined that Policy 2120: Wellness would go before the full board for information.

IX. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 7080: District, School, Student Group Fundraising

The committee reviewed and discussed Policy 7080: District, School, Student Group Fundraising. This is an existing policy with language added regarding online fundraising. The committee had a robust discussion regarding crowdfunding and reviewed the language listed on lines 79 through 96 which states, *“If a crowdfunding proposal is approved:*

- *The individual who initiated the crowdfunding effort shall immediately notify the Superintendent or designee when the request has been posted and how long it will remain active online.*
- *For any funds raised on a crowdfunding site a check should be requested to be mailed to the school in the name of the school, not to an individual person.*

- *All gifts, grants, bequests, and contributions must be officially accepted in accordance with Policy 7005 (Revenue and Investments).*
- *All non-monetary items (supplies, equipment, etc.) obtained are the property of the Helena School District and all inventory procedures apply, and, if applicable, will remain in the school where the proposal originator was located at time of the grant award unless a move to another site is approved by the principal or supervisor.*
- *All monetary donations should be recorded by the business manager/clerk in the Schools Funds accounting system at each school."*

The Policy Committee reviewed and discussed lines 32 through 39 which states, *"Only district related/approved groups are permitted to operate under this policy and non-district groups may not use the district's name, network, or infrastructure to conduct fundraising. As public employees, staff members are subject to Montana public employees' ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes."*

The committee reviewed language added on lines 64 through 72 which states, *"The extent of student involvement. The impact of the requested resource on facilities, technology, and curriculum/instruction. A file is to be maintained at the school or department for any fundraising request. This file should include: the principal's/administrator's fundraising approval form, the written detail of the projects as well as what is posted on any online platform/website, any photos or images posted with the project and a copy of all agreements and permission forms."* The committee discussed lines 21 and 22 which states, *"At no time shall any student be required to participate in any school sponsored or school related fundraising activity."* The committee determined that Policy 7080: District, School, Student Group Fundraising would go to the full board for information.

X. SUPERINTENDENT OR BOARD COMMENTS

Trustee Luke Muszkiewicz thanked Ms. Barb Ridgway, Chief of Staff, for doing a great job running this committee and keeping track of all the changes and processes related to policy, and most importantly, bringing forward to this committee some really good recommendations that leverage her incredible understanding of how this district works. Trustee Luke Muszkiewicz thanked Ms. Bea Kaleva, District Legal Counsel for the school district, for everything she does for the district and the Policy Committee.

XI. ADJOURNMENT

Committee Chair, Luke Muszkiewicz, adjourned the meeting at 12:53 p.m.