



*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, May 9<sup>th</sup>, 2023 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and  
via TEAMS

[Click here to join the meeting](#)

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## AGENDA

### I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

### II. REVIEW OF AGENDA

### III. RECOGNITIONS

#### A. HOSA Future Health Professional State Conference Winners

Congratulations to the following Capital High students who were 1<sup>st</sup> Place Gold Medal winners at the HOSA Future Health Professional State Conference:

- Charlie Snellman in Medical Spelling, Microbiology
- RaeAnn Lowen in Nursing Assisting
- Keiran Boyle in Surgical Technician
- Karter Arensmeyer in Pharmacology and Heredity
- (Team event) Adam Grasmick, Rebecca Thomas, and Ellie Mercer in Creative Problem Solving

Special thanks to HOSA advisors Tanner Duncan and Kendra Kurokawa for everything they do to support students.

#### B. Helena Education Foundation Harrison Writing Awards

Congratulations to the following Helena Education Foundation Harrison Writing Award winners:

- "Engine and Annie" - Cecilia Kolar HHS
- "People Watching" - Alli Christensen HHS

- "Love in a Live Oak" - Robert Stimpson HHS
- "Dancing in the Moonlight"- Wyatt Gant HHS

Special thanks to Lisa Cordingley, Executive Director of the Helena Education Foundation, and Jason Loble, HEF Board member and Chair of the Harrison Committee, for all that they do to support these amazing writers.

C. **State SkillsUSA Leadership Conference Winner**

Congratulations to Capital High Student Evan Wright who won Gold in Pin Design at the State SkillsUSA Leadership Conference. Special thanks to Eric Croft who helped host the State SkillsUSA Leadership Conference that was held at Capital High School and Helena College.

D. **Great Northern Dance Competition Winners**

Congratulations to the HHS Dance Team as they captured 1st place in the Great Northern Dance Competition. Thanks to Coach Lexsey Carpenter for all that she does to encourage and support students. Congratulations to the following 1<sup>st</sup> Place Champions:

- Meleya Anderson
- Rebecca Gruber
- Eve Monforte
- Grace Rainey
- Natalie Zimmerman

E. **Montana Coaches Association Hall of Fame**

Congratulations to Capital High School Boys Track Coach Lon Carter who has been selected to join the Montana Coaches Association Hall of Fame in July.

F. **Alma Smith Jacobs Diversity, Equity, and Inclusion Award**

Congratulations to Broadwater Elementary Librarian Marla Unruh, who has received the new Alma Smith Jacobs Diversity, Equity, and Inclusion Award from the Montana Library Association. The award is named for the groundbreaking Great Falls librarian who, in 1973, became the first woman and the first African American to serve as Montana's State Librarian. Congratulations Marla!!

**IV. SUPERINTENDENT’S REPORT**

**V. GENERAL PUBLIC COMMENT**

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

**VI. NEW BUSINESS**

**A. Items For Information**

1. School Health Administrator Update
2. Policy 2120: Wellness
3. Policy 7080: District, School, Student Group Fundraising

**B. Consent Action Items**

1. Warrants
2. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
3. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
4. 04.11.23 Full Board Meeting Minutes
5. 04.26.23 FMP Key Stakeholder Meeting Minutes
6. 05.02.23 Special Board Meeting Minutes

**C. Items for Action**

1. Approval of Resolution Requesting County to Conduct 2024 Elections
2. Policy 5122: Criminal Background Investigation
3. Policy 5610: Intellectual Property Rights
4. Appoint MTSBA Municipal Director
5. Personnel Actions

**D. Reports**

1. Student Representatives Report
2. Helena Education Association Report
3. Facilities & Maintenance Committee Report
4. Budget & Finance Committee Report
5. Policy Committee Report
6. Teaching & Learning Committee Report

7. Health Benefits Committee Report
8. Wellness Committee Report
9. Montana School Boards Association Report

VII. BOARD COMMENTS

VIII. ADJOURNMENT

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item IV.**

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

**Item Title: Superintendent's Report**

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

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

*FROM: Mr. Wetz, Superintendent*

*RE: Superintendent Report –*

*DATE: May 9th, 2023*

- Recognition –
  - Community – Levy Support
  - The 99th Annual Vigilante Day Parade
  - School Principal's Day May 1<sup>st</sup>, 2023
  - Teacher Appreciation Week May 1<sup>st</sup>- May 5<sup>th</sup>, 2023
  - School Lunch Hero Day May 5<sup>th</sup>, 2023
  - School Nurse Day May 10<sup>th</sup>, 2023
  - National Speech Pathologist Day May 18<sup>th</sup>, 2023
  - May is Mental Health Awareness Month
  - Handle With Care-City of Helena
  - Congratulations to Helena High Senior Foster Smith who was selected as the March IR Student of the Month.
  - Thank you to the Rotary Club of Helena for generously donating rain boots to Helena Public School students in need.
  - Thank you to HEF Executive Director Lisa Cordingley and Becca Leaphart for all their efforts that went into hosting the 2023 Celebration of Excellence and Pen and Ink
  - Thank you to the Rotary Club of Helena Sunrise who is a contributing sponsor of the Helena Education Foundation's Fabulous Firsts program, which provides a new, hardcover book to every first-grader in the district every year
  - In April more than 1,600 fourth and fifth graders visited the Helena Civic Center to hear the work of American composer George Gershwin thanks to the generosity of Helena Symphony musicians and their supporters.
  - In April the Myrna Loy treated more than 2,000 kindergarten through second grade students to Carroll College Theatre's production of Charlotte's Web by American novelist E.B. White.
  - The City of Helena invited fourth and fifth graders from Central Elementary to plant trees in the burn scar from the 2022 Mount Helena fire. The event paid homage to a similar tree planting that occurred on Arbor Day 1899.

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- New Business
  - HEA / HSD Negotiations
  - Graduation Planning – 2023
  - Budget Update – May 2023
    - Budget Recommendation Consensus Committee –
  - The Master Facilities
    - Planning process continues as we develop a roadmap to guide the ongoing maintenance and development of school facilities for the next 5, 10 and 20 years. The Master Facilities Plan Key Stakeholders Group gathered for its third meeting on Wednesday, April 26<sup>th</sup>.
  - Helena Public Schools Retirement Celebration
    - May 24<sup>th</sup>, 4:30 p.m. Central Elementary School
  
- Outreach/Meetings
  - Hometown Helena
  - Chamber of Commerce
  - Cabinet & Leadership
  - Board Leadership
  - HEF Executive Committee
  - Teacher Advisory Meeting
  - Parent Advisory Committee
  - AA Superintendents
  - HEF
    - Executive Meeting
    - Board Meeting
  - HEA President/Superintendent Meeting
  - Rotary Club
  - Interview With Montana Radio Company
  - Media Facilities Tour
  - SMA
  - “Soap Box”
  
- Other

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item V.**

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

**Item Title:      General Public Comment**



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.A.1.**

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

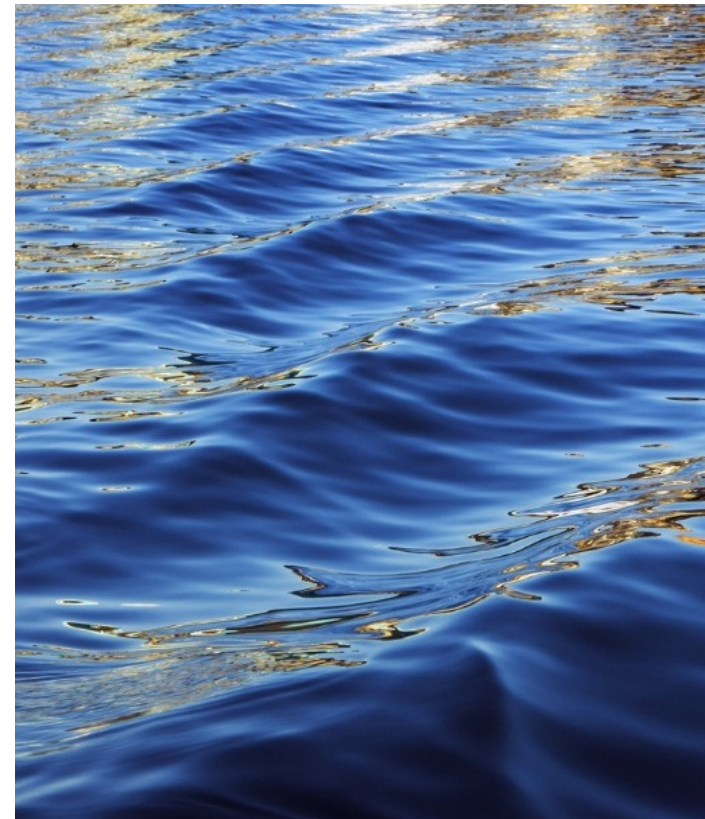
Reports

**Item Title:**      **Item For Information**  
1. School Health Administrator Update



# Helena Public Schools

Sustainable School Based Health Services





“

We learn in a state of positive emotion much more effectively than we can learn in a state of negative emotion. That has huge implications for what we do in schools.

—DR. LINDA DARLING-HAMMOND

GOAL #1: Formalize sustainable community partnerships with the Helena Schools and community health care providers, creating a menu of on-campus, community and/or virtual supports for youth in need.


Barriers to care will be removed as services will be delivered at school sites.



GOAL #2: Implement and sustain a continuum of best-practice trauma-informed trainings.







To best understand where we need to go,  
first we need to determine where we are.

As we emerge from COVID,  
how are our students doing?

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## Helena Public Schools

- 7676 students
- 2 traditional high schools; 2 alternative programs
- 2 middle schools
- 11 elementary schools





## Helena Public Schools

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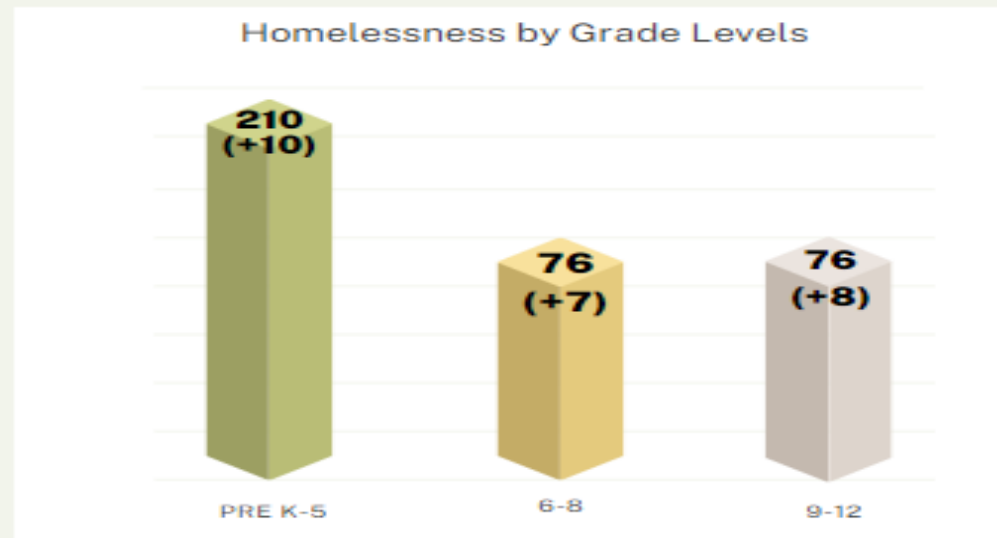
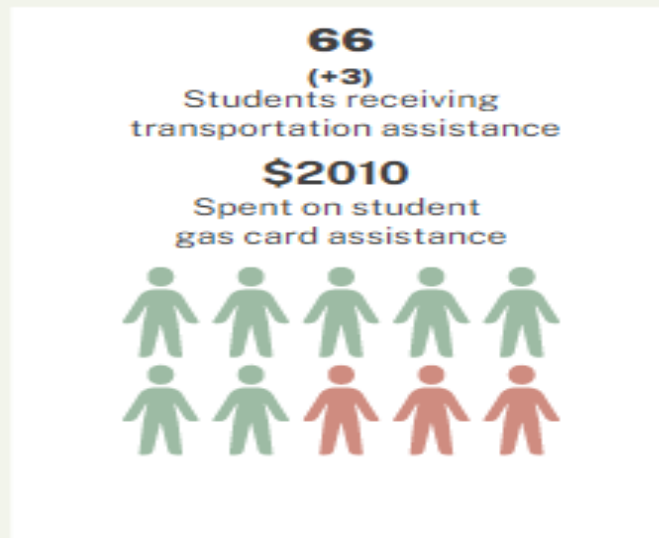
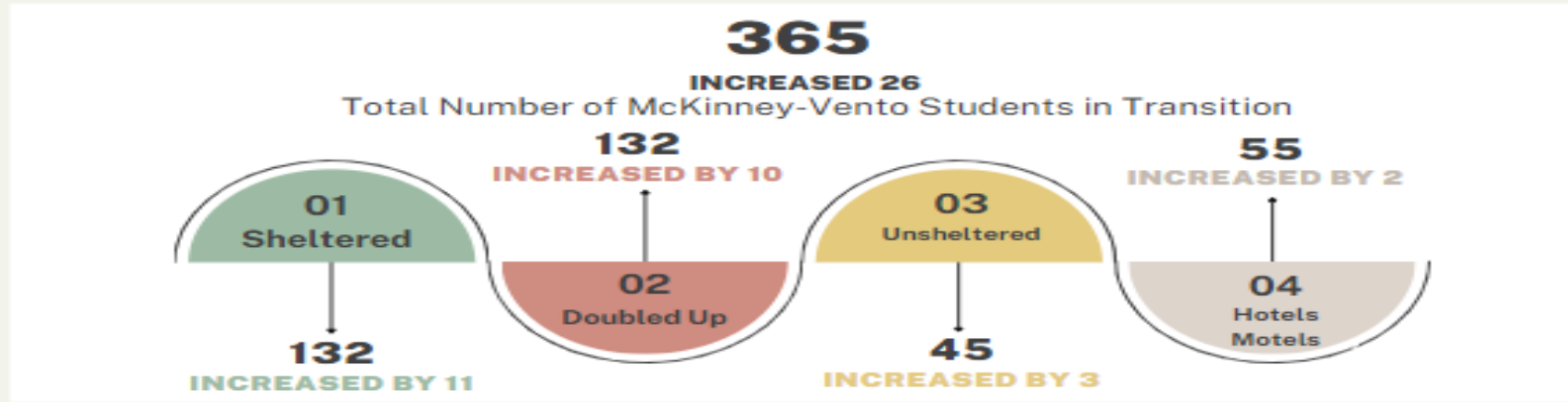
- Schools that qualify as Schoolwide Title Services: Broadwater, Bryant, Central, HHS, HMS, Rossiter, Smith, Warren
- Schools that are just under the poverty threshold for Title: Kessler
- Ethnicity: Caucasian 86.8%, American Indian 6.4%, Asian .8%, Black or African-American .6%, Hispanic/Latino .5%. Native Hawaiian or Other Pacific Islander .1%, Other or Not identified 4.8%
- ELL: 42 students;
  - Mexican/Spanish 30, Turkish 1, Blackfeet 1, Russian 2, Mandarin 3, Dari/Pashto 3, Thai 1, Nigerian 1
- Special Education Identified: 18.8%
- 504 identified: 11%
- Elevated post pandemic drop-out rate



- Families who **applied** and qualified for FRL
- 1728 students qualified for free meals
- 261 students qualified for reduced price meals
- Schools vary from 12.5% - 59% eligibility
- 1 in 4 (25.39%) of our students is surviving poverty

# HELENA SCHOOL DISTRICT McKinney-Vento Students in Transition

As of April 28, 2023



▼  
The Behavioral and Emotional Risk Index (BASC-BESS) was administered districtwide in October 2022.

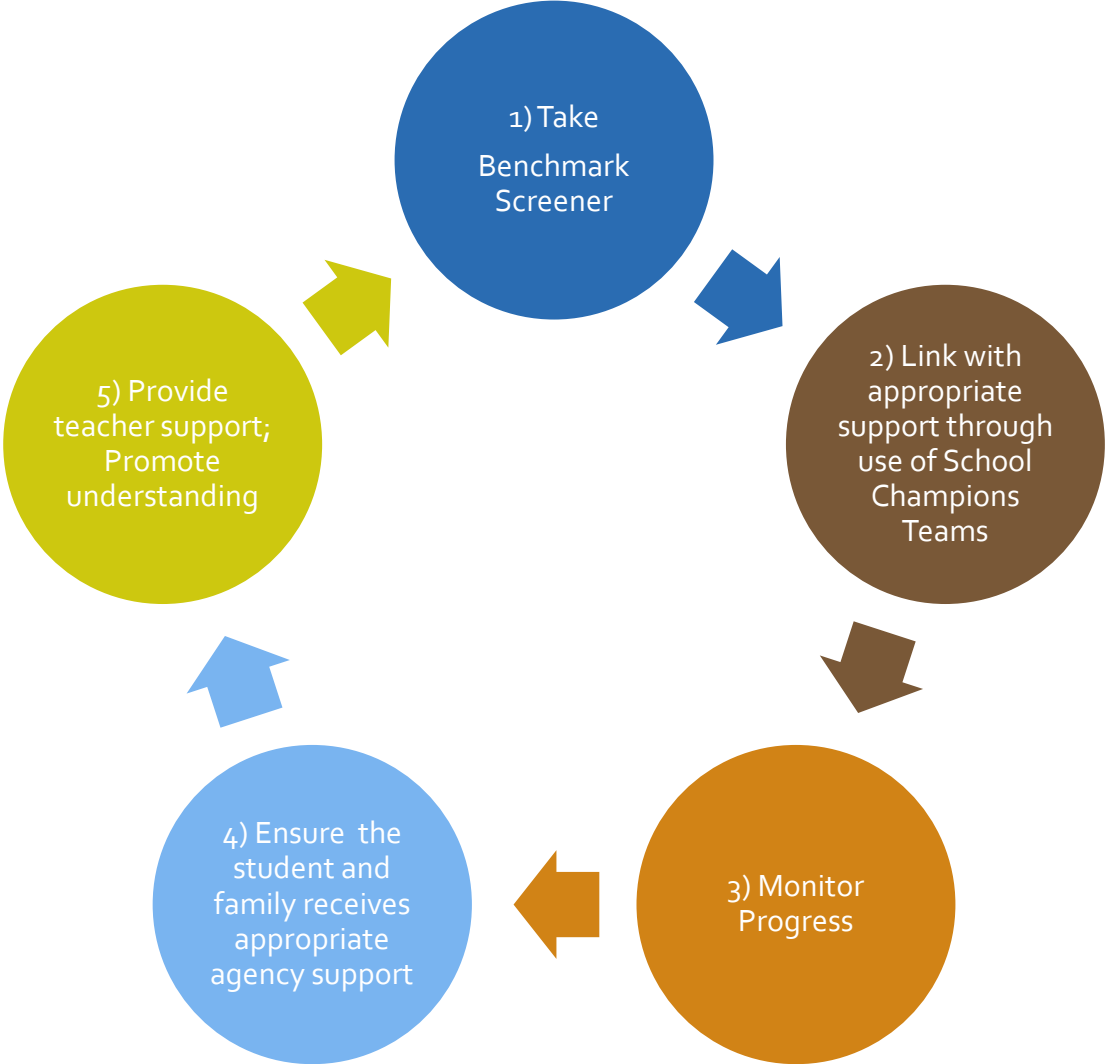
The results were sobering.

Ten percent (156 students) of our K-2 students were identified as having an “Extremely Elevated Risk” of behavioral and emotional risk, with an additional 15% (235 students) identified as having an “Elevated Risk” for a total of **391** district K-2<sup>nd</sup> graders.

Completing the survey themselves, 9% (445 students) of 3<sup>rd</sup> through 12<sup>th</sup> grade students rated themselves as being in the “Extremely Elevated Risk” of behavioral and emotional risk, with an additional 17% (854 students) rating themselves as having an “Elevated Risk” for a total of **1,299** district 3<sup>rd</sup> – 12<sup>th</sup> graders.

Our internal screening tools indicate that approximately one in four youth have an elevated risk for anxiety and/or depression.

# Spring of 2023, 6-12th graders shifted to the Rural Behavioral Health Initiative (RBHI) Mental Health Screenings Linked to Care:



# Middle Schools; Spring 2023 RBHI data

14-18% of students reported previous or current Suicidality

9 -12% of students report Clinically Significant Depressive Symptoms

9 – 12% of students report Clinically Significant Anxiety Symptoms

# Alternative Programs; Spring 2023 RBHI data

56% of students  
reported previous or  
current Suicidality

20% of students  
report Clinically  
Significant Depressive  
Symptoms

12% of students  
report Clinically  
Significant Anxiety  
Symptoms

# High Schools; Spring 2023 RBHI data

14-18% of students reported previous or current Suicidality

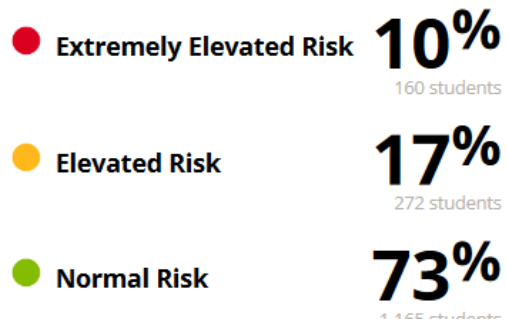
8-9% of students report Clinically Significant Depressive Symptoms

7 – 9% of students report Clinically Significant Anxiety Symptoms

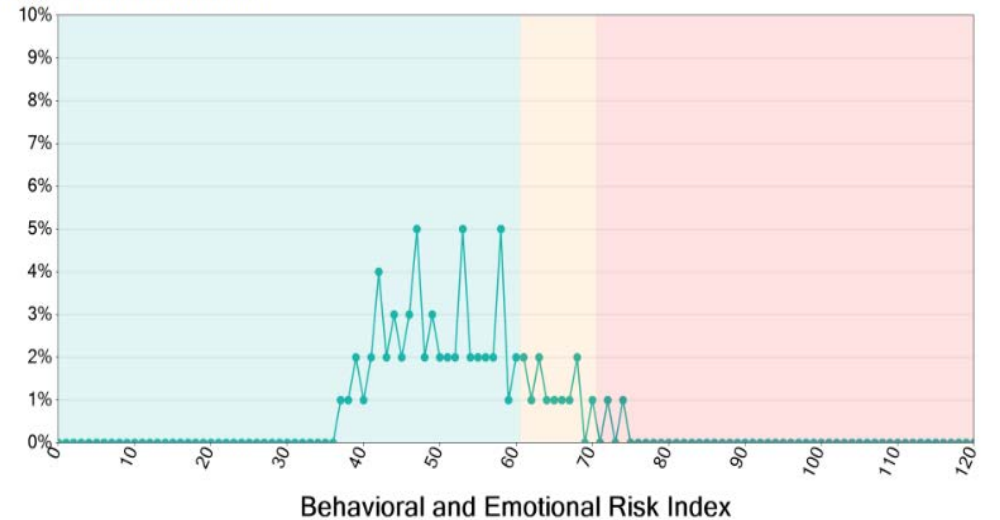


# Elementary Schools; Spring 2023 BASC-BESS data

## Behavioral and Emotional Risk Index BESS-3 (Student)



## Score Distribution





How have we supported our students behavioral and physical health needs?

Resiliency  
programs  
currently in  
our schools;  
K-12


- **CONSCIOUS DISCIPLINE** - Kindergarten – 12th grades; Conscious Discipline is based on brain research and is a social emotional learning program that emphasizes adults modeling behavior and problem-solving during student behavioral episode that teaches the student skills that assist in self-control and self-regulation.

# Resiliency programs currently in our schools; K-5

- **BASC-BESS ( Behavioral & Emotional Screening System)** - Kindergarten – 5th grades; given in October and February.
- **Second Step Lessons** – Kindergarten – 5th grades. The skills with Second Step are focused on empathy, emotion management, friendship and problem solving.
- **PAX GBG (PeaceBuilders Good Behavior Game)** - Kindergarten – 5th grades. The PAX GBG is an evidence-based, best practice, universal preventative intervention applied by teacher in the classroom. Students learn self-management (self-regulation) skills while collaborating to make their classroom a peaceful and productive learning environment. The PAX GBG was not designed to be a suicide prevention program, but studies have shown students who learned the PAX GBG are significantly less likely to have experienced suicidal ideation.

# Resiliency programs currently in our schools; 6-12

- **SOS (Signs of Suicide)** – Middle School and Junior year program, presented by counselors. SOS is specifically designed to teach students how to recognize the signs of suicide and mental health struggles in themselves or peers and to encourage students to reach out for help. Students learned ACT (Acknowledge, Care, Tell).
- **YAMH (Youth Aware of Mental Health)** – Freshman year program run through the Frosh PE courses. Five lessons are presented by outside mental health professionals.
- **QPR (Question, Persuade, Refer)** – Sophomore program run through the Health classes by health teachers. The focus of this program is for students to learn how to engage with a classmate who may be having suicidal thoughts and to understand the importance of asking for help from an adult if they feel their friend is at risk.



How will we know  
if we are helping  
our students?

- BASC-BESS - K-5 given in the late fall, early spring
- RBHI - 6-12 given in the late fall, early spring with link to care
- YRBS (Youth Risk Behavior Survey) - given odd years to 8th, 10th & 12th
- PNA (Prevention Needs Assessment) - given even years to 8th, 10th & 12th
- Panorama Surveys (3rd-12th grade students, parents and staff)
- Numbers of Suicide/Threat protocols administered



Achievements 2022- 2023

Montana Healthcare Foundation  
Planning Grant  
has provided:

- ~ critical guidance & expertise
  - ~ site visits & training
  - ~ grant writing help
-



✓ 3 School Based Health Clinics will open  
2023-2024!

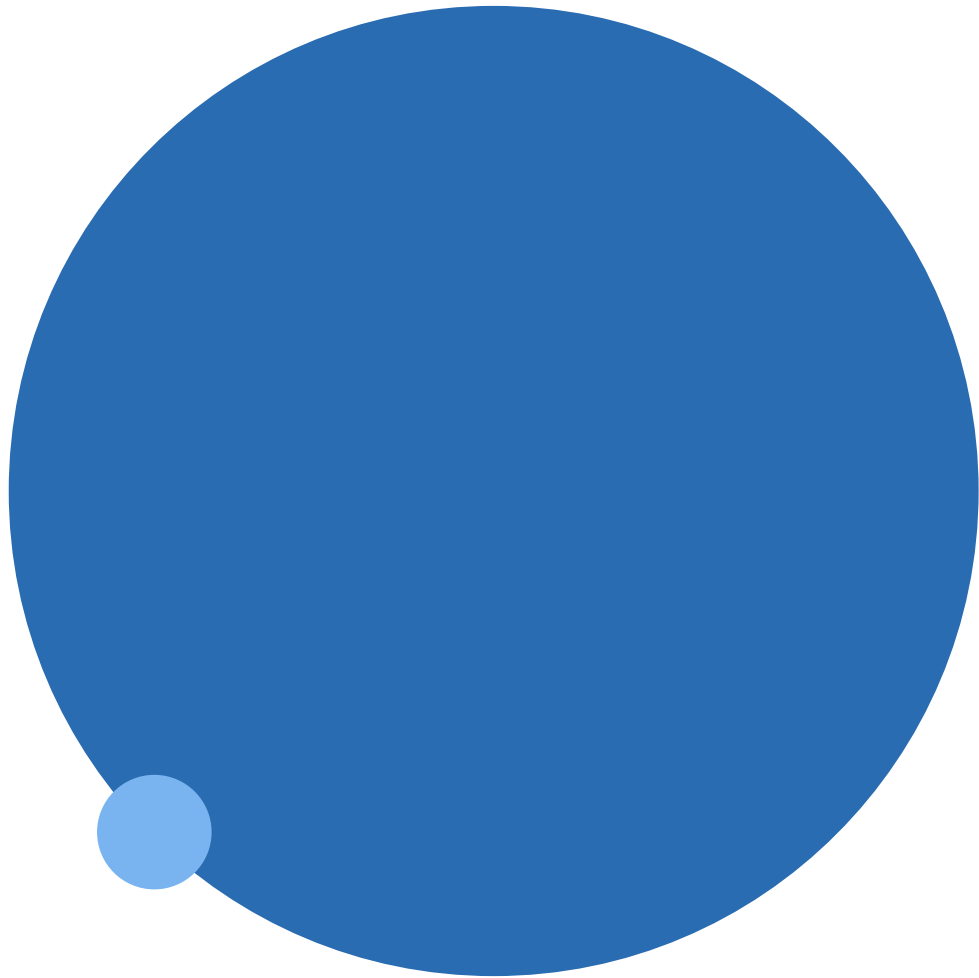
~ Helena Indian Alliance ~ HHS & CRA  
~ PureView ~ PAL

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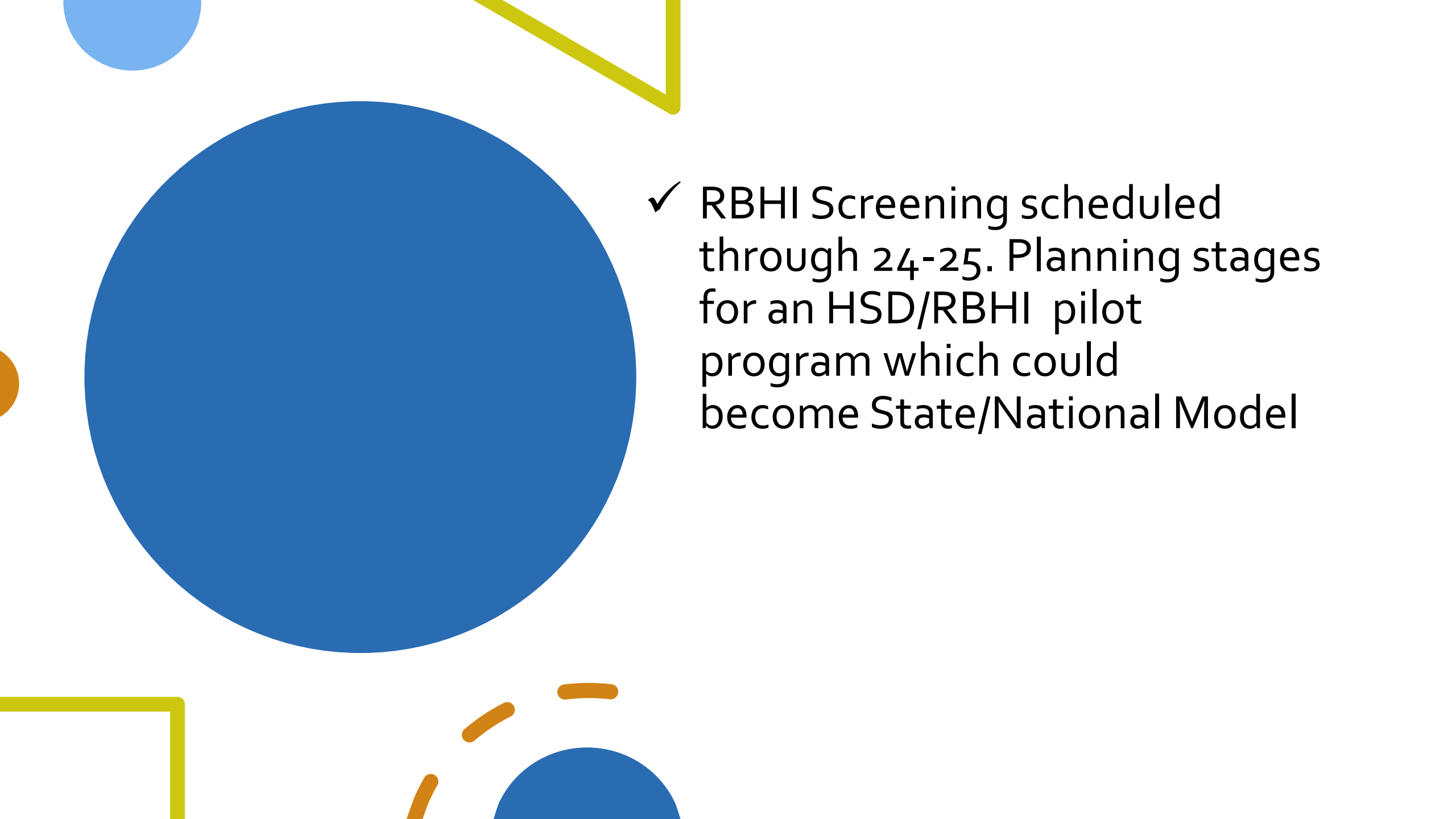
## District-wide:

- ✓ Suicide Risk Assessment and Threat Assessment training
- ✓ Safer Montana Tipline
- ✓ Handle With Care
- ✓ Deterra & gunlocks



- ✓ Partnership with Carroll College's new LCSW program (MOU signed, launching 2023-2024)
- ✓ School Site Transition Centers (implementing at 9-12)



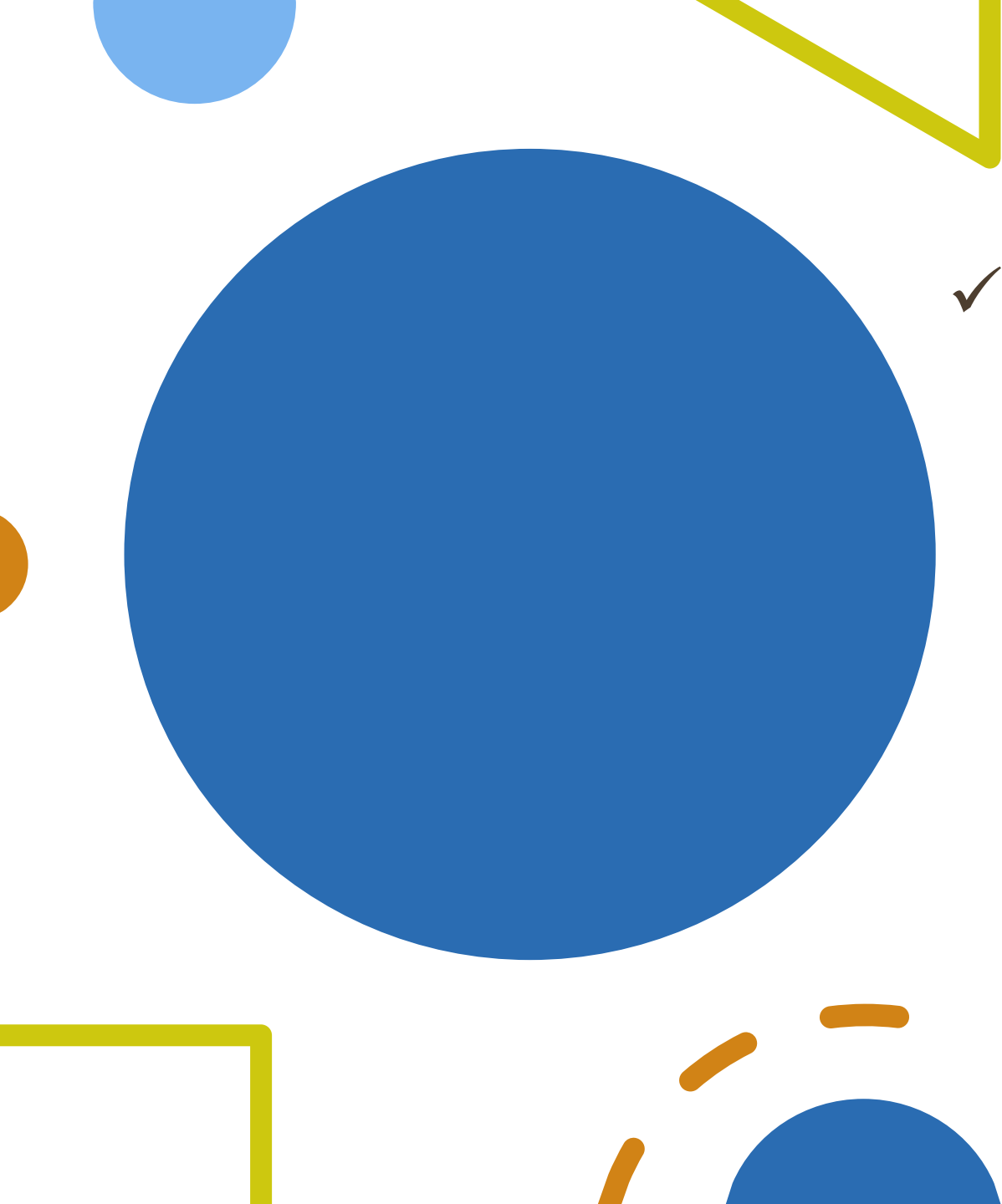
- 
- ✓ RBHI Screening scheduled through 24-25. Planning stages for an HSD/RBHI pilot program which could become State/National Model

# Staff Mental Health Training Survey

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- Trauma Informed Practices Training (84.3%)
- Suicide Awareness and Prevention Training (45.5%)
- Drug and Alcohol Abuse Prevention (34.1%)







✓ Anticipated Professional Development:

- Trauma Informed Practices
- Youth Mental Health First Aid
- Suicide Risk Assessment
- Suicide Safe Care Tools

- 
- ✓ SEL calendar for district coordination of staff trainings, trainings for students, and assessments /survey dates (2023-2024)
  - ✓ District webpage dedicated to mental health resources for staff, students and families (2023-2024)
- 

- 
- ✓ Redefine, with partner support, District Crisis Response Protocol (2023-2024)
  - ✓ Include School Based Health Clinics in plans for future school sites
- 





## Community Connections:

- Safer Communities Montana Leadership Team
- Lewis & Clark Suicide Prevention Coalition
- Lewis & Clark Behavioral Health Local Advisory Council
- Lewis & Clark Opioid Prevention Taskforce
- Communities That Care Coalition Board Member



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# Helena Public School District AWARE Project (SAMHSA)

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- 5-year grant; up to 1.8M per year
- NPC Research support via MHF
- Supported by OPI and DPHHS
- MH Team of 12
- Link to Care
- Staff training



# Helena School District Mental Health Awareness Training Project (SAMHSA)

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- 3-year grant; up to 200K per year
- NPC Research support via MHF
- Supported by HPD, Sheriff, L&CCH
- Community, Parent, Agency, Employee training



# Helena Public School District Title IV-A Stronger Connections Grant (OPI)

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- 2-year grant; up to 175K per year
- MTSS-B
- Dr. Bella Bikowski, consultant
  - evaluate current model
  - work with District and Building Teams
  - strengthen current practices
  - ensure students' academic and behavioral health needs are met
  - fiscal responsibility



The background is a dense pattern of blue puzzle pieces. A white rectangular area is positioned on the left side, with a small grey tab at the top center. The text is centered within this white area.

What pieces of the  
puzzle are still missing?



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## Needs:

- SBHC at HMS and CHS
- Mental health practitioners serving students in need at all 16 school sites. \*\*\*
- Case manager(s) to coordinate services for students and provide technical support for families. \*\*\*



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## Needs:

- School Based Behaviorists to support students in general education settings.
- Transportation (uber-type service) for student health appointments not available in school settings.





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## Needs:

- District-wide trauma-informed trainings for teachers and staff.\*\*\*
- Family outreach with learning opportunities to strengthen family systems.\*\*\*

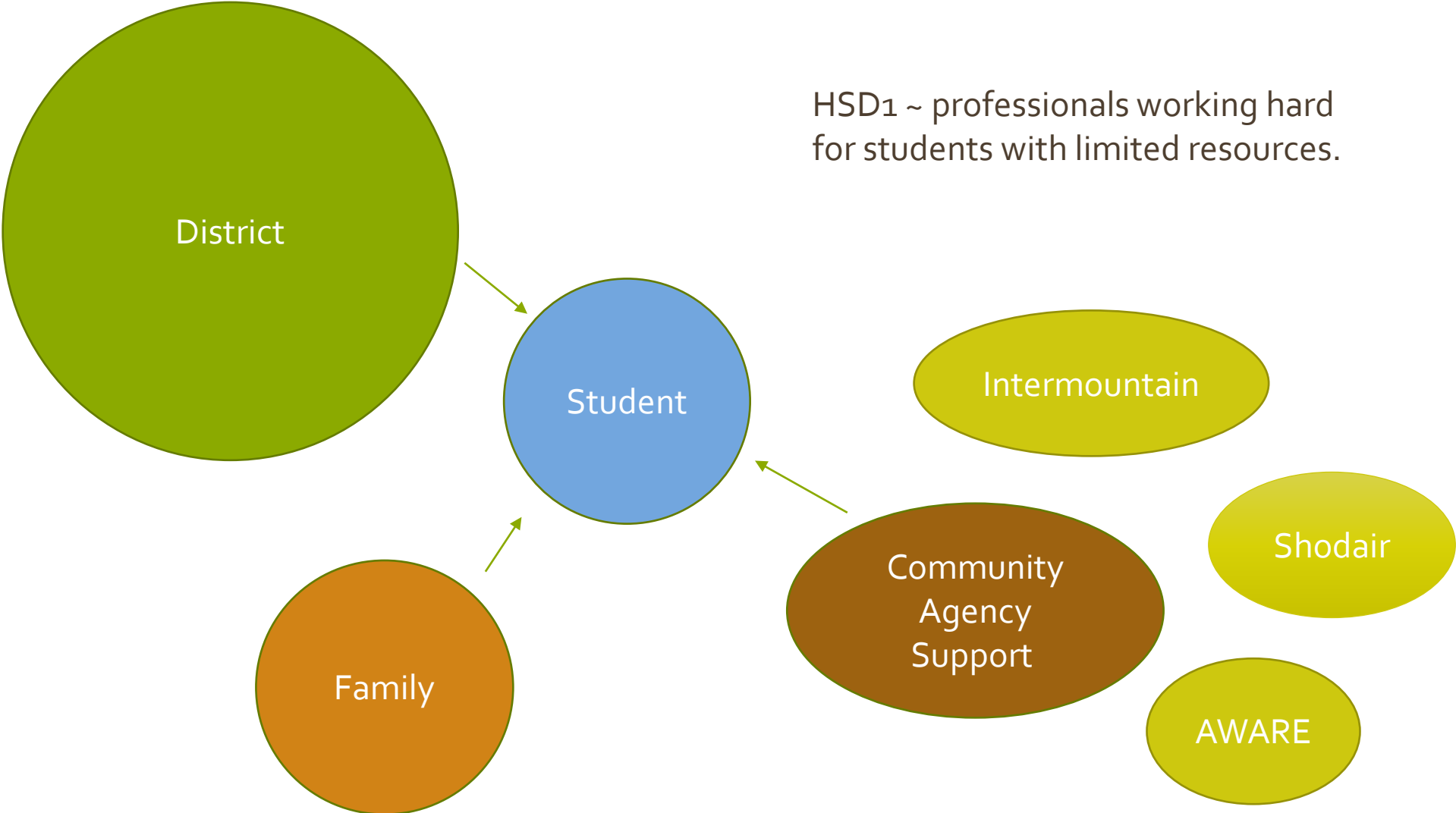


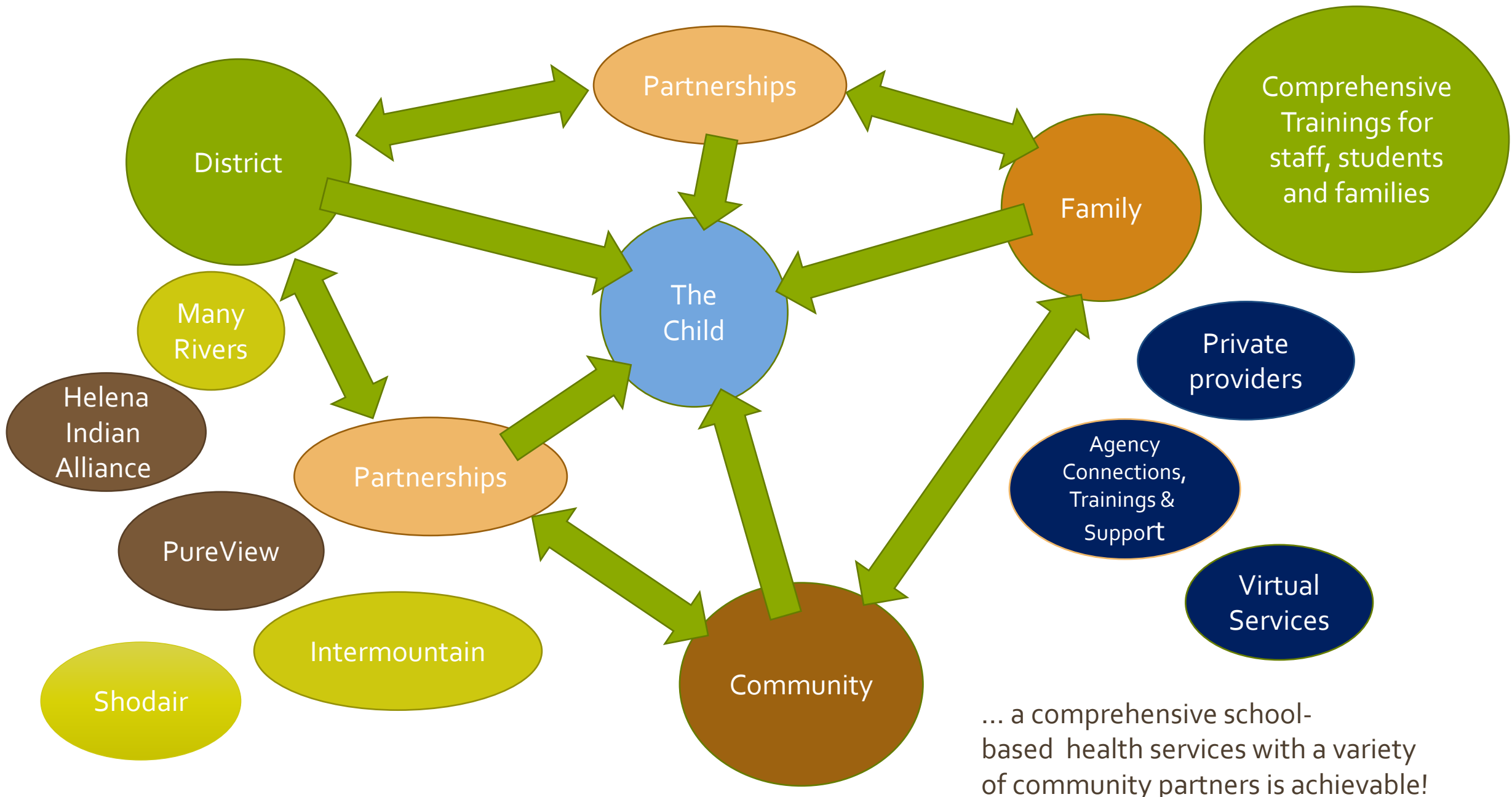
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## Needs:

- Mental & Physical Health Student Advisory Board
- Partner/District Advisory Board

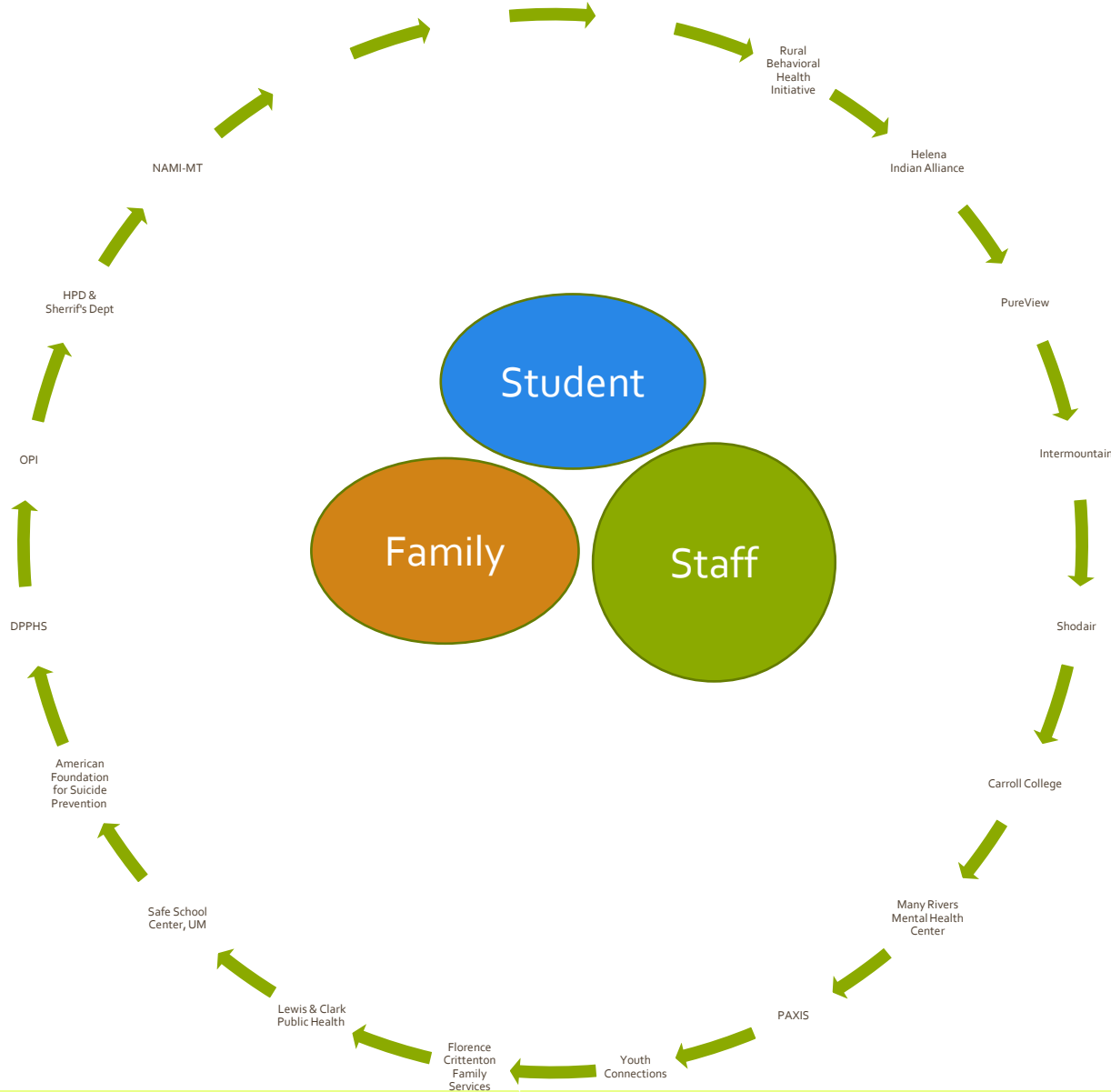
HSD1 ~ professionals working hard for students with limited resources.





... a comprehensive school-based health services with a variety of community partners is achievable!

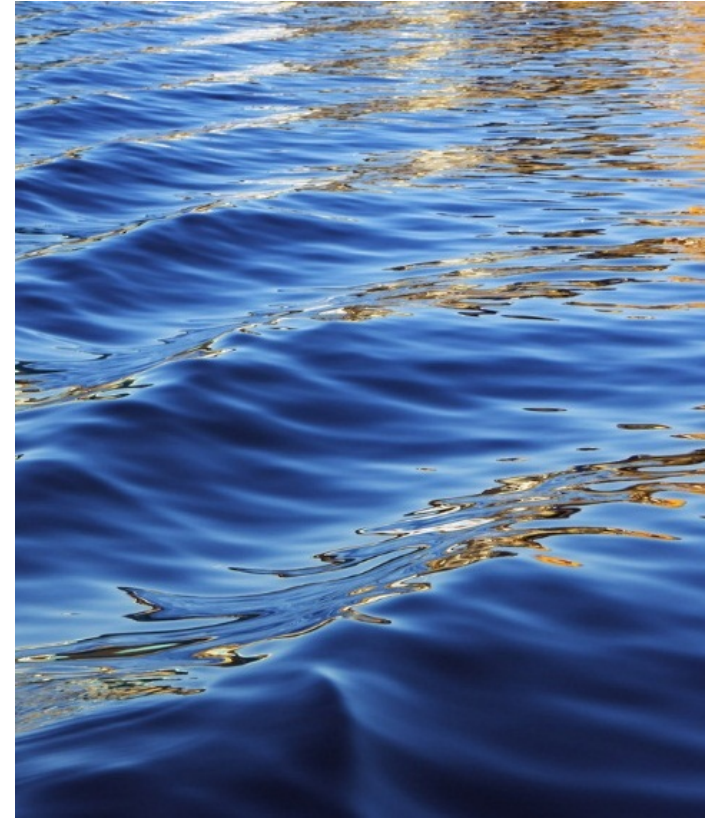
# HDS1's School Based Mental Health Services Network is growing!





Thank you!

Questions?



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.A.2.**

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

**Item Title:**      **Item For Information**  
2. Policy 2120: Wellness

**Policy Background  
Board of Trustees Meeting  
May 9, 2023**

**The following policies are being presented for *Action*:**

**5122 Criminal Background Investigations**

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.

**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.

**The following policies are being presented for *Information*:**

**2120 Wellness**

The District Wellness Committee reviewed this policy and have suggested modifications that emphasize nutritious foods, address the diversity of the student body in meal planning, provide safe, clean, pleasant settings, and adequate time to eat. Additionally, the committee wants to encourage the promotion of healthy foods at celebrations.

**7080 District School, Student, Group Fundraising**

The primary reason for modifying this existing policy is to provide more clarity regarding online fundraising. It also establishes the need to identify the impact on facilities, technology and curriculum before the fundraising is initiated.



2  
3 **STUDENT INSTRUCTION**

4  
5 Wellness

6  
7 Recognizing that good health and wellness are positively correlated to success in school, the  
8 Helena Public Schools Board of Trustees is committed to providing learning environments that  
9 promote children’s health, well-being and ability to learn. This commitment includes nutrition,  
10 education, physical activity and other school-based activities that are designed to promote  
11 student wellness.

12  
13 *Nutritional Standards for Foods Available to Students.*

14  
15 The District will serve meals that, at a minimum, meet the nutritional requirements established  
16 by the United States Department of Agriculture.

17  
18 Child nutrition professionals will provide students with access to a variety of affordable,  
19 nutritious, and appealing foods which meet the health and nutrition needs of students; will  
20 consider the ~~accommodate the religious, ethnic, and cultural~~ diversity of the student body in meal  
21 planning; and will provide clean, safe, and pleasant settings.

22  
23 Adequate time for students to eat will be provided. The intention of the District is to provide  
24 adequate time for students to eat.

25  
26 The District strongly encourages that all foods and beverages ~~individually~~ sold before, during  
27 and 30 minutes after the school day, outside the school reimbursable meal programs, (including  
28 those sold through vending machines, student stores, a la carte programs, fundraising, or through  
29 programs for students after the school day) will follow the USDA Smart Snack regulations.  
30 Schools are discouraged from using foods and beverages, especially those that do not meet the  
31 nutrition standards and are sold individually, as rewards for academic performance or good  
32 behavior. In addition, foods and beverages will not be withheld as a form of punishment.

33  
34 Schools are encouraged to limit the number of celebrations during the school day that involve  
35 food. Helena Public Schools encourage the promotion of a positive learning environment by  
36 providing healthy celebrations that shift the focus from food to the child. Providing nutritious  
37 food options demonstrates a school commitment to promoting healthy behavior and supports  
38 classroom lessons. Each celebration should include healthy foods and beverage choices,  
39 including water. Physical activity during celebrations is encouraged.

40  
41 Foods and beverages offered and sold at school events should include choices that meet the  
42 nutrition standards for meals and beverages sold individually.

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*Development, Review, and Implementation of the Policy*

The Superintendent or designee will establish a committee comprised of staff members, parents, educators, and the public. The committee shall be responsible for the development of procedures that support wellness for both students and staff and are necessary to implement this policy.

Members may include but are not limited to parents, students, school food service staff, health and physical education educators, school and community health professionals, trustees, administrators and members of the general public.

The District will assess the implementation of this policy and inform and update the public every three years, at a minimum, regarding compliance with the policy, how it compares to model wellness policies, and progress in attaining the goals of the wellness policy.

Legal References: P.L. 108-265 Child Nutrition and WIC Reauthorization Act of 2004  
P.L. 111-296 The Healthy, Hunger-Free Kids Act of 2010  
10.55.701, ARM Board of Trustees

Cross References:

Policy History:

Adopted on: 2.28.2012  
Revised on: 5.9.2017

For further incorporated: Determine Smart Snack rules and cite.  
Consider allergies, preferences for snacks.

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.A.3.**

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

**Item Title:      Item For Information**

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

3  
4 FINANCIAL SERVICES

5  
6 District, School, Student Group Fundraising

7  
8 **Purpose**

9  
10 The purpose of this policy is to establish the parameters for fundraisers or requests for  
11 resources sponsored by the district, a school, employees, or student activity groups. This  
12 policy does not apply to third party organizations that may choose to fundraise for the  
13 district, specific schools, programs or activities.

14  
15 Because students are required to attend school, and because the primary purpose of  
16 school is the education of those students, it is essential that school and district fundraising  
17 activities be limited so as not to interfere with that primary purpose. It is essential that  
18 fundraising activities of schools, student groups, and employees conform to this purpose,  
19 and to all federal and state laws governing the holding and use of funds raised.

20  
21 At no time shall any student be required to participate in any school sponsored or school  
22 related fundraising activity.

23  
24 Teachers, student activity advisors, club sponsors, coaches, and others involved in  
25 fundraising are responsible for following the appropriate financial requirements for funds  
26 raised through classroom, group, online, or team activities. The sponsoring employee is  
27 responsible for obtaining permission, instructing students regarding fundraising activity  
28 conduct, and reporting the results of the activity to the principal. The principal or  
29 ~~coordinator~~ supervisor is responsible for reporting all fundraising activities to the  
30 Assistant Superintendent on an annual basis.

31  
32 Only district related/approved groups are permitted to operate under this policy and non-  
33 District groups may not use the District's name, network or infrastructure to conduct  
34 fundraising.

35  
36 As public employees, staff members are subject to Montana public employees' ethics  
37 laws. Staff members may not solicit or accept material, cash, or equipment intended for  
38 personal use from individuals or through a crowd source effort that could be considered a  
39 gift of substantial value or that otherwise violates the ethics statutes.

40  
41 **School Fundraising**

42  
43 Requests for school fundraising projects must be pre-approved by the school principal or  
44 ~~coordinator~~ supervisor. This includes online fundraising.

46 The sale or advertising of merchandise in the school buildings, online, or upon the school  
47 grounds or as a school project for money-raising purposes may be limited by the principal  
48 or ~~coordinator~~ supervisor as to the number and time of year.

49  
50 Students in the schools shall not be used to advertise or distribute any particular brand  
51 name or to promote the sale or use of products of any company so advertised.

52  
53 Fundraising projects that do not involve the entire school shall be proposed to the  
54 principal by the teacher or teachers whose classes, student activity, or group will  
55 participate. The principal may approve or deny the proposal based on the following  
56 factors:

- 57
- 58 • The scope of the fundraising project; method to be used, including length of  
59 time, items sold, or method of solicitation.
  - 60 • The number of fundraising activities entered into by classes, groups or others  
61 that affect the school and its students during the school year.
  - 62 • The appropriate nature of the fundraising activity given the age and  
63 understanding of the students involved.
  - 64 • The extent of student involvement.
  - 65 • The impact of the requested resource on facilities, technology, and  
66 curriculum/instruction.

67  
68 A file is to be maintained at the school or department for any fundraising request. This  
69 file should include: the principal's/administrator's fundraising approval form, the written  
70 detail of the projects as well as what is posted on any online platform / website, any  
71 photos or images posted with the project and a copy of all agreements and permission  
72 forms.

73  
74 Fundraising activities should primarily be done outside of school hours.

75  
76 Door-to-door fundraising activities and any fundraising activities during the school day  
77 shall be of a limited nature.

78  
79 **Crowdfunding**

80  
81 If a crowdfunding proposal is approved:

- 82
- 83 • The individual who initiated the crowdfunding effort shall immediately notify  
84 the Superintendent or designee when the request has been posted and how  
85 long it will remain active online.
  - 86 • For any funds raised on a crowdfunding site a check should be requested to be  
87 mailed to the school in the name of the school, not to an individual person.
  - 88 • All gifts, grants, bequests, and contributions must be officially accepted in  
89 accordance Policy 7005 (Revenue and Investments).
  - 90 • All non-monetary items (supplies, equipment, etc.) obtained are the property  
91 of the Helena School District and all inventory procedures apply, and, if  
92 applicable, will remain in the school where the proposal originator was

93 located at time of the grant award unless a move to another site is approved by  
94 the principal or supervisor.

- 95 • All monetary donations should be recorded by the business manager/clerk in  
96 the Schools Funds accounting system at each school.

## 97 98 **Student Activity Fundraising**

99  
100 Fundraising activities must be approved by the staff advisor of the student activity group  
101 and forwarded to the principal or ~~coordinator~~ supervisor for pre-approval.

102  
103 The principal or ~~coordinator~~ supervisor shall approve or reject the application of any  
104 student group, whether co-curricular or extra-curricular, including athletics, for any  
105 fundraising activity taking place on school grounds or in the school or district's name.  
106 No fundraising activities may commence prior to approval.

107  
108 Students participating in fundraising activities are expected to appropriately represent  
109 their activity, their school, the district, and their community. All district policies  
110 regarding student conduct and discipline apply to fundraising activities.

## 111 112 **Fundraising from District Staff**

113  
114 The Superintendent may authorize solicitation of funds or pledges from district  
115 employees on an annual basis by organizations authorized to do so by the Superintendent  
116 or Superintendent's designee.

- 117 • Funds collected or pledged via payroll deductions shall be sent to the  
118 authorized fiscal agent or central headquarters of the respective approved  
119 organizations.
- 120 • Employees shall exercise freedom of choice in choosing to donate or  
121 pledge, and may choose between various approved organizations.

122  
123 In addition to the annual charitable giving program referenced above, the  
124 Superintendent may authorize additional charitable giving campaigns that solicit  
125 donations from staff in response to natural disasters or other charitable purposes.

## 126 127 **Exceptions**

128  
129 *School Stores.* Schools may operate school stores which offer for sale to students or  
130 employees simple school supplies and items emblematic of the school under the  
131 permission and supervision of the principal or ~~coordinator~~ supervisor. Such stores shall  
132 not be considered to be a school-wide fundraising project.

133  
134 *Charitable Giving Campaigns.* Principals may authorize charitable giving campaigns  
135 that solicit contributions from students in response to natural disasters or other charitable  
136 purposes. It is preferred that such charitable giving campaigns concentrate on non-  
137 monetary contributions, such as food, used or new toys and clothing. Contributions being  
138 requested should be limited to small monetary values. Prior parent notification is

139 required for any charitable solicitation from students. Participation must be completely  
140 voluntary and not tied to any extrinsic reward system.

141

142 *Concessions and Vending.* Concession and vending sales connected to a student activity  
143 or student performance may be conducted with the permission and under the supervision  
144 of the Principal or program supervisor. The District may procure vending or concession  
145 products through quotes, bids, requests for proposals or other methods allowed by law.

146

147 *Student Product Sales.* Schools may conduct the sale of articles that are wholly or in part  
148 the product of students in a recognized activity of the school for general, activity or  
149 charitable giving fundraising purposes. Such sales shall be approved in advance by the  
150 principal or ~~coordinator~~ supervisor, and conducted under her or his supervision.

151

152

153	Legal References:	§20-6-601, MCA.	Power to accept gifts
154		§20-6-604, MCA.	Sale of property when resolution passed after hearing – appeal procedure
155			
156		§2-2-102(3), MCA	Definitions
157		§2-2-104, MCA	Rules of conduct for public officers, legislators and public employees
158			

159 Cross References: 7005 Revenue and Investments

160 Policy History:

161 Adopted on: 5.13.2014

162 Revised on: 1.10.2017

163

164

165

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

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

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:      Consent Action Items**

1. Warrants
2. Out-of-District Attendance Agreements (Non-Resident Students Attending HPS)
3. Out-of-District Attendance Agreements (Helena Students Attending Other Districts)
4. 04.11.23 Full Board Meeting Minutes
5. 04.26.23 FMP Key Stakeholder Meeting Minutes
6. 05.02.23 Special Board Meeting Minutes

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



Helena School District #1

Warrants April 1 to 30, 2023

Direct Deposits: \$3,453,943.77

Payroll Warrants: 70131528-70131545

Payroll Deduction: 69293201-69293227

Non-Check Payroll Deductions: \$5,514,627.53

Non-Check Accts Payable Deductions: \$1,286,687.40

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

Claim Warrants: 69292768-69293350

CRA Middle School Student Activity Checks: 17321-17331

HMS Middle School Student Activity Checks: 8712-8719

Capital High Student Activity Checks: 24235-24279

Helena High Student Activity Checks: 36183-36218

Cancelled Warrants: \$3,319.14

We certify that all warrants herein listed were prepared and previously paid for, are just and correct to the best of our knowledge, and that the board of trustees has authorized the issuance of the same.

Chairperson \_\_\_\_\_

Business Manager \_\_\_\_\_

APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS  
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Grade	District of Residence	Address	School of Attendance
3	Wolf Point Elementary	Wolf Point, MT 59201	Rossiter
7	Browning Elementary	Browning, MT 59417	Helena Middle School
8	Glsgow K-12	Glasgow, MT 59230	CR Anderson Middle School
8	Bozeman Elementary	Livingston, MT 59047	Helena Middle School
11	Butte High School	Butte, MT 59701	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School

APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS  
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Running Total of Out-of-District Attendance Agreements

Grade	Address																				Total	
	East Helena	Clancy	Montana City	Helena	Jefferson City	Townsend	Elliston	Avon	Basin	Glasgow	Ronan	Polson	Wolf Creek	Missoula	Butte	Lewistown	Livingston	Wolf Point	Bozeman	Browning		Out-of-State
K	3	1																				4
1	2						1															3
2	1	1																				2
3	2	1					1				1							1				6
4									1													1
5										1		1			1	1						4
6													1	1								2
7		1											1	1						1		2
8														1					1			3
9	6	34	6	4	3		1							1								55
10	5	25	2	1	1									1					1			37
11	6	25	2	4		1				1				1							1	40
12	2	16	1	1	2			1														23
	27	104	11	10	6	1	3	1	1	3	1	1	1	3	3	1	1	1	1	1	1	182

ACKNOWLEDGE OUT-OF-DISTRICT ATTENDANCE AGREEMENTS  
(HELENA RESIDENT STUDENTS ATTENDING OTHER SCHOOL DISTRICTS)

**Mandatory:**

Grade	Address	District of Attendance
6	Helena, MT 59601	Kalispell Elementary

Running Total of Acknowledged Out-of-District Attendance Agreements  
(Helena Resident Students Attending Other School Districts)

Grade	Cascade Elementary	Cascade High School	Clancy Elementary	East Helena K-12	Jefferson High School	Kalispell Elementary	Boulder Elementary	Total
K			3	2				5
1			2	3				5
2			3	6				9
3			4	5				9
4			5	4				9
5			3					3
6	1		4	4		1		10
7	1		3	3				7
8	2		7	3				12
9		4		7	1			12
10		2		5	8			15
11		1		1	1			3
12		2		3	1			6
	4	9	34	46	11	1		105



**Superintendent**

Rex Weltz  
324-2001

**Business Manager**

Janelle Mickelson  
324-2040

## **Board of Trustees Meeting**

Lincoln Center  
1325 Poplar St., Helena, MT 59601  
And on TEAMS

**Tuesday, April 11th, 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  
Loreley Drees, Helena High School Student Representative for the Board of Trustees

Rex Weltz, Superintendent  
Keri Mizell, Human Resources Director  
Brian Cummings, Assistant Superintendent  
Janelle Mickelson, Business Manager  
Barb Ridgway, Chief of Staff  
Gary Myers, Director of Educational Technology  
Kaitlyn Hess, Assessment and Federal Programs  
Jane Shawn, HEA President  
Todd Verrill, Facilities Director  
Brett Zanto, Capital High Principal  
Steve Thennis, Helena High Principal  
Karen Ogden, Communications Officer  
Anthony Gerharz, Manager, Wipfli LLP  
Sue Bannon, Capital High Cheer Coach  
Many guests of the public as well as Helena School District staff

## **I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board Chair Siobhan Hathhorn called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance.

## **II. REVIEW AGENDA**

The Board of Trustees reviewed the agenda. Board Chair Siobhan Hathhorn stated that under VII. New Business B. Consent Action Items, the Personnel Actions listed as item number one had a few clerical errors. The Personnel Actions will be pulled from the Consent Action Items and will become VII. New Business C. Items for Action number four. Ms. Keri Mizell, Human Resources Director, will explain what the clerical errors are, and the Trustees will be able to individually vote on the Personnel Actions as amended.

## **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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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 \$1,053.

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

The Board of Trustees recognized 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**

The Board of Trustees recognized 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 the 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized the Helena High Baker Team for winning the 2023 Mock Trial State Championship. Congratulations to Melaina Kloberdanz, 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 Phattavong, and Aine Cleary. Special thanks to Kacey Askin for all his guidance.

**L. State Science Olympiad**

The Board of Trustees recognized 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 students and the Science Olympiad.



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

The Board of Trustees recognized 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**

The Board of Trustees recognized 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**

The Board of Trustees recognized 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

The Board of Trustees viewed a presentation from the Helena High Green Group and advisors Claire Pichette and Jill Van Alstyne. Seven members of Helena High’s Green Group Student Club visited Japan through a special opportunity with the country’s Kakehashi, or “bridge,” cultural exchange program. The Green Group is dedicated to finding solutions to local and global environmental concerns and is learning how Japan is addressing these issues in visits with local, regional and national government officials. The students’ itinerary included everything from making a traditional Japanese lunch with host families to visiting the Imperial Palace and Mount Fuji. The Kakehashi program aims to give participants an enhanced understanding of Japanese economics, society, history, culture, politics, and diplomatic policies. The exchange program is funded entirely by the Japanese federal government. The HHS Green Group is joined by students from Lebanon High School.

## V. SUPERINTENDENT'S REPORT

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

- Recognition
  - School Librarian Appreciation Day April 4<sup>th</sup>, 2023
  - National Assistant Principal Week April 3<sup>rd</sup>- April 7<sup>th</sup>, 2023
  - Paraprofessional Appreciation Day April 5<sup>th</sup>, 2023
  - National Volunteer Recognition Week April 17<sup>th</sup>- April 21<sup>st</sup>, 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 26<sup>th</sup>, 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 School, 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 3<sup>rd</sup> 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 21<sup>st</sup> 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 130<sup>th</sup> birthday on March 24<sup>th</sup>, 2023.
  
- New Business
  - Helena Public Schools Retirement Celebration
    - May 24<sup>th</sup>, 4:30 p.m. Central Elementary School
  - ACT Day-April 11<sup>th</sup>
  - 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
  - HEF Executive Committee
  - Teacher Advisory Meeting
  - Parent Advisory Committee
  - AA Superintendents
  - HEF
    - Executive Meeting
    - Board Meeting
  - HEA President/Superintendent Meeting
  - Rotary Club

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

## VI. GENERAL PUBLIC COMMENT

Ms. Phyllis Dolan Gilreath gave general public comment. Ms. Gilreath is a Helena High School graduate. Ms. Gilreath came here tonight to discuss Ray Bjork and stated that closing Ray Bjork is a disservice to the community and the programs that are established there. The programs housed at Ray Bjork work well together to benefit the students and the parents. Ms. Gilreath asked if the schools that these students will be relocated to have age-appropriate playgrounds. Ms. Gilreath stated that with increasing and declining populations at various schools, why don't we look at balancing the population by readjusting boundaries and getting rid of some of the buildings such as Hawthorne, May Butler, and the Front Street Learning Center. Ms. Gilreath stated that it is a great program at Front Street Learning Center, but it can be moved to a different location. Ms. Gilreath said if the Ray Bjork students are relocated their class sizes would increase, and teachers are concerned with how they will teach more students, especially when some students need more attention. Ms. Gilreath expressed her concern that when she picked up her grandson at C.R. Anderson Middle School, she noticed the gym door on the side of the building was open and we need to make sure our buildings are secured.

Ms. Miranda Parisi gave general public comment. Ms. Parisi is a Trailhead Teacher at Central Elementary and has also taught at Ray Bjork Learning Center. Ms. Parisi stated that during her fourteen years at Ray Bjork she had the amazing opportunity to witness the positive effects an early intervention program has on students with disabilities. Since Ray Bjork opened in 2008, the Ray Bjork team has studied research-based evidence and modified their procedures and models to match those that have proven successful. Ms. Parisi stated that preschool children need a home base where they can access the whole package. Ray Bjork's unique population receives speech and language, occupational and physical therapies, there is a teacher for the visually impaired, there is CSCT, and highly qualified early intervention special education teachers. Ms. Parisi stated that they make sure they provide such services in the correct setting. Ray Bjork has spent several years ensuring that their students have the appropriate infrastructure, including playground equipment, toileting equipment, furniture, and accessibility for the size and physical needs of their students. Ms. Parisi stated that closing Ray Bjork uproots a community. Why add to the caseloads of the elementary school specialists when they are already overtaxed? Ms. Parisi concluded by stating that by taking away our home base of Ray Bjork, our community's special education preschool and early intervention services will dissolve. Ms. Parisi stated that we are reducing access to quality early intervention services, leading to a drastic decrease in the quality of life of children, families, and school staff. We as a district need to do a better job prioritizing early intervention services and educating our colleagues on the significance of early intervention.

That concluded general public comment and the Board of Trustees moved on to Items for Information.

## VII. NEW BUSINESS

### A. Items For Information

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

Ms. Janelle Mickelson, Business Manager for Helena Public Schools, stated that school districts our size must have an annual financial audit. The firm that audits us is Wipfli, and Anthony Gerharz, who is a Manager for Wipfli, was the lead auditor this year.

Mr. Anthony Gerharz, Manager, Wipfli LLP, stated that they issued an unmodified opinion on the audit report which means that the financial statements and the numbers within can be relied upon and that they are free of material misstatements. As part of the audit, they also did a Federal Compliance audit and looked at our ESSER funding and school food funding, and there were no findings and no issues.

Ms. Mickelson recognized Ms. Michelle Schweyen, Accountant for the Helena Public Schools, for everything that she does to assist with the audit.

#### 2. Cancellation of Trustee Election

- a. Elementary Trustee Election
- b. High School Trustee Election

Ms. Janelle Mickelson stated that 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 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.

### 3. Curriculum, Assessment, and Federal Programs Update

Ms. Kaitlyn Hess, Assessment and Federal Programs, gave an update on Curriculum, Assessment, and Federal Programs to the Board of Trustees. Ms. Hess began by discussing Instructional Professional Development including:

- Joy-Into Reading and the Literacy Grant in schools
- Yolanda-Modeling writing and training coaches on opinion writing
- Michelle-Math standards alignment, modeling manipulatives, number sense, and fluency in classrooms

Ms. Hess discussed that the district is transitioning into a new reading program called “*Into Reading*” which will be rolled out district-wide this fall. All the products that are needed for the “*Into Reading*” curriculum have been purchased and sent to schools. Ms. Hess discussed grade level meetings where the groups modeled Math games and manipulatives, and teachers shared out the “*Into Reading*” pilot, along with standards-based grading updates. During the standards-based grading updates the groups did a deeper dive into what they need to know from the program, and they had an opportunity to talk with each other about what’s working, what’s not, and lastly, they put together the pacing guides for the modules. Those guides will then be given to the Standards Based Grading Task Force, and they will integrate those into the progress reports. Ms. Hess reviewed the content area curriculum development in 6-12 Social Studies and 6-12 Science. The 6-12 Social Studies standards are entirely new, and there were new 6-12 Science standards implemented a few years ago. The teachers have been working on revamping the Social Studies Curriculum with these new standards for over three years. During this time the teachers have reviewed what the standards look like, what do they look like in action, and what do they look like as you are building out scope, sequence, and pacing guides.

Ms. Hess reviewed summer professional development that will include K-5 “*Into Reading*” training, K-5 Math-Fluency and Manipulatives, 6-12 curriculum work, Conscious Discipline, Jeremy Bullock Safe Schools, new teacher orientation, and content area curriculum in 9-12 ELA at CHS, 6-12 Social Studies, and CTE. Teachers are very excited about Conscious Discipline professional development. They really love this K-12 program for behavior management and social and emotional learning in the classroom. The Jeremy Bullock Safe Schools Summit moved from Butte to Helena and will take place at Central Elementary this year. Ms. Hess stated that we tried to be really intentional with our professional development this summer and offer teachers opportunities that align with our strategic priorities and goals.

Ms. Hess reviewed assessments with the Board of Trustees. Spring state assessments include: WIDA (12/3-2/28), CogAT (3/13-24), Alternative Assessments (3/13-4/13), ACT-April 11<sup>th</sup>, SBAC (4/24-5/5 Elementary, 5/8-5/19 Middle School). The WIDA assessment is for our multilingual learners (EL/ML). The CogAT assessment is given to all second-grade students and the Alternative assessments are given to our special education students. The ACT assessment is for 11<sup>th</sup> grade students and will be all online this year. Ms. Hess stated there is a 95% participation rule regarding assessments which means that 95% of the students in our district must complete the spring assessments. The district spring benchmark will be (5/15-5/26) and includes Acadience, Universal Number Sense Screener, and iReady.

Ms. Hess moved on to review federal programs including Targeted Support Grant Awards, private/non-public spring outreach, new transitions classroom at HHS, and homeless data for the district. The Targeted Support Grant was awarded to three of our elementary schools:

Broadwater, Byrant, and Smith. It is based on their spring assessment scores and having a subpopulation that scored less than five percent of the state. The grant money awarded is put towards helping that subpopulation group.

Ms. Hess discussed the private/non-public spring outreach. Part of our federal funding includes Title 1-A: Improving Basic Programs, which goes towards private/non-public schools in our community. Every March we send out notices to individual home schools and private schools offering them to participate in our title programming. The only school that showed interest this year was Helena Christian School, so we assist them with their Title program.

Ms. Hess discussed the new Transitions classroom at Helena High School. The teacher for that classroom has anywhere from two to ten students a period. Most of those students are credit deficient due to being in foster or group homes. The teacher is working to set up personalized learning programs for them to get the credits they need to get back on track for graduation. We are piloting the Edgenuity Program for this Transitions classroom. We are hoping to hire a transitions teacher for Capital High School next year, so that there will be a Transitions classroom at each high school. Ms. Hess concluded her presentation by discussing the new Sheltered Curriculum pilot at Helena High School for our EL/ML students.

#### 4. Policy 5122 Criminal Background Investigation

Ms. Barb Ridgway presented Policy 5122 Criminal Background Investigation to the Board of Trustees. 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 than 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. New language was added on lines 25 through 28 which states, *“Employees and volunteers have the responsibility to notify the District as soon as possible if they are arrested, charged with a crime, or served a restraining order. The District will take appropriate action, up to and including termination, if upon notification it is determined the criminal activity impacts the individual’s continued employment or ability to volunteer.”*

#### 5. Policy 5610 Intellectual Property Rights

Ms. Barb Ridgway presented Policy 5610 Intellectual Property Rights to the Board of Trustees. 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. The following new language was added on lines 92 through 106 which states, *“An employee who receives royalties or compensation on the sale of materials and/or other forms of intellectual property to the District, must divide royalties and/or net pro*

*rata profits to an approved charity as defined if:*

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

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

- *50% to employee*
- *40% to District*
- *10% to Helena Education Foundation”*

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

## **B. Consent Action Items**

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

Board Chair Siobhan Hathhorn reminded the trustees that under item B. Consent Action Items, item number one, Personnel Actions, had a few clerical errors. The Personnel Actions will be pulled from the Consent Action Items and will become C. Items for Action number four. Ms. Keri Mizell, Human Resources Director, will explain what the clerical errors are, and the Trustees will be able to individually vote on the Personnel Actions as amended.

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

**Motion:** Trustee Luke Muszkiewicz moved to approve the Consent Action Items two through four. 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. Declare Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy

Ms. Janelle Mickelson, Business Manager, presented the action item: 1. Declare Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy to the Board of Trustees.

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<sup>nd</sup>, 2023. The selected candidate will be administered the oath of office and seated on the Board at a Special Board Meeting on May 16<sup>th</sup>. Whoever is appointed to this position will serve a one-year term, and then this position will become open again for election for a one-year term assuming there are no changes in legislature.

Superintendent recommendation:

Adopt the resolution and begin the appointment process.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to Declare the Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy as presented."

**Motion:** Trustee Luke Muszkiewicz moved to approve Declaring the Trustee Position Vacant and Consider Approval of Procedure for Filling the Trustee Vacancy as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

## 2. CHS and HHS CTE Roof Re-Coating Bid

Mr. Todd Verrill, Facilities Director, presented the CHS and HHS CTE Roof Re-Coating Bid to the Board of Trustees. Mr. Verrill is requesting 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
- Cost: \$99,161.80 Helena High Shop
- Clean, prime, and coat 22,076 sf of roof
- 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. Another bid arrived after the 11:00 a.m. 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.

Mr. Verrill did some additional research on Driear Painting, Inc. as requested by the Facilities and Maintenance Committee. Mr. Verrill looked at two of their projects that were completed here in town, and stated Driear Painting, Inc. was highly recommended.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the CHS and HHS CTE Roof Re-Coating Bid as presented."

**Motion:** Trustee Jennifer McKee moved to approve the CHS and HHS CTE Roof Re-Coating Bid as presented. Trustee Luke Muszkiewicz seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

## 3. 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, the penalty for not reporting and stated the Superintendent shall provide access to educational resources. Language was added on lines 7 and 8 that clarifies who a contractor is and states, "*third party contractors providing service to students, volunteer, student teacher or student nurse*". The word *volunteer* on line 7 was removed because we cannot compel a volunteer to report, and the words *may be* on lines 31 and 32 were changed to *is*. The language on lines 32 and 33 was revised and now states, "*All District employees are responsible for reporting regardless of whether or not another employee has made a report.*" Ms. Ridgway stated that per

her conversation with DPHHS, it is important that every employee calls and reports, even if another employee has already done so, because sometimes DPHHS gets different information from different reporters.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5030 Abused and Neglected Child Reporting.”

**Motion:** Trustee Kay Satre moved to approve Policy 5030 Abused and Neglected Child Reporting as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

#### 4. Personnel Actions

The Board of Trustees moved on to review the Personnel Actions presented by Ms. Keri Mizell, Human Resources Director. Ms. Mizell stated that there were minor clerical errors found in the personnel actions. There were three locations that were identified as TBD and those should now be updated to state Student Services Center (SSC). There were two assignments that were identified as Resource and those should be updated to Special Education to be consistent with the other assignments. Lastly, there is one location of Bryant that needs to be updated to Student Services Center as that is also part of Special Education.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve the Personnel Actions as amended.”

**Motion:** Trustee Luke Muszkiewicz moved to approve the Personnel Actions as amended. Trustee Terry Beaver 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,

gave her report. Ms. Drees recognized the Helena High School Cheer Team for placing third at Cheerfest. Ms. Drees mentioned that spring sports are going well, and a Helena High student has been nominated for National Softball Girl of the Week. There was ACT testing today and AP classes are preparing for the AP tests next month. Ms. Drees recognized the Helena High School valedictorians and salutatorians. Some students will be participating in the District Music Festival and the Vigilante Day Parade will be Friday, May 5<sup>th</sup>.

Mr. Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave his report. Mr. Boyle mentioned that some of the CHS students will also be attending the District Musical Festival, and there was ACT testing today which went very smoothly. Capital High has been hosting Bruin Talks where seniors and juniors go into freshman classrooms at the end of second period and will give freshman students advice and tips to help make high school easier for them. The Bruin Talks are aimed at increasing the amount of social and emotional support for those freshmen students and creating direct connections with juniors and seniors and have been very successful. Mr. Boyle shared that incoming freshman toured the school, viewed different presentations, and went to a club and activity fair. There was a PLC meeting in the auditorium on April 3<sup>rd</sup> and they were really focusing on instructional framework at CHS. There will be a Youth Electrum at the Holter Museum where art students from Helena are going to have their artwork in the Holter. This coincides with the release date for Pen and Ink Literary Magazine. Mr. Boyle and Superintendent Weltz participated in a question-and-answer video session and discussed the budget shortfalls in the district.

## 2. Facilities and Maintenance

Trustee Luke Muszkiewicz gave the Facilities and Maintenance Committee Report. The Facilities and Maintenance Committee was given a facilities and maintenance update of projects from the last thirty days, current projects, projects for the next twelve months, and other projects. Trustee Muszkiewicz thanked Facilities and Maintenance Director Todd Verrill and his team for all their hard work that was completed over the spring break. Trustee Muszkiewicz expressed his appreciation for the approach the district is taking with safety and security because not only do we have the practices in place and on paper, but we also test them and practice them. At the meeting the committee was given a Facilities Master Plan Update from SMA Architecture. SMA has completed Phase One which included surveying and collecting information about our buildings and cataloging the various deficiencies and deferred maintenance issues that are outstanding. SMA will be moving to Phase Two which will include different options and decisions points around each of our buildings, and there will be a Facilities Master Plan Key Stakeholders Meeting on Wednesday, April 26<sup>th</sup> from 4:00 p.m. to 6:00 p.m.

## 3. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, gave the Helena Education Association Report. HEA has provided explanatory materials regarding the levy to all their members and have distributed over 100 yard signs. MFPE's annual conference is this weekend, and a portion of Friday afternoon will be spent at the

legislature, and they will be participating in a pro-public education rally at 12:30 p.m. on the steps of the Capitol. Also in the legislature, House Bill 332, which would create a statewide health insurance pool for K-12 employees has been revived and will be heard in the Senate Education Committee tomorrow. HEA supports this bill, as does MFPE. Bargaining for the teachers' CBA continues tomorrow with an all-day session at MTSBA. They are still considering language proposals, and they have not tackled any waver/benefit issues yet. Ms. Shawn is writing up the biographies of the 2023 Helena Public Schools retirees, and she loves doing this because she gets to read them at the yearly retirement celebration.

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. At this time last year, we had about six percent remaining in the elementary general fund and right now we have about four percent remaining. We currently have around five percent remaining in the high school general fund and that is one or two percentage points lower than it has been in the past for both the elementary and the high school general funds. This may require us to dip into the interlocal funds before the year is completed. The committee also discussed the possibility of having an updated five-year budget forecast in mid to late May that takes into consideration the election results and some of the work to mitigate the budget deficit that is ongoing right now. The committee reviewed the ESSER Funding Update. The CRRSA-State Emergency Relief Fund II (ESSER II) will likely be completely spent by June 30th and the deadline to spend the money is in September, so we are fine there. We may have a small remaining balance in the ARP-State Emergency Relief Fund II (ESSER III) depending on what happens with the elementary general fund. The Budget and Finance committee reviewed the 2022 District Audit. School districts our size must have an annual financial audit. Our auditor is Wipfli, and we had an unqualified opinion which means we had a clean audit and there were no findings.

5. Teaching & Learning Committee Report

Trustee Jennifer McKee gave the Teaching and Learning Committee Report. The Teaching and Learning Committee was given a Curriculum, Assessment, and Federal Programs Update which the full board viewed tonight. Trustee McKee stated that for the upcoming school year, the Teaching and Learning Committee time slot may be replaced with the Budget Consensus Committee. Ms. McKee is thinking of ways to still incorporate the work of the Teaching and Learning Committee because it is such great work and so important. Trustee Luke Muszkiewicz agreed and suggested that the Budget and Finance Committee time slot may be a better place to discuss the Budget Consensus Committee. Trustee Kay Satre agreed with Trustee McKee and Trustee Muszkiewicz that she would be very sorry to lose access to Teaching and Learning Committee information. Superintendent Weltz agreed that he does not want to lose the Teaching and Learning Committee, and we can continue to explore other options for the Budget Consensus Committee.

6. 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. The Policy Committee reviewed Policy 2120 Wellness, Policy 5122 Criminal Background Investigation, Policy 5610 Intellectual Property Rights, Policy 5030 Abused and Neglected Child Reporting, and Policy 5070 Disciplinary Action.

7. Health Benefits Committee Report

Trustee Kay Satre gave the the Health Benefits Committee Report. Trustee Satre recognized Mr. Rich Franco, Human Resources Benefits Manager, for all the work he does with the Health Benefits Committee and various subcommittees. Trustee Satre stated the committee is looking at ways to target and improve specific health outcomes for our members and to lower claims in the cost of the plan as well as analyzing information and setting premiums for this upcoming year. The committee voted to approve a Wellness Budget and they decided to raise the wellness incentive from \$100 to \$200 to get more people to participate in wellness screenings. If they could get more participation in the wellness screenings it could prevent bigger health issues for those individuals and it could save the plan money from bigger claims and costs. The committee received trend percentage numbers from Alliant, our Plan Consultant, and from Allegiance, our provider, and every year at this time they look at trend percentage numbers to help calculate premiums for the next plan year. The committee is exploring medical percentage increases of five percent and six percent, dental increases of three and four percent, and vision increases of two, three, and four percent. The Health Benefits Committee is hoping to vote on premium increases at the April 27<sup>th</sup> meeting, so they can bring a recommendation to the full Board of Trustees on May 9<sup>th</sup>. The committee is working with Alliant on point solutions to help reduce costs to the plan. They are looking at life insurance and long-term disability options for employees and the hope is that they will save close to \$30,000 in life insurance and long-term disability by moving to a new carrier. The committee is also looking at an employee assistance program. The hope is with the money saved from the life insurance and disability new carrier; they can get a more robust EAP program that can help our members more effectively. The committee is also looking at a program for muscular and skeletal claims, as well as diabetes management.

8. Wellness Committee Report

Mr. Brian Cummings, Assistant Superintendent K-5, gave the Wellness Committee Report. Mr. Cummings stated that the Nutrition Subcommittee met today, and the focus right now is working on the Wellness Policy. The committee is working on creating a healthy snacks campaign. The Charlie Cart Project and the Montana Harvest of the Month program are going very well in our schools. Ms. Trish Klock, Byrant Principal, gave an

update on the Physical Activity Subcommittee. Ms. Klock stated there will be one more joint meeting with both subcommittees next week and the final Physical Activity Subcommittee meeting will be in May and they will be setting their goals for the next school year.

9. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report. Trustee Muszkiewicz stated that the legislature is still in session. Trustee Muszkiewicz expressed his appreciation to the people with MTSBA, The Coalition of Advocates for Montana's Public Schools, and MFPE who are spending a lot of time in the Capitol advocating on the behalf of public education. Trustee Muszkiewicz stated that bills to watch right now are HB 774 by Representative Hopkins. Essentially, it's a proposal to require all elections to occur during the general election in November as opposed to May on even numbered years. Other bills to track are HB 549 by Representative Anderson and HB 562 by Representative Vinton. HB 549 proposes a charter school system subject to the same oversight and regulations as Montana's existing public schools. HB 562 offers one that would operate outside those boundaries. HB 566 by Representative Anderson would clarify the opt-out for sexual instruction. The final bill to track is HB 352 by Representative Barker that would provide targeted interventions to support 3rd grade reading proficiency. Trustee Muszkiewicz stated that people can join Think Tank Thursdays at noon online to get updates on the legislative session. MTSBA will be hosting a new trustee training in person or online beginning May 16<sup>th</sup>. There will be three total trainings on different dates which will cover different topics. Trustee Muszkiewicz stated these are great trainings for current and new trustees.

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.

- Tuesday, April 25<sup>th</sup>, 11:00 a.m., Work Session, Location TBD
- Monday, May 1<sup>st</sup>, 12:00 p.m., Facilities and Maintenance Committee Meeting, Lincoln Center
- Tuesday, May 2<sup>nd</sup>, 12:00 p.m., Policy Committee Meeting, Lincoln Center
- Tuesday, May 2<sup>nd</sup>, 5:30 p.m., Special Board Meeting, Lincoln Center
- Tuesday, May 9<sup>th</sup>, 11:00 a.m., Executive Committee Meeting, Lincoln Center
- Tuesday, May 9<sup>th</sup>, 12:00 p.m., Budget and Finance Committee Meeting, Lincoln Center
- Tuesday, May 9<sup>th</sup>, 5:30 p.m., Full Board Meeting, Lincoln Center
- Tuesday, May 16<sup>th</sup>, 5:30 p.m., Special Board Meeting, Lincoln Center
- Tuesday, May 23<sup>rd</sup>, 11:00 a.m., Work Session, Kessler Elementary

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

**VIII. BOARD COMMENTS**

There were no board comments.

**IX. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 10:26 p.m.

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Candice Delvaux, Recording Secretary      Date





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

## Facilities Master Plan Key Stakeholders Meeting

Tuesday, April 26<sup>th</sup>, 2023

Lincoln PD Center

4:00 p.m.

---

# MINUTES

## ATTENDEES

*Trustees    Others*

Siobhan Hathhorn, Board Chair

Luke Muszkiewicz, Trustee

Rex Wertz, Superintendent

Barb Ridgway, Chief of Staff

Gary Myers, Director of Educational Technology

Brian Cummings, Assistant Superintendent K-5

Josh McKay, Assistant Superintendent 6-12

Janelle Mickelson, Business Manager

Todd Verrill, Facilities Director

Rob Brewer, Facilities Manager

Klint Fisher, SMA Principal/Director

Kevin Flanagan, NAC Architecture

Karen Ogden, Communications Officer

Tim Meldrum, SMA Principal/Partner

Ali Martin, SMA Associate | Architect

Carley Smith, SMA Marketing Coordinator

Many Members of the Key Stakeholders Group

Many Administrators of Helena Public Schools

### I. CALL TO ORDER

Trustee Luke Muszkiewicz called the meeting to order at 4:08 p.m.

## II. REVIEW OF AGENDA

The agenda was reviewed, and no changes were requested.

## III. GENERAL PUBLIC COMMENT

There was no general public comment.

## IV. NEW BUSINESS

### A. Facilities Master Plan Discussion

Many members of the facilities master plan key stakeholder group came together to discuss the Helena School District facilities master plan. The meeting was facilitated by Mr. Luke Muszkiewicz-Trustee with Helena Public Schools, Mr. Klint Fisher-Principal and Director for SMA Architecture + Design, Mr. Kevin Flanagan-Managing Principal for NAC Architecture, and Tim Meldrum Principal/Partner for SMA Architecture + Design.

Mr. Fisher began the presentation with a master planning process update and reviewed the master planning process and schedule. Mr. Fisher moved on to review the results from the community, student, board and district administration, and staff surveys. In the survey, people were asked to rate their opinion of Helena School Districts Elementary (grades PK-5) facilities' capacity to support the following: Overall Facilities' Ability to Meet Current Educational Trends & Needs, Overall Facilities Ability to Meet Future Educational Trends & Needs, Technology, Safety & Security, Sports & Athletic Facilities, Community Use Areas, Career & Technical Education (VOTEC/CTE) Facilities, Fine Arts & Performing Arts Facilities, STEM/STEAM Facilities (Science, Technology, Engineering, Arts, Math) and Overall Space for Current Enrollment Numbers. These same questions were asked for grades 6-8 and for grades 9-12. Next, people were asked to rate their opinion of how Helena School District is meeting 21<sup>st</sup> Century Education principles in their facilities regarding Hands on Learning/Collaboration, Flexible Spaces, Equity, Inclusivity, & Accessibility, Technology/Connectivity, Soft Skills such as Communication, Teamwork, Problem Solving, and Adaptability, Accommodating Different Learning Styles, Special Education, Community Use, and Spaces that Support Mental & Physical Health. People were then asked in the survey, *"What is one thing about the existing facilities that you feel is unique to Helena's Schools and you would never want to change?"* Most people voted nothing, meaning that respondents did not have a strong opinion on things that should not change or lacks qualities that are unique, and most were open to change. The next question was *"If you could change one thing about the schools' facilities, what would that be?"*, and most people voted modernization. The next question was, *"If Helena School District was to address*

*priority needs in the next 5,10, and 15 years for their facilities, what do you believe are the highest priorities?”,* and most people said the highest priority was academics. The last question in the survey gave people the opportunity to list any additional comments they would like to share in regard to the Facilities Master Plan.

The Key Stakeholder group moved on to review identified needs for Helena Public Schools. Some of the elementary school needs include improvements to parking, drop-off and pick up, improvements to ADA accessibility, and improvement to HVAC and temperature control. There are needs for larger classrooms, breakout and collaboration space, a need for separate cafeteria and gym space in the older elementary schools, and the need for equity between new schools and old schools. Some identified needs for the middle schools include improvements to parking, drop-off and pick up, spaces designed to support special education, improvements to ADA accessibility, improvements to interior circulation/hallways, the need to increase the number of power outlets/better power distribution, improvements to career technical education (CTE) spaces and equipment, improvements to lunchroom/commons, improvements to gym/athletic spaces to meet program needs, and accessible/functional student restrooms. Some identified needs for the high school are safety and security upgrades, improvements to site arrival and wayfinding, improvements to athletic facilities-indoor and outdoor, spaces designed to support education, improvements to career technical (CTE) spaces and equipment, improvements to commons/cafeteria spaces, and improvement to community spaces.

Next, the Facilities Master Plan Key Stakeholder attendees split into groups and discussed master planning options for the elementary schools, the middle schools, the high schools, and other district facilities and shared pros and cons for each of these proposed options.

That concluded the Facilities Master Plan Key Stakeholders Meeting.

#### **V. BOARD COMMENTS**

There were no further board comments.

#### **VI. ADJOURNMENT**

Trustee Luke Muszkiewicz adjourned the meeting at 6:00 p.m.



*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  
Special Board Meeting

Tuesday, May 2<sup>nd</sup>, 2023  
Lincoln Campus and via Microsoft Teams  
5:30 p.m.

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## MINUTES

### ATTENDEES

*Trustees      Others*

Jennifer McKee Vice Chair	Rex Weltz, Superintendent
Luke Muszkiewicz, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Keri Mizell, Human Resources Director
Kay Satre, Trustee	Josh McKay, Assistant Superintendent 6-12
	Jane Shawn, HEA President
	Janelle Mickelson, Business Manager
	Gary Myers, Director of Educational Technology
	Jeff Hindoien, Guest of the Public
	Megan Michelotti, Guest of the Public

#### I. CALL TO ORDER

Board Vice Chair Jennifer McKee called the meeting to order at 5:39 p.m.

#### II. REVIEW OF AGENDA

The trustees reviewed the agenda, and no changes were made.

### III. GENERAL PUBLIC COMMENT

There was no general public comment.

### IV. NEW BUSINESS

#### A. Item for Action

##### 1. Appoint a Trustee To Vacant Trustee Position

Background:

Pursuant to 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's untimely passing created a vacant trustee position, and the Board of Trustees declared the position vacant at the April 11, 2023, board meeting.
- The District provided notice of the vacancy to the public.
- Individuals interested in filling the vacancy were asked to submit applications.
- The appointed individual will be administered the oath and seated on the Board at a special board meeting on May 16th.
- The term of office is one (1) year.
- One application was received from Jeff Hindoien.
- The District Clerk verified that Mr. Hindoien is a qualified elector of the District.

Superintendent recommendation:

Appoint Jeff Hindoien to the vacant trustee position.

Board Vice Chair Jennifer McKee commented. "At this point I would entertain a motion to appoint Jeff Hindoien to the vacant trustee position."

Motion: Trustee Luke Muszkiewicz moved to appoint Jeff Hindoien to the vacant trustee position. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 4-0 motion carries unanimously.

**V. BOARD COMMENTS**

Trustee Luke Muszkiewicz stated that it was very difficult to lose Trustee Lois Fitzpatrick and her loss has been felt by everyone on the Board of Trustees. Trustee Muszkiewicz stated that he could not think of a better person than Jeff Hindoien to fill this vacancy on the board. Jeff Hindoien has previously served as a Helena Public Schools Trustee and is an expert in educational law, and state education budget issues, and has years of experience working with public school districts. Board Vice Chair Jennifer McKee stated that Jeff Hindoien has a long history of successful public service at almost every level in Montana and even at the national level, and she is so thankful that he will be serving as a Trustee on the board.

There were no further board comments.

**VI. ADJOURNMENT**

The meeting was adjourned at 5:46 p.m.

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Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.C.1.**

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:      Item For Action**

1. Approval of Resolution Requesting County to Conduct 2024 Elections

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

# Board of Trustees Meeting

Approval of Resolution Requesting County to Conduct 2024 Elections

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## VI. NEW BUSINESS

### C. Items for Action

1. Approval of resolution requesting county to conduct 2024 elections.
- 

#### **Background:**

Pursuant to 20-20-417, MCA, the trustees of a district may request the county election administrator to conduct certain school elections during the ensuing school fiscal year. The request must be made by a resolution of the board of trustees. Whenever the county election administrator agrees to conduct a school election, the administrator shall perform the duties imposed on the trustees and the clerk of the district for school elections and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other election items needed for canvassing the vote.

#### **Considerations:**

- The county election administrator has agreed to run elections scheduled for the regular election day, May 7, 2024.
- If a special election is requested, the county election administrator would want to find an agreeable date for the election and may refuse to run elections on a date that does not work for election office.
- The District must provide copies of all candidate filing forms and any ballot issue language by the candidate filing deadline.
- The county election office will run the election by district, not by precinct. Requests to run the election by precinct will not be accommodated.

#### **Superintendent recommendation:**

Approve the attached resolution requesting the county to conduct 2024 elections for Helena School District No. 1.



**TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)**

BE IT RESOLVED, the Board of Trustees for School District No. 1, Lewis and Clark County, State of Montana, requests that Lewis and Clark County, State of Montana, conduct the following school elections by mail ballot for School District No. 1, Lewis and Clark County for fiscal year 2024:

All Elections

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

\_\_\_\_\_  
Siobhan Hathhorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.C.2.**

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:**      **Item For Action**  
                                 2. Policy 5122 Criminal Background Investigation

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

**Policy Background  
Board of Trustees Meeting  
May 9, 2023**

**The following policies are being presented for *Action*:**

**5122 Criminal Background Investigations**

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.

**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.

**The following policies are being presented for *Information*:**

**2120 Wellness**

The District Wellness Committee reviewed this policy and have suggested modifications that emphasize nutritious foods, address the diversity of the student body in meal planning, provide safe, clean, pleasant settings, and adequate time to eat. Additionally, the committee wants to encourage the promotion of healthy foods at celebrations.

**7080 District School, Student, Group Fundraising**

The primary reason for modifying this existing policy is to provide more clarity regarding online fundraising. It also establishes the need to identify the impact on facilities, technology and curriculum before the fundraising is initiated.

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 candidates, employees of firms that hold a contract with the District, and  
17 volunteers 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 candidate will not be  
42 allowed to begin work until the District has received and approved the results of the  
43 criminal background check. The cost for the criminal background check shall be borne  
44 by the District.

46 The District will accept the report of a previous fingerprint-based background check  
47 completed within the six (6) months before for the non-licensed substitute teacher  
48 applied if it is submitted by a Montana university or college where the applicant is  
49 currently or was formerly enrolled in an accredited Montana professional educator  
50 program or from a public or nonpublic state-accredited school that previously employed  
51 the applicant.

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

#### 58 *Student Teachers*

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

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

#### 71 *Volunteers*

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

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

#### 88 *Other*

91 The following applicants for employment shall be required as a condition of any  
92 offer of employment to authorize, in writing, ~~the District to conduct a~~  
93 ~~comprehensive criminal background investigation to include fingerprinting. The~~  
94 ~~authorization must be in writing, determine if he or she has been convicted of~~  
95 ~~certain criminal or drug offenses:-~~

- 96 ● ~~Education support personnel seeking full or part-time employment within the~~  
97 ~~District;:-~~
- 98 ● ~~Any employee of a person or firm holding a contract with the District;:-~~  
99

100 ~~Any requirement of an applicant or employee of a contractor to submit to a fingerprint~~  
101 ~~background check will be in compliance with the National Child Protection Act and~~  
102 ~~applicable state and federal regulations. If an applicant has any prior record of arrest or~~  
103 ~~conviction by any local, state, or federal law enforcement agency for an offense other~~  
104 ~~than a minor traffic violation, the facts must be reviewed by the Superintendent or his/her~~  
105 ~~designee, who shall decide whether the applicant shall be declared eligible for~~  
106 ~~appointment or employment.~~

107  
108 ~~Arrests resolved without conviction shall not be considered in the hiring process~~  
109 ~~unless the charges are pending and prohibit the individual from working as an~~  
110 ~~employee.~~

111  
112 ~~The Superintendent shall keep all criminal record information confidential as required by~~  
113 ~~law.~~

114  
115 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:

116  
117

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.C.3.**

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:**        **Item For Action**  
                          3. Policy 5610: Intellectual Property Rights

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

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:** 05/09/2023

**Item VI.C.4.**

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:**      **Item For Action**  
                         4. Appoint MTSBA Municipal Director

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

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 05/09/2023

**Item VI.C.5.**

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

**Item Title:**        **Item For Action**  
                          5. Personnel Actions

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

## PERSONNEL ACTIONS

April 12, 2023 – May 9, 2023

### CERTIFIED PERSONNEL

#### Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary*</u>	<u>Start Date</u>
CHS/Family Consumer Science/Science	Anfinson, Tyler	\$58,261.00	\$58,261.00	08/28/2023
Warren/Grade 2	Arpin, Alinon	\$47,857.25	\$47,857.25	08/28/2023
SSC/Resource	Bengel, Kathleen	\$47,857.25	\$47,857.25	08/28/2023
Rossiter/Grade 1	Berry Brown, Shana	\$58,261.00	\$58,261.00	08/28/2023
Jefferson/Principal	Burton, Brice	\$105,250.00	\$105,250.00	07/01/2023
Four Georgians/Kindergarten	Boyle, Jessi	\$42,655.38	\$42,655.38	08/28/2023
SSC/Behavior Specialist	Brunett, Jessica	\$44,736.13	\$44,736.13	08/28/2023
PAL/Social Studies-Resource	Cech, Isaiah	\$44,736.13	\$44,736.13	08/28/2023
CRA/PE	Curry, Bryana	\$41,615.00	\$41,615.00	08/28/2023
Broadwater/PE	Devor, Allison	\$41,615.00	\$41,615.00	08/28/2023
Jefferson/Counselor	Floding, Madison	\$51,324.83	\$51,324.83	08/28/2023
SSC/School Psychologist	Floming, Taylor	\$58,643.86	\$58,643.86	08/28/2023
Broadwater/Grade 2	Furshong, Gabriel	\$49,591.56	\$49,591.56	08/28/2023
CRA/Math	Fuzesy, Richard	\$57,687.75	\$57,687.75	08/28/2023
SSC/School Psychologist	Greenwood, Brandon	\$65,763.15	\$65,763.15	08/28/2023
HHS/Transitions	Harris, Emily	\$59,995.31	\$59,995.31	08/28/2023
Rossiter/Kindergarten	Moore, Molly	\$57,687.75	\$57,687.75	08/28/2023
SSC/Resource	Pollard, Emily	\$41,615.00	\$41,615.00	08/28/2023
Rossiter/Grade 3	Quigley, Grayson	\$43,695.75	\$43,695.75	08/28/2023
CRA/English	Sechrist, Laurie	\$51,324.83	\$51,324.83	08/28/2023
Four Georgians/Principal	Shinkle, Carrie	\$105,250.00	\$105,250.00	07/01/2023
Jim Darcy/Grade 5	Skolrud, Megan	\$53,059.13	\$53,059.13	08/28/2023
Capital High/Transitions	Sutkus, Kerri	\$57,687.75	\$57,687.75	08/28/2023

*\*Salary is subject to the Collective Bargaining Agreement and will be adjusted accordingly.*

## Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
PAL/Math	Arrington, Nicole	Nonrenewal	6/9/2023
RBLC/Instructional Coach	Back, Cameron	Nonrenewal	6/8/2023
CHS/Math	Bailey, Nancy	Nonrenewal	6/9/2023
HMS/Science & Soc Studies	Brooks, Karli	Nonrenewal	6/9/2023
Jefferson/TOSA-Principal	Burton, Brice	Resignation	6/8/2023
Kessler-Broadwater/Interventionist	Collins, Minjian	Nonrenewal	6/8/2023
Kessler/Grade 1	Cox, Eva	Nonrenewal	6/8/2023
HHS/Spanish	Delgado, Kelli	Nonrenewal	6/9/2023
Central-Rossiter/Music	Dollar, Joslyn	Nonrenewal	6/8/2023
Broadwater/Special Ed	Fotheringham, Kayla	Resignation	6/8/2023
CHS/Counselor	Funk, Laura	Nonrenewal	6/9/2023
HMS/Core & EL	Goyette, Larry	Nonrenewal	6/9/2023
CRA/Counselor	Goyette, Michele	Nonrenewal	6/9/2023
Jim Darcy/Grade 5	Guse, Katrina	Nonrenewal	6/8/2023
CHS/Special Ed	Jatkowski, Darlene	Nonrenewal	6/9/2023
HMS/Science	Johnson, Heather	Nonrenewal	6/9/2023
RBLC/G&T	Knight, Catherine	Nonrenewal	6/8/2023
HHS/Interventionist	Loomis, Larry	Nonrenewal	6/9/2023
CRA/Band	Loveridge, Robert	Nonrenewal	6/9/2023
HHS/English	McHugh, Sally	Nonrenewal	6/9/2023
Four Georgians/Principal	Morrison, Sean	Resignation	6/22/2023
HMS/Spanish	Owen, Carrie	Nonrenewal	6/9/2023
HMS/Interventionist	Patton, Meghan	Nonrenewal	6/9/2023
Bryant/Grade 1&2 Combo	Pryor, Stephanie	Nonrenewal	6/8/2023
CHS/English	Rowsey, Reid	Nonrenewal	6/9/2023
CHS/Family & Consumer Sci	Schmaus (Wurtele), Jennalai	Nonrenewal	6/9/2023
PAL/Instructional Coach	Stilson, John	Resignation	6/9/2023
CHS-HHS/German	Thompson, Tara	Nonrenewal	6/9/2023
Broadwater/Grade 2	Welsh, Devney	Nonrenewal	6/8/2023
CRA/English	Wolter, Madeline	Nonrenewal	6/9/2023

**Leaves**

<b><u>Name</u></b>	<b><u>Term</u></b>	<b><u>Location/Assignment</u></b>	<b><u>Type of Leave</u></b>
Engstrom, Jacqueline	2023-2024	CHS/Physical Education	LOAWOP

**CLASSIFIED PERSONNEL**

**Appointments**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Offered Salary</u></b>	<b><u>Accepted Salary</u></b>	<b><u>Start Date</u></b>
RBLC/Custodian	Guerra Barrios, Andres	\$16.49/hr.	\$16.49/hr.	04/17/2023
CRA/ENet Tutor	Hogan, James	\$18.54/hr.	\$18.54/hr.	04/17/2023
Jefferson/Para Educator	Perschon, Ella	\$14.66/hr.	\$14.66/hr.	04/19/2023
CRA/Custodian	Zarske, Aaron	\$16.49/hr.	\$16.49/hr.	04/24/2023
RBLC/Para Educator	Gjerde, Liberty	\$14.66/hr.	\$14.66/hr.	05/08/2023

**Terminations/Retirements**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Smith/SACC Site Manager	Henson, Julia	Resignation	04/28/2023
Bryant/Temporary Para Educator	Hitchens, Kaden	Resignation	04/14/2023 updated to 04/28/2023
Rossiter/Para Educator	Holston, Alycia	Resignation	04/11/2023
Rossiter/SACC Para Educator	Johnson, Hayleigh	Resignation	06/08/2023 updated to 05/31/2023
Rossiter/Para Educator	Lorang, Kathleen	Retirement	06/08/2023
CRA/Custodian	Leskovec, Rayn	Termination	04/20/2023
Bryant/SACC Site Manager	Maki, Breanna	Resignation	06/08/2023
Jim Darcy/Custodian	Rolston, David	Resignation	04/21/2023
Bryant-Lincoln/Custodian	Senn, Theresa	Resignation	05/19/2023
CRA/NET Tutor	Smith, Kendall	Resignation	04/14/2023
HMS/Social Services Coordinator	Ziegler, Iris	Resignation	06/08/2023

## SUPPLEMENTARY CONTRACT ASSIGNMENT

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>
Bishop	Kristen	Track Girls Coach	HMS
Brooks	Karli	Track Boys Coach	HMS
Dahlquist	Courtney	Track Girls Coach	CRA
Flatow	Kevin	Track Boys Coach	HMS
Forsman	Emily	Track Boys Coach	CRA
Fuhrman	Georgia	Track Boys Coach	HMS
Fuzesy	Richard	Track Girls Coach	CRA
Graham	Susan	Track Boys Coach	CRA
Grotbo	Sara	Track Girls Coach	HMS
Hagengruber	Leslie	Track Girls Coach	CRA
Hogan	James P	Track Girls Coach	CRA
Hogan	Sarah	Track Girls Coach	CRA
Hunt	Jarad	Track Boys Coach	CRA
Maharg	Christine	Track Girls Coach	CRA
McGinley	Mike	Track Boys Coach	CRA
Muir	Jeremy	Track Boys Coach	CRA
Nicholson	Brayden	Track Boys Coach	HMS
Pattison	Michaela	Track Girls Coach	HMS
Patton	Meghan	Track Girls Coach	HMS
Reiter	Tyson	Track Boys Lead Coach	HMS
Roberts	Andrew	Track Boys Coach	HMS
Shanahan	Connor	Track Girls Coach	HMS
Sheridan	James	Track Coach Lead	CRA
Sheridan	Jaymee	Track Boys Coach	CRA
Shockley	Roxanne	Track Girls Coach	HMS
Smith	Lori	Track Girls Lead Coach	HMS
Toivonen	Chris	Track Boys Coach	HMS
Wall	Glen	Track Girls Coach	CRA