



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, June 13th, 2023 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

[Click here to join the meeting](#)

AGENDA

I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. RECOGNITIONS

- A. **2022 Montana Association of School Business Officials (MASBO) Outstanding Business Official**
Congratulations to Helena Public School's Business Manager Janelle Mickelson who was selected as the 2022 Montana Association of School Business Officials (MASBO) Outstanding Business Official!!

- B. **Montana Association of Student Councils High School Administrator of the Year**
Congratulations to Capital High Principal Brett Zanto who was selected as the Montana Association of Student Councils High School Administrator of the Year!!

- C. **Montana Association of Student Councils Middle School Administrator of the Year**
Congratulations to C.R. Anderson Middle School Assistant Principal Sol Jones who was selected as the Montana Association of Student Councils Middle School Administrator of the Year!!

D. **2023 SMART Schools Award-Capital High School**

Congratulations to the Capital High Green Club under the leadership of Sarah Urban for winning the 2023 SMART Schools Awards. They are the recipients of \$2,000 which will go towards student-led projects at Capital High School including upcycling, composting, recycling, and living classroom projects in the greenhouse.

E. **2023 SMART Schools Award-Helena High School**

Congratulations to the Helena High Green Club under the leadership of Jill VanAlstyne for winning the 2023 SMART Schools Awards. They are the recipients of \$2,000 which will go towards taking students on two trips: one to Sage Mountain Center near Butte, the Berkeley Pit, and NorthWestern Energy in September, and the other to a statewide conference of high school green clubs in Livingston in October. The conference will focus on climate change.

F. **Mock Trial National Championship**

Congratulations to Helena High School Mock Trial students that competed in the Mock Trial National Championship. Robert Stimpson, Melaina Kloberdanz and Wyatt Gant received Outstanding Witness awards and Mia Taylor, Kenzie Criswell, Melaina Kloberdanz and Robert Stimpson received Outstanding Attorney awards. Thanks to Kacey Askin for providing this opportunity for students.

G. **National Business Professionals of America Conference Recognition-Capital High School**

Congratulations to the Capital High Financial Analyst Team comprised of Taylor Ferretti, Abi Grotbo, and Brendan Miller. Their team took ninth place in the nation at the National Business Professionals of America Conference.

Congratulations to Brendan Miller who earned the BPA Service Learning Award with the most volunteer hours of any national BPA member, as well as the BPA President's Volunteer Service Gold Award with over 500 volunteer hours within the past year.

Congratulations to Ryleigh Bushnell and Abi Grotbo for earning the Ambassador Torch Award.

Congratulations to the Capital High BPA Club for receiving recognition for Quality Chapter Distinction, the Special Olympics Award, and the Community Service Award.

Special thanks to BPA Advisor Terri Norman for all that she does for these students.

H. **National Business Professionals of America Conference Recognition-Helena High School**

Congratulations to the following Helena High students that placed top ten in the nation at the National Business Professionals of America Conference:

Java Programming:

Kaden Price: 2nd

Matthew Roberts: 3rd

Foster Smith: 4th

C# Programming:

Nolan Verrill: 5th

Kaden Price: 8th

Software Engineer Virtual Event: The team of Kaden Price, Foster Smith, Titan Russell & Nolan Verrill placed 2nd in the nation for their game idea and code and 10th for their presentation.

Special thanks to BPA Advisor Buffy Smith and Samantha Humphrey for all that they do for these students.

I. **State Music Festival Recognition-Capital High School-Orchestra**

Congratulations to the following Capital High Orchestra students who received a rating of 1 or Superior at the State Music Festival:

Kayle Andriolo-Cello Solo, Lindsay Abelin-Viola Solo, Keiran Boyle-Violin Solo and Violin/Violin Duet, Hollis Elliott-Cello Solo and Violin/Cello Duet, Maren Elliott-Violin Solo, Violin/Cello Duet, Makenzie Grotbo-Violin Solo-Violin/Violin Duet and Violin/Cello Duet, Fox Rowland-Cello Solo, Charlie Snellman-Cello Solo/Violin/Cello Duet, and Adeline Walters-Viola Solo

Special thanks to educator Zach Harris for all that he does for these talented students.

J. **State Music Festival Recognition-Helena High School-Orchestra**

Congratulations to the following Helena High Orchestra students who received a rating of 1 or Superior at the State Music Festival:

Aine Cleary-Cello Solo

Freya Elias-Cello Solo

Special thanks to educator Zach Harris for all that he does for these talented students.

K. **State Music Festival Recognition-Capital High School-Choir**

Congratulations to the following Capital High Choir students who received a rating of 1 or Superior at the State Music Festival:

Jazmine Mudget, Abi Hansen, Hollis Elliot, Erika Foot, Zach Heller, Isabel Beasley, Adrianna Helfrich, Aliester Ellis, Jayden Dupler, and Leolaga Brown.

Special thanks to educator Thomas Baty for all that he does for these talented students.

L. **State Music Festival Recognition-Helena High School-Choir**

Congratulations to the following Helena High Choir students who received a rating of 1 or Superior at the State Music Festival:

Lyla Ackerman, Robin Bryce, Isabella Brewer, Aaron French, Milo Merrill, Serianna Kron, and Alessia Biancheri.

Special thanks to educator Molly Kohoutek for all that she does for these talented students.

M. **State Music Festival Recognition-Capital High School-Band**

Congratulations to the following Capital High Band students who received a rating of 1 or Superior at the State Music Festival:

Hazel Helseth, Thomas Byron, Carter Slead, Marybelle Osborne, and Zoe Schneider.

Special thanks to educator Duane Zehr for all that he does for these amazing students.

N. **State Music Festival Recognition-Helena High School-Band**

Congratulations to the following Helena High Band students who received a rating of 1 or Superior at the State Music Festival:

Percussion Ensemble - Lindsay Snarr, Andrew Madsen, Rachel Lewis, Ellie Clancy, Finn Morrison, Garrett Hinderman, Caleb Madsen

Piano Solo-Avery Sander

Symphonic Saxophone Trio - Ryan Burke, Avery Sanders, Jude Connor

Special thanks to educator Cody Hollow for all that he does for these amazing students.

O. **REACH Air Quality Symposium**

30 Honors Biology students presented their air quality research projects (either in a poster session or a presentation format) at the University of Montana REACH Air Quality Symposium. The poster by Capital High students Kayle Andriolo and Kayleigh Starman won 1st place. Congratulations Kayle and Kayleigh and thank you to educator Sarah Urban for all that she does to support these students.

P. **Girls Track and Field State Competition-Helena High School**

Congratulations to the Helena High School Girls Track and Field Team for winning the AA MHSA State Girls Track Championship. Thank you to Coach Zentz for all that he does to support these amazing athletes!!

Congratulations to the following students who received individual state titles for the Helena High School Girls Track and Field team:

Hazel Bishop – 400 M

Logan Todorovich – Long Jump (all class record), 100 M Hurdles,

Madi Todorovich – High Jump, 300 M Hurdles

Q. **Boys Track and Field State Competition-Helena High School**

Congratulations to the following students who received individual state titles for the Helena High School Boys Track and Field team:

Aayden Simmons-High Jump

Colter Petre-Long Jump

Thank you to Coach Garza for all that he does to support these amazing athletes.

R. **Boys Track and Field State Competition-Capital High School**

Congratulations to Coach Carter and the CHS Boys Track Team who tied for the state AA MHSA State Boys Track championship title with Gallatin. Thank you to Coach Carter for all that he does to support these amazing athletes.

IV. **OATH OF OFFICE FOR 2023-2024 BOARD OF TRUSTEES STUDENT REPRESENTATIVE**

A. 2023-2024 Board of Trustees Student Representative

1. Willa Bishop-Helena High School Student Representative

V. SUPERINTENDENT'S REPORT

VI. GENERAL PUBLIC COMMENT

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

VII. NEW BUSINESS

A. Items For Information

1. Policy 5075: Termination of Employment
2. Policy 5256: Reduction in Force

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
5. 05.09.23 Full Board Meeting Minutes
6. 05.16.23 Special Board Meeting Minutes
7. 05.23.23 Board Work Session Meeting Minutes
8. 05.30.23 Special Board Meeting Minutes

C. Items for Action

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024
2. Health Benefit Committee - Program Implementation: Hinge Program
3. Health Benefit Committee - Program Implementation: Livongo Program
4. Health Benefit Committee - Program Implementation: Employee Assistance Program Options (EAP) Program
5. High School General Fund Budget Amendment Proclamation
6. Policy 2120: Wellness
7. Policy 7080: District, School, Student Group Fundraising
8. Policy 3010: School Admissions

D. **Reports**

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

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item V.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: Superintendent's Report

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

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

FROM: Mr. Wetz, Superintendent

RE: Superintendent Report –

DATE: June 13th, 2023

- Recognition –
 - Thank you to Kevin Ward for coordinating the annual publication of Pen and Ink, as well as hosting the launch party recently held at the Holter Museum.
 - Thank you to the Helena Police Department who partners with the Angel Fund to purchase shoes for local kids through Running for Montana’s Future (RFMTF). Thank you to our amazing SROs!!
 - Internationally acclaimed children’s author Laura Numeroff, who wrote “If You Give a Mouse a Cookie”, visited Jim Darcy Elementary School where she visited with first and second graders. Thank you, Ms. Numeroff, for visiting with students and Dr. Brian Robinson for making her visit possible.
 - Congratulations to 105.3 KMTX April's Teacher of the Month, Mrs. Madeline Wolter from C.R. Anderson Middle School.
 - Congratulations to Capital High School Counselor Jeramie Robinson, who was named runner-up for the 2023 Montana School Counselor of Year at the recent Montana School Counselor Association Conference here in Helena.
 - Congratulations to Capital High Photography Teacher Genevieve Anderson who is the 2023 Expressions by Walgreens Art Challenge Teacher Champion for the Western United States!
 - Congratulations 99th Vigilante Parade Float Winners! Thank you to our students, business sponsors, volunteers and parents who made the 99th Annual Vigilante Parade one to remember, with nearly 90 floats! And congratulations to the Senior Class, which won the A.J. Roberts Cup with 47 percent of students participating!
 - Congratulations to Capital High’s Kari Skadberg, who was selected as the Helena Education Association (HEA) Para Professional of the Year.
 - Congratulations to Central School Upper Montessori Teacher Tony Napoletano who is the Helena Education Association (HEA) Teacher of the Year.

- Thank you to PAL Principal Matthew Carey and Dara Kittelmann for everything they did to make the 2023 PAL Graduation a success. Congratulations PAL graduates!!
 - Thank you to 6-12 Assistant Superintendent Josh McKay and his assistant Allison Balboni for all your hard work to make the Access to Success graduation a success, and congratulations graduates!!
 - Thank you to Capital High School Principal Brett Zanto and Office Manager Gina Fuller and Helena High School Principal Steve Thennis and Office Manager Betsy Allen for all your hard work to make graduation a success. Congratulations to our 2023 graduates!!
 - Carroll College – Support for our Graduations –
 - John Cech
 - Charlie Gross
 - Thank you Mr. Cummings – Retirement
-
- New Business
 - HEA / HSD Negotiations Update
 - Summer Professional Development Implementation
 - Communication - Fine Arts
 - Budget Update – June 2023
 - Budget Recommendation Consensus Committee
 - June 20th
 - Facilities Master Plan
 - Strategic Planning – 2023-2024 Planning Process
 - Reorganize our central office team
 - District Priorities and Focus
 - Board Retreat – June 26th
 - All Administration Meeting – End of the year meeting(s)
 - 2023-2024 School Community Calendar –
 - Year in Review
 - Early Kindergarten – Bryant Elementary
 - Safety and Security – InformaCast Implementation
 - Extend Transportation Contract/Agreement
 - 2yrs
 - RFP – Request For Proposals out:
 - 7th Ave Gym
 - RBLC

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Outreach/Meetings
 - Hometown Helena
 - Shodair Fundraiser
 - Chamber of Commerce
 - MQEC Board of Directors
 - Cabinet & Leadership
 - Board Leadership
 - Teacher Advisory Meeting
 - AA Superintendents
 - HEF
 - Executive Meeting
 - Board Meeting
 - HEA President/Superintendent Meeting
 - Rotary Club
 - SMA
- Other

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VI.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: General Public Comment

**Policy Background
Board of Trustees Meeting
June 13, 2023**

The following policies are being presented for *Action*:

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. There have been no additional changes since the last Board meeting.

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. There have been no additional changes since the last Board meeting.

3010 School Admissions

The Legislature passed HB 352 “Early Literacy Targeted Intervention”. The “Early Literacy Targeted Intervention” legislation does not become effective until July 1, 2024. However, the legislation does allow districts to continue to enroll four-year-old students into early Kindergarten as defined in *MCA 20-5-101 Admittance of Child to School* for one more year – 2023-2024 only.

The District plans to establish a class at Bryant for students who won’t be five years old on or before September 10 but would qualify under the existing MCA 20-5-101 criteria. The recommendation is to expedite approval of this policy so the process of identifying children for the Early Kindergarten class can begin now.

The following policies are being presented for *Information*:

5075 Termination of Employment

This policy is being modified to incorporate the language found in Policy 5075 Termination of Employment and reduce redundancy.

5256 Reduction in Force

The language in this policy is being incorporated into Policy 5075 Termination of Employment. The recommendation is to terminate this policy.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.A.1.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
1. Policy 5075: Termination of Employment

2
3 PERSONNEL

4
5 Termination of Employment

6
7 *Dismissal and Non-renewal*

8
9 The Board, after receiving the recommendations of the Superintendent, will determine the non-
10 renewal or termination of certified and classified staff, in conformity with state statutes and
11 applicable District policies.

12
13 *Resignation*

14
15 Certified and classified personnel will generally be expected to fulfill the terms of their contracts,
16 unless clearly compelling, mitigating circumstances prevent the individual from doing so. The
17 Superintendent is authorized to accept the resignation of an individual employee and must report
18 such resignation to the Board at the next regularly scheduled meeting. A certified employee who
19 resigns after signing a contract with the District may face disciplinary action related to the
20 employee’s certificate.

21
22 *Reduction in Force*

23
24 The Board has exclusive authority to determine the appropriate number of employees. A
25 reduction in employees may occur as a result of, but not be limited to, changes in the education
26 program, staff realignment, changes in the size or nature of the student population, financial
27 considerations, or other reasons deemed relevant by the Board. ~~The Board will follow the
28 procedure stated in the current collective bargaining agreement when considering a reduction in
29 force of certified staff. The Board will consider performance evaluations, staff needs, and other
30 reasons it deems relevant, in determining order of dismissal when it reduces classified staff or
31 discontinues some type of educational service.~~

32
33 The Board will consider in no particular order all or some of the following criteria in determining
34 order of dismissal when it reduces staff; or discontinues some type of educational service:

- 35
36
 - performance evaluations,
 - 37 • staff needs,
 - 38 • seniority,
 - 39 • experience inside and outside the district,
 - 40 • professional development,

5.16.2013 Board Policy – 1st Reading
6.4.2013 Board Policy – 2nd Reading
6.11.2013 Full Board – 1st Reading
8.13.2013 Full Board – 2nd Reading – Final

1.3.2023 Policy Committee – 1st Review
2.7.2023 Policy Committee – 1st Review
3.7.2023 Policy Committee – 1st Review
4.4.2023 Policy Committee – 1st Review
5.2.2023 Policy Committee – 1st Review
6.6.2023 Policy Committee – 2nd Review
6.13.2023 Full Board – 1st Review

- 41 • curricular or industry knowledge,
- 42 • endorsements and/or certifications, and / or
- 43 • other reasons it deems relevant.

44

45 For any employees covered by a collective bargaining agreement the Board will follow the
 46 procedure stated in the current CBA when considering a reduction in force

47

48 *Payment of Wages Upon Termination*

49

50 When a District employee quits, is laid off, or is terminated, wages owed will be paid on the next
 51 regular pay day for the pay period in which the employee left employment or within fifteen (15)
 52 days, whichever occurs first. In the case of an employee terminated for allegations of theft
 53 connected to the employee’s work, the District may withhold the value of the theft, provided the
 54 employee agrees in writing to the withholding or charges have been filed with law enforcement
 55 within (7) business days of separation. If no charges are filed against the employee within thirty
 56 (30) days of the filing of the report with law enforcement, wages are due upon the expiration of
 57 the thirty (30) day period.

58

59 Legal References: § 20-4-204, MCA Termination of tenure teacher services
 60 § 20-4-206, MCA Notification of non-tenure teacher re-election –
 61 acceptance – termination
 62 §20-4-207, MCA Dismissal of a teacher under contract
 63 §10.55.701, ARM Board of Trustees
 64 §10.57.611, ARM Substantial Material Non-Performance
 65 *Booth v. Argenbright*, 225 M 272, 731 P.2d 1318, 44 St. Rep. 227 (1987)

66

67

68 Cross References: Helena Public Schools Employee Handbook
 69 Helena Public Schools Administrators’ Handbook

70

71 Policy History:

72 Adopted on: 8.13.2013
 73 Revised on:

74

75

5.16.2013 Board Policy – 1st Reading
 6.4.2013 Board Policy – 2nd Reading
 6.11.2013 Full Board – 1st Reading
 8.13.2013 Full Board – 2nd Reading – Final

1.3.2023 Policy Committee – 1st Review
 2.7.2023 Policy Committee – 1st Review
 3.7.2023 Policy Committee – 1st Review
 4.4.2023 Policy Committee – 1st Review
 5.2.2023 Policy Committee – 1st Review
 6.6.2023 Policy Committee – 2nd Review
 6.13.2023 Full Board – 1st Review

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.A.2.

Superintendent's Report

General Public Comment

Items for Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Information**
2. Policy 5256: Reduction in Force

Reduction in Force

The Board has exclusive authority to determine the appropriate number of employees. A reduction in employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

The Board will consider in no particular order all or some of the following criteria in determining order of dismissal when it reduces staff or discontinues some type of educational service:

- performance evaluations,
- staff needs,
- seniority,
- experience inside and outside the district,
- professional development,
- curricular or industry knowledge,
- endorsements and/or certifications, and / or
- other reasons it deems relevant.

For any employees covered by a collective bargaining agreement the Board will follow the procedure stated in the current CBA when considering a reduction in force

Cross Reference: 5250 Non-Renewal of Employment/Dismissal from Employment

Legal Reference: § 20-4-206, MCA Notification of nontenure teacher reelection—acceptance—termination

Policy History:

Adopted on: 10.8.2019

Reviewed on:

Revised on:

Terminated on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.B.1. - B.8.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Consent Action Items

1. Personnel Actions
2. Warrants
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4. Out-of-District Attendance Agreements (Helena Students Attending Other Districts)
5. 05.09.23 Full Board Meeting Minutes
6. 05.16.23 Special Board Meeting Minutes
7. 05.23.23 Board Work Session Meeting Minutes
8. 05.30.23 Special Board Meeting Minutes

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

PERSONNEL ACTIONS

May 10, 2023 – June 13, 2023

CERTIFICATED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
HMS/PE	Curry, Bryana	\$4,895.88	\$4,895.88	05/01/2023
CHS/Mathematics	Garner, Sydney	\$62,178.02	\$62,178.02	08/28/2023
Lincoln Center/Data Assessment Admin.	Hess, Kaitlyn	\$115,000.00	\$115,000.00	07/01/2023
Central/School Psychologist	Hoggatt, Samantha	\$65,763.15	\$65,763.15	08/28/2023
Rossiter/PE	Husk, Adam	\$47,857.25	\$47,857.25	08/28/2023
TBD/Resource	Jones, Joshua	\$58,138.25	\$58,138.25	08/28/2023
HHS/Gifted and Talented (.50 FTE)	Knight, Catherine	\$25,409.70	\$25,409.70	08/28/2023
CHS/English	McHugh, Sally	\$51,324.83	\$51,324.83	08/28/2023
Rossiter/Counselor	Morrison, Sean	\$80,791.48	\$80,791.48	08/28/2023
Hawthorne/Kindergarten	Talia, Jamie	\$47,857.25	\$47,857.25	08/28/2023
Rossiter/Music	Wilkerson, Lindsey	\$58,261.00	\$58,261.00	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>
SSC/Resource-TVI	Briggs, Miranda	Resignation	06/08/2023
Lincoln/Assistant Superintendent K-5	Cummings, Brian	Retirement	06/30/2023
HMS/PE	Curry, Bryana	Fulfilled	05/31/2023
Broadwater/Resource	Fotheringham, Kayla	Resignation	06/08/2023
CHS/Math	Graybill, Marissa	Resignation	06/09/2023
CRA/Grade 6 Science	Linder, Darci	Resignation	06/08/2023
CRA/Grade 8 Math	Paul, Darla	Resignation	06/08.2023
CRA/Social Studies	Webb, Caitlin	Resignation	06/08/2023
Kessler/Grade 4	Williams, Aliyah	Resignation	06/08/2023

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Baumeister, Marianna	2023-2024 SY	Bryant/Gifted & Talented Specialist	LOAWOP
Weisberg, Alexandria	2023-2024 SY	SSC/School Psychologist	LOAWOP

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Smith/Para Educator	Jones, Abby	\$17.51/hr.	\$17.51/hr.	08/28/2023
Lincoln-Bryant/Custodian	Senn, Theresa	\$16.93/hr.	\$16.93/hr.	06/01/2023 (rescinds resignation)
HMS/Social Services Coordinator	Ziegler, Iris	\$33,355.00	\$33,355.00	05/25/2023 (rescinds resignation)

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
HHS/Para Educator	Baglien, Charlene	Resignation	06/09/2023
Transportation	Cohn, Thomas	Retirement	07/01/2023
HHS/Para Educator	Connett, Amanda	Resignation	06/09/2023
Facilities/Centralized Maintenance	Conte, Paul	Resignation	06/15/2023
SSC/Level II Para Educator	Dunn, Holly	Deceased	05/30/2023
RBLC/Para Educator	Gjerde, Liberty	Resignation	05/12/2023
CRA/Office Manager	Hayter, Sara	Resignation	05/30/2023
Rossiter/Para Educator	Jackson, Francesca	Resignation	06/08/2023
Rossiter/Para Educator	Madrid, Janice	Resignation	06/08/2023
Central/Level II Para Educator	McPhetridge, Hope	Resignation	06/08/2023
Hawthorne/Para Educator	Muszkiewicz, Hannah	Resignation	06/08/2023
HHS/Assistant Drama Coach	Sanford, R. Porter	Retirement	06/09/2023
Jefferson/Day Custodian	Shultz, Brandon	Resignation	05/30/2023

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Ferguson, Shayla	08/28/2023 to 12/21/2023	Kessler/Para Educator	LOAWOP

SUPPLEMENTARY CONTRACT ASSIGNMENT

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>School</u>
Crowson	Amanda	Track Girls Coach	HMS

Helena School District #1

Warrants May 1 to 31, 2023

Direct Deposits: \$3,451,989.41

Payroll Warrants: 70131546-70131571

Payroll Deduction: 69293747-69293773

Non-Check Payroll Deductions: \$5,509,211.69

Non-Check Accts Payable Deductions: \$1,400,339.60

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

Claim Warrants: 69293351-69293926

CRA Middle School Student Activity Checks: 17332-17339

HMS Middle School Student Activity Checks: 8720-8726

Capital High Student Activity Checks: 24280-24320

Helena High Student Activity Checks: 36219-36267

Cancelled Warrants: \$10,193.33

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
2	Townsend K-12	Townsend, MT 59644	Bryant Elementary
4	Townsend K-12	Townsend, MT 59644	Bryant Elementary
11	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Montana City, MT 59634	Capital 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				1																3
3	2	1					1				1							1				6
4						1			1													2
5										1		1				1						4
6													1	1								2
7		1																		1		2
8										1				1					1			3
9	6	34	6	4	3		1							1								55
10	5	25	2	1	1												1					37
11	6	26	2	4		1				1				1							1	41
12	2	17	1	1	2			1						1								24
	27	106	11	10	6	3	3	1	1	3	1	1	1	3	3	1	1	1	1	1	1	186

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

Discretionary:

<u>Grade</u>	<u>Address</u>	<u>District of Attendance</u>
K	Helena, MT 59602	Clancy Elementary
K	Helena, MT 59602	Montana City Elementary
K	Helena, MT 59602	Montana City Elementary
K	Helena, MT 59601	Montana City Elementary
K	Helena, MT 59602	Montana City Elementary
1	Helena, MT 59602	Clancy Elementary
1	Helena, MT 59601	Montana City Elementary
1	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59602	Montana City Elementary
2	Helena, MT 59601	Montana City Elementary
2	Helena, MT 59602	Montana City Elementary
2	Helena, MT 59602	Montana City Elementary
3	Helena, MT 59602	Montana City Elementary
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7	Helena, MT 59602	Montana City Elementary
7	Helena, MT 59602	Montana City Elementary
7	Helena, MT 59601	Montana City Elementary
7	Helena, MT 59601	Montana City Elementary
8	Helena, MT 59601	Montana City Elementary
8	Helena, MT 59601	Montana City Elementary
8	Helena, MT 59602	Montana City Elementary
8	Helena, MT 59602	Montana City Elementary

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

Mandatory:

Grade	Address	District of Attendance
9	Helena, MT 59601	Jefferson High School

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	Montana City Elementary	Total
K			4	2			4	10
1			3	3			2	8
2			3	6			8	17
3			4	5			1	10
4			5	4			5	14
5			3				6	9
6	1		4	4		1	3	13
7	1		3	3			4	11
8	2		7	3			4	16
9		4		7	2			13
10		2		5	8			15
11		1		1	1			3
12		2		3	1			6
	4	9	36	46	12	1	37	145



Superintendent

Rex Wertz
324-2001

Business Manager

Janelle Mickelson
324-2040

Board of Trustees Meeting

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

Tuesday, May 9th, 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
Janet Armstrong, 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 Wertz, Superintendent
Keri Mizell, Human Resources Director
Josh McKay, Assistant Superintendent
Brian Cummings, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Gary Myers, Director of Educational Technology
Jane Shawn, HEA President
Todd Verrill, Facilities Director
Brett Zanto, Capital High Principal
Steve Thennis, Helena High Principal
Karen Ogden, Communications Officer
Lona Carter, School Health Grant Facilitator
Tim McMahon, Activities Director
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 5:33 p.m. and led the Pledge of Allegiance.

II. REVIEW AGENDA

The Board of Trustees reviewed the agenda. The Student Representatives need to leave early for other events, so the Trustees determined that the Student Representatives would give their reports after Superintendent Weltz gives his Superintendent Report.

III. RECOGNITIONS

A. HOSA Future Health Professional State Conference Winners

The Board of Trustees recognized the following Capital High students who were 1st 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

The Board of Trustees recognized 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. Stake SkillsUSA Leadership Winner

The Board of Trustees recognized 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

The Board of Trustees recognized 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 1st Place Champions:

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

E. Montana Coaches Association Hall of Fame

The Board of Trustees recognized 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

The Board of Trustees recognized 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.

IV. SUPERINTENDENT'S REPORT

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

- Recognition
 - o Community – Levy Support
 - o The 99th Annual Vigilante Day Parade
 - o School Principal’s Day May 1st, 2023
 - o Teacher Appreciation Week May 1st- May 5th, 2023
 - o School Lunch Hero Day May 5th, 2023
 - o School Nurse Day May 10th, 2023
 - o National Speech Pathologist Day May 18th, 2023
 - o May is Mental Health Awareness Month
 - o Handle With Care-City of Helena
 - o Congratulations to Helena High Senior Foster Smith who was selected as the March IR Student of the Month.
 - o Thank you to the Rotary Club of Helena for generously donating rain boots to Helena Public School students in need.
 - o 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
 - o 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
 - o 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.
 - o 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.
 - o 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 in 1899.

- New Business
 - o HEA / HSD Negotiations
 - o Graduation Planning – 2023
 - o Budget Update – May 2023

Superintendent Rex Weltz shared some of the work that has been completed thus far to address the over six-million-dollar budget shortfall in the elementary general fund and high school general fund. In January 2023, Superintendent Weltz initiated weekly leadership meetings to address the general fund shortfalls. Between January and May of 2023, we have initiated reduction strategies including utilizing retirement savings, building budget reductions, initiating a non-renewal process, central office department budget reductions, relocation of programs into existing spaces across the district, and administrative reductions. With these efforts we reduced the shortfall by nearly \$2.7 million dollars in the elementary general fund and around \$646,000 dollars in the high school general fund. We are

still short around \$3.3 million dollars combined in the elementary and high school general fund; therefore, we will be forming a budget consensus recommendation committee comprised of community members, Helena Public Schools staff members, and Trustees that will come around the table to brainstorm how we can reduce the shortfall of over \$3,000,000 dollars. Superintendent Weltz emphasized that these numbers are fluid and may change as we gather new information. Superintendent Weltz shared that Assistant Superintendent Pre-K-5, Brian Cummings, would be retiring at the end of this school year. Superintendent Weltz has made the decision that he will not replace that position until we are in a better position with our budget.

Trustee Janet Armstrong commented that she looks forward to when we can reinstate the Assistant Superintendent Pre-K-5 position because she feels having that position has really benefited the district and the students because Assistant Superintendent 6-12 Josh McKay was able to focus on more things that he wasn't able to when he was charged with Pre-K-12.

- o Facilities Master Plan
 - o The 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 26th.
- o Helena Public Schools Retirement Celebration
 - o May 24th, 4:30 p.m. Central Elementary School
- Outreach/Meetings
 - o Hometown Helena
 - o Chamber of Commerce
 - o Cabinet & Leadership
 - o Board Leadership
 - o HEF Executive Committee
 - o Teacher Advisory Meeting
 - o Parent Advisory Committee
 - o AA Superintendents
 - o HEF
 - o Executive Meeting
 - o Board Meeting
 - o HEA President/Superintendent Meeting
 - o Rotary Club
 - o Interview With Montana Radio Company
 - o Media Facilities Tour
 - o SMA
 - o “Soap Box”

That concluded the Superintendent's Report portion of the agenda. The Trustees moved on to hear the Student Representative Reports.

Student Representative Reports

1. Ms. Loreley Drees, Helena High School Student Representative for the Board of Trustees, gave her report. Ms. Drees stated that it is Teacher Appreciation Week, and she would like to thank all the teachers and other employees for all that they do. Helena High School had their NHS induction ceremony last month and Ms. Drees congratulated the students that were inducted at the ceremony. Ms. Drees mentioned that spring sports at Helena High School are going well, and the HHS Business Professionals of America members did very well at the national tournament. Ms. Drees shared that the Vigilante Parade was a success, and congratulated Mr. Keiran Boyle on his winning float. Ms. Drees shared that it is Mental Health Awareness month and Asian American Pacific Islander month. Ms. Drees stated that Helena Middle School and Helena High School have done a tremendous job in providing mental health support for students. Ms. Drees concluded her student representative report by thanking the Board of Trustees for giving her the chance to be a student representative for the board.
2. Mr. Keiran Boyle, Capital High School Student Representative for the Board of Trustees, gave his report. Mr. Boyle thanked the community for passing all three levies. Mr. Boyle shared that last Monday, their School Leadership Team met for half a day with Debbie Hunsaker, our district literacy consultant. During the meeting they discussed instructional rounds data from the 38 full period rounds that were conducted during the last week of April. The School Leadership Team is using this data to create schoolwide goals for next year. They are discussing the strategies themselves, which strategies to focus on, and when to focus on them. All 9th and 10th grade students will be participating in the spring iReady assessment next week. The annual Senior Grad Walk will occur in the westside feeding elementary schools next Wednesday, May 17th. There were almost 90 floats in the Vigilante Parade. Mr. Baty and Mr. Harris recently took the Modern Band students on a tour of all elementary schools in our district and the performances were well received. Some CHS staff recently were trained in Stop the Bleed. Mr. Boyle thanked CHS SRO Jon Pulsifer for being the trainer and thanked CHS nurse Shannon McNamee for coordinating this opportunity. Now that a few teachers and Mr. Boyle are trained, HOSA can proceed with purchasing Stop the Bleed kits, and they can now be placed in the building. Mr. Boyle concluded his report by expressing his appreciation to the Board of Trustees for giving him the opportunity to be a student representative for the board.

The Board of Trustees and Superintendent Weltz expressed their appreciation to Ms. Drees and Mr. Boyle for serving as student representatives on the Board of Trustees and moved on to general public comment.

V. GENERAL PUBLIC COMMENT

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

VI. NEW BUSINESS

A. Items For Information

1. School Health Administrator Update

Ms. Lona Carter, School Health Grant Facilitator, gave a School Health Administrator Update to the Board of Trustees. Ms. Carter began by discussing goals that the Helena Public Schools has regarding mental health. The first goal is to, *“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. The second goal is, *“Implement and sustain a continuum of best-practice trauma-informed trainings.”* The third goal is, *“Provide real-time behavioral health interventions.”*

Ms. Carter reviewed demographics of the Helena Public Schools. Currently we have 7,676 students. We have two traditional high schools, two alternative programs, two middle schools, and eleven elementary schools.

- Schools that qualify for schoolwide title services are: Broadwater, Bryant, Central, HHS, HMS, Rossiter, Smith, and 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
- 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

Ms. Carter moved on to discuss the Behavioral and Emotional Risk Index (BASC-BESS). 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-2nd graders. Completing the survey themselves, 9% (445 students) of 3rd through 12th 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 3rd –12th graders. Our internal screening tools indicate that approximately one in four youth have an elevated risk for anxiety and/or depression.

In the spring of 2023, 6-12th graders shifted to the Rural Behavioral Health Initiative (RBHI) Mental Health Screenings Link to Care. The middle schools spring 2023 RBHI data showed that: 14-18% of students reported previous or current suicidality, 9 -12% of students reported clinically significant depressive symptoms, and 9 – 12% of students reported clinically significant anxiety symptoms. The alternative programs spring 2023 RBHI data showed that: 56% of students reported previous or current suicidality, 20% of students reported clinically significant depressive symptoms, 12% of students reported clinically significant anxiety symptoms. The high schools spring 2023 RBHI data showed that: 14-18% of students reported previous or current suicidality, 8-9% of students reported clinically significant depressive symptoms, and 7 – 9% of students reported clinically significant anxiety symptoms.

Ms. Carter moved on to discuss how we have supported our student’s behavior and physical health needs in the Helena Public Schools, and reviewed the resiliency programs currently in our schools.

- 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 episodes that teaches the student skills that assist in self-control and self-regulation.
- 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 the 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.
- 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.

Ms. Carter reviewed achievements for 2022-2023. The Montana Healthcare Foundation Planning Grant has provided: critical guidance and expertise, site visits and training, and grant writing help. Three school-based health clinics will open in 2023-2024: Helena Indian Alliance (HHS & CRA), and PureView (PAL). Ms. Carter shared what is happening district-wide:

- Suicide Risk Assessment and Threat Assessment training
- Safer Montana Tipline
- Handle With Care
- Deterra and Gunlocks

- Partnership with Carrol 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

Ms. Carter reviewed the Anticipated Professional Development:

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

Ms. Carter discussed:

- 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

Ms. Carter shared a list of 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

Ms. Carter reviewed grants that the Helena Public Schools have applied for including:

- Helena Public School District AWARE Project (SAMHSA)
 - 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)
 - 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)
 - 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

Ms. Carter concluded her presentation by sharing some of the needs of the Helena Public Schools regarding mental health:

- 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
- School Based Behaviorists to support students in general education settings
- Transportation (uber-type service) for student health appointments not available in school settings
- District-wide trauma-informed trainings for teachers and staff
- Family outreach with learning opportunities to strengthen family systems
- Mental and Physical Health Student Advisory Board
- Partner/District Advisory Board

The Board of Trustees moved on to review Policy 2120: Wellness.

2. Policy 2120: Wellness

Chief of Staff, Barb Ridgway, presented Policy 2120: Wellness to the Board of Trustees. The District Wellness Committee reviewed this existing 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.

The Board of Trustees moved on to review Policy 7080: District School, Student, Group Fundraising.

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

Chief of Staff, Barb Ridgway, presented Policy 7080: District School, Student, Group Fundraising to the Board of Trustees. 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. Ms. Ridgway pointed out new language on lines 32 through 39 which states, *“Only district related/approved groups are permitted to operate under this policy and non-district groups may not use the district’s name, network, or infrastructure to conduct fundraising. As public employees, staff members are subject to Montana public employees’ ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a*

crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.”

Ms. Ridgway pointed out new language on lines 64 through 72 which states, *“The extent of student involvement. The impact of the requested resource on facilities, technology, and curriculum/instruction. A file is to be maintained at the school or department for any fundraising request. This file should include: the principal’s/administrator’s fundraising approval form, the written detail of the projects as well as what is posted on any online platform/website, any photos or images posted with the project and a copy of all agreements and permission forms.”*

Ms. Ridgway concluded by reviewing language regarding crowdfunding on lines 79 through 96 which states, *“If a crowdfunding proposal is approved:*

- *The individual who initiated the crowdfunding effort shall immediately notify the Superintendent or designee when the request has been posted and how long it will remain active online.*
- *For any funds raised on a crowdfunding site a check should be requested to be mailed to the school in the name of the school, not to an individual person.*
- *All gifts, grants, bequests, and contributions must be officially accepted in accordance with Policy 7005 (Revenue and Investments).*
- *All non-monetary items (supplies, equipment, etc.) obtained are the property of the Helena School District and all inventory procedures apply, and, if applicable, will remain in the school where the proposal originator was located at time of the grant award unless a move to another site is approved by the principal or supervisor.*
- *All monetary donations should be recorded by the business manager/clerk in the Schools Funds accounting system at each school.”*

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

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

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

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

Public Comment: None.

Vote: 6-0 motion carries unanimously.

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

C. Items for Action

1. Approval of Resolution Requesting County to Conduct 2024 Elections

Mrs. Janelle Mickelson, Business Manager, presented the Approval of Resolution Requesting County to Conduct 2024 Elections to the Board of Trustees.

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

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the Resolution Requesting County to Conduct 2024 Elections as presented."

Motion: Trustee Jennifer McKee moved to approve the Resolution Requesting County to Conduct 2024 Elections as presented. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

2. 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. The only changes to the policy since it last went before the full board is on line 16 and line 41 the word employee was changed to candidate.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5122: Criminal Background Investigation.”

Motion: Trustee Jennifer McKee moved to approve Policy 5122: Criminal Background Investigation. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

3. 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. There were no changes requested to the policy since it last went before the full board.

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 5610: Intellectual Property Rights.”

Motion: Trustee Luke Muszkiewicz moved to approve Policy 5610: Intellectual Property Rights. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

4. Appoint MTSBA Municipal Director

Trustee Luke Muszkiewicz stated that the Board of Trustees are members of the Montana School Boards Association. The Montana School Boards Association Board of Directors is composed of seven municipal directors representing the seven largest districts and then 11 regional directors who are elected from MTSBA members within those regions. Trustee Muszkiewicz stated that he has had the privilege of serving as a municipal director for the Montana School Boards Association for the past six years and he would like to recommend that the Board of Trustees appoint Board Chair Siobhan Hathhorn to serve as the next Helena Municipal Director for the Montana Schools Boards Association.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion for this action item."

Motion: Trustee Luke Muszkiewicz moved to appoint Board Chair Siobhan Hathhorn as the MTSBA Municipal Director. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

5. Personnel Actions

Ms. Keri Mizell presented the Personnel Actions to the Board of Trustees.

Board Chair Siobhan Hathhorn commented. "I would entertain a motion to approve the Personnel Actions."

Motion: Trustee Luke Muszkiewicz moved to approve the Personnel Actions. Trustee Jennifer McKee 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. Helena Education Association Report

Ms. Jane Shawn, President of the Helena Education Association, stated that she did not have a report to give tonight but she did want to express her appreciation that the levies passed.

2. Facilities and Maintenance Committee Report

Trustee Luke Muszkiewicz gave the Facilities and Maintenance Committee Report. Trustee Muszkiewicz shared that the Facilities Master Plan Key Stakeholder Meeting took place on Wednesday, April 26th at 4:00 p.m. Trustee Muszkiewicz stated it was a great meeting and expressed his appreciation to SMA Architecture and NAC Architecture for facilitating the meeting. They have been surveying and documenting the condition of our facilities and have conducted surveys of our community, our staff, and our students, and presented a summary of the community survey at the meeting. SMA and NAC walked the key stakeholder group through some potential scenarios that in the years ahead of us, we'll need to consider regarding our schools and administrative campuses. The group also discussed the pros and cons of renovation versus additions versus replacing schools as well as the pros and cons of boundary changes. Trustee Muszkiewicz was very clear that everything discussed at the key stakeholder meeting was scenarios and not proposals. There was a Facilities and Maintenance Committee meeting on May 1st and the committee was given a facilities and maintenance update, a custodial update, and a safety and security update. Trustee Muszkiewicz thanked Facility Director Todd Verrill and his team for all that they do for the district.

3. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. At the Budget and Finance Committee the committee reviewed the budget to actual reports and the five-year forecast. The committee discussed the importance of keeping an eye on lane changes, because that is one of the parameters that we are keeping track of to make sure we are keeping our costs within budget. This was Trustee Muszkiewicz's last Budget and Finance Committee meeting and Trustee Armstrong said she will miss Trustee Muszkiewicz's insightful comments and questions.

4. Policy Committee Report

Trustee Luke Muszkiewicz gave the Policy Committee Report. Trustee Muszkiewicz thanked Chief of Staff Barb Ridgway and District Counsel Bea Kaleva for their outstanding work with the Policy Committee. Trustee Muszkiewicz stated that our district takes policy very seriously and we have a very methodical and conscientious approach that we go through on the Policy Committee and then we have good substantive reviews and discussions of district policy here as a full board.

5. Teaching & Learning Committee Report

Trustee Jennifer McKee gave the Teaching and Learning Committee Report. Trustee McKee stated that she and Board Chair Siobhan Hathhorn went to Helena High and met with the Instructional Coaches and watched the instructional framework happen in action, and it was extremely well organized, and they were very impressed.

6. Health Benefits Committee Report

Trustee Kay Satre gave the Health Benefits Committee report. Trustee Satre stated that Rich Franco, Human Resources Benefits Manager, has been very busy over the past month getting data so that their committee can determine how much they need to increase health insurance premiums next year in order to keep our self-funded plan in good financial shape. The committee looked at projected increases in medical costs and that includes medical, dental and vision for this coming year plus projected enrollment numbers for the plan. These projected numbers point to a 12.5% increase in costs to the plan for the coming year, so the Health Benefits Committee is discussing whether to recommend that we increase premiums to match that expected cost increase or if we will choose to go with a lower increase of 9%. If we choose to go with the lower 9%, then we would expect to draw the remaining 3.5% higher cost from the plan's unreserved account. The committee must discuss whether going with the 9% premium increase would put too much of a dent in that account, putting our plan in financial risk. If premiums go up by either 9% or 12.5%, the big question is who will cover that additional cost for employees' health coverage. Last year we saw a premium increase of 15%, and at that time, the district's bargaining agreement, which covered two years from 2021 to 2023, required the district to cover that increase. Bargaining work is going on right now for the upcoming year and it's that process that will determine what portion, if any, of next year's premium hike will be paid by the district. The other option, of course, is for employees to pay for some portion of the hike. The Health Benefits Committee's job is to make a recommendation to the board about how much to increase premiums in order to keep our self-funded plan financially healthy. But of course, it's not the committee's job to decide who, whether the district or the employee, picks up the cost of the premium increase, that is for the bargaining team.

7. Wellness Committee Report

Assistant Superintendent Brian Cummings gave the Wellness Committee Report. The Nutrition Subcommittee is planning a powerful campaign on healthy snacks in schools which will be primarily focused on elementary schools. Through SNAP-Ed with the United States Agricultural Department there are robust support systems, flyers, and campaigns that they can take into the elementary schools.

8. Montana School Boards Association Report

Trustee Luke Muszkiewicz gave the Montana School Boards Association Report. Trustee Muszkiewicz stated that the legislative session ended May 2nd and MTSBA did great work this year representing our interests and probably most importantly in leading and facilitating the coalition of advocates for Montana's public schools. Trustee Muszkiewicz reviewed five bills which are significant to Helena Public Schools. First, he discussed HB 352 which is the bill to provide targeted interventions to support 3rd grade reading proficiency. Trustee Muszkiewicz discussed HB 332 which covers generally revised laws related to school employee health benefits. This bill provides \$40 million dollars of initial funding allocation to incentivize schools to create a statewide health insurance trust. Next, Trustee Muszkiewicz discussed HB 549 which authorizes the establishment of public charter schools and would require that any independent charter schools in the state of Montana would be governed by a publicly elected board and that they comply with all provisions of state law regarding education regulations. HB 562 is another charter school bill which would authorize the creation of charter schools that are unaccountable to a publicly elected school board or the Board of Public Education and would be exempted from most of the provisions of state law regarding education regulations. Trustee Muszkiewicz reviewed HB 393: establish the students with special needs equal opportunity act. This is to provide public funding to allow students with disabilities to attend private schools and pay for private vendor expenditures. Trustee Muszkiewicz concluded his report by sharing there are MTSBA training and governance opportunities coming up starting May 16th and orientation for newly elected trustees on May 16th, May 23rd, and May 30th. On June 8th there will be the MTSBA annual meeting virtually and here in Helena, followed by an all-day school board leadership training on June 9th.

That concluded the Reports portion of the agenda. The Board of Trustees moved on to board comments.

VII. BOARD COMMENTS

Trustee Luke Muszkiewicz thanked all the voters who gave him the opportunity to serve on the Helena Public Schools Board of Trustees, and thanked Superintendent Wertz, the administration team, and the other Board members for being an outstanding and special group of people and stated how much he will miss serving on the board.

The Trustees expressed their appreciation to Trustee Luke Muszkiewicz for his years of leadership and service on the Helena Public Schools Board of Trustees.

VIII. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 9:51 p.m.

Candice Delvaux, Recording Secretary Date



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

Board of Trustees
Special Board Meeting

Tuesday, May 16th, 2023
Lincoln Campus and via Microsoft Teams
5:30 p.m.

MINUTES

ATTENDEES

Trustees Others

Siobhan Hathhorn, Chair	Rex Wetz, Superintendent
Jennifer McKee, Vice Chair	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Keri Mizell, Human Resources Director
Kay Satre, Trustee	Josh McKay, Assistant Superintendent 6-12
Luke Muszkiewicz, Trustee	Joslyn Davidson, Curriculum Director
Janet Armstrong, Trustee	Janelle Mickelson, Business Manager
Jennifer Walsh, Trustee	Gary Myers, Director of Educational Technology
Linda Cleatus, Trustee	Karen Ogden, Communications Officer
Jeff Hindoién, Trustee	Rich Franco, Human Resources Benefits Manager
	Brian Cummings, Assistant Superintendent Pre-K-12
	Dr. Rob Watson, Executive Director of the School Administrators of Montana
	Katrina Chaney, Lewis & Clark County Superintendent
	Sarah Ryan, Guest of the Public
	Joseph Gilbert, Guest of the Public
	Many other guests of the public and staff of the Helena Public Schools

I. CALL TO ORDER

Board Chair Siobhan Hathorn called the meeting to order at 5:31 p.m.

II. REVIEW OF AGENDA

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

III. GENERAL PUBLIC COMMENT

Ms. Sarah Ryan gave general public comment. Ms. Ryan is a parent of two children in Helena Public Schools. Ms. Ryan stated that the Helena Public Schools is considering significant changes to the PEAK program, and she would like to ask that the board engages the community including teachers, parents, and students in a thoughtful and strategic process before making those changes. Ms. Ryan stated that the PEAK program has been one of the highlights of her child's experience here in Helena and the PEAK program is one of the only places where her child feels a strong sense of belonging and can engage in multisensory learning that really benefits a child with dyslexia or a learning disability. She said her child is excelling here much more than she was in their last school district and she thinks it's because of our PEAK program. Ms. Ryan stated that the school district they came from has a gifted and talented program very similar to what she thinks our program would look like if some of the changes happened that are being discussed. For example, having teachers isolated in different schools, and having smaller groups of students. Ms. Ryan stated that kind of program has not been successful in other districts. Ms. Ryan stated that it is very important to bring these students together in multi-age groups and to give the teachers time to work together collaboratively, and how successful the current PEAK program is for students.

Mr. Joseph Gilbert commented online via TEAMS that he would also like to comment in support of the PEAK program and would like to echo the statements made by Ms. Ryan and he believes significant changes should be avoided for the PEAK program.

That concluded general public comment.

IV. NEW BUSINESS

A. Items for Action

1. Canvass of Election Results and Issue Certificates of Election

- a. Canvass Election Results and Issue Certificate of Election (Elementary)
- b. Canvass Election Results and Issue Certificate of Election (High School)

Mrs. Janelle Mickelson, Business Manager for Helena Public Schools, provided background, considerations, and the superintendent recommendation for the action item.

Background:

The annual regular school election was held on Tuesday May 2, 2023. Pursuant to 20-20-415, MCA, at the first regular or special meeting after receiving the certified tally sheets and no later than 25 days after the election, trustees must canvass the election results. After the canvass of the total votes cast, trustees must issue a certificate of election. In the case of a trustee election, the certificate must be issued to the elected trustee and the county superintendent, designating the term of the trustee position. In the case of an election on a proposition, the trustees must issue a certificate specifying the outcome of the election.

Considerations:

- The County Election Office provided the attached canvass report on May 10, 2023.
 - Highlights:
 - Total registered voters in the elementary were 40,664. Total ballots issued were 36,198. Total ballots tabulated were 15,476 with a total voter turnout of 38.06%.
 - Total registered voters in the high school were 42,864. Total ballots issued were 38,231. Total ballots tabulated were 16,253 with a total voter turnout of 37.92%.
- The election results were also provided by the county elections office on May 11, 2023.
 - Highlights:
 - The elementary general fund levy proposition passed with a margin of 55.75% (8,576 FOR, 6,808 AGAINST).
 - The elementary building reserve levy proposition passed with a margin of 54.57% (8,364 FOR, 6,962 AGAINST).
 - The high school building reserve levy proposition passed with a margin of 55.45% (8,953 FOR, 7192 AGAINST)
- 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 trustee election was cancelled at the April 11th board of trustees meeting.
- Linda Cleatus, Jennifer McKee, and Jennifer Walsh were elected by acclamation.
- Jeffrey Hindoien was appointed to the vacant trustee position at the May 2, 2023, special board meeting.
- Katrina Chaney, County Superintendent of Schools will administer the oath of office to all four trustees.

Superintendent recommendation:

Canvass the election results, issue the certificates of election, and administer the oath of office to elected trustees.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to canvass election results and issue certificate of election for the elementary district."

Motion: Trustee Luke Muszkiewicz moved to canvass election results and issue certificate of election for the elementary district. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to canvass election results and issue certificate of election for the high school district."

Motion: Trustee Jennifer McKee moved to canvass election results and issue certificate of election for the high school district. Trustee Jennifer Walsh seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

The trustees moved on to the Oath of Office for 2023-2024 Elected Trustees.

B. Oath of Office for 2023-2024 Elected Trustees

Board Chair Siobhan Hathhorn called upon Ms. Jennifer Walsh, Ms. Jennifer McKee, Ms. Linda Cleatus, and Mr. Jeff Hindoien to be sworn in by Ms. Katrina Chaney, Lewis and Clark County Superintendent.

Ms. Jennifer Walsh, Ms. Jennifer McKee, Ms. Linda Cleatus, and Mr. Jeff Hindoien recited their Oath of Office and were sworn in by Ms. Katrina Chaney.

C. Items For Action

2. Organization of the Board of Trustees

- a. Appointment of Board Chair
- b. Appointment of Board Vice Chair
- c. Appointment of District Clerk

a. Appointment of Board Chair

Board Chair Siobhan Hathhorn commented. "I've asked Trustee Muszkiewicz to survey our Trustees and see what interest there was for these very important leadership positions. Do I have a motion for our consideration for Board Chair?"

Motion: Trustee Janet Armstrong moved to appoint Trustee Siobhan Hathhorn as Board Chair. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

b. Appointment of Board Vice Chair

Board Chair Siobhan Hathhorn commented. "Do I have a motion for our consideration for Board Vice Chair?"

Motion: Trustee Janet Armstrong moved to appoint Trustee Jennifer McKee as Board Vice Chair. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

c. Appointment of District Clerk

Board Chair Siobhan Hathhorn commented. "Do I have a motion for our consideration of District Clerk?"

Motion: Trustee Jennifer McKee moved to appoint Janelle Mickelson as District Clerk. Trustee Jennifer Walsh seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

D. Items For Information

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024
2. Budget Consensus Recommendation Committee

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

Mr. Rich Franco, Human Resources Benefits Manager, reviewed the Health Benefit Committee Premium Recommendation for Plan Year 2023-2024 with the Board of Trustees and reviewed the premium analysis 5% PY 23-24, final calculations PY 23-24, unreserves lookback over the past four years, and the employee OOP expense outlook.

- **Premium Analysis 5% PY 23-24** – Mr. Franco shared what the expenses for the insurance are expected to be for the plan year 2023-2024. The trend (inflation) numbers we got from Allegiance and Alliant (Consultant Group) were Medical 2.30% to 7.25%, Dental 3.70% to 4.60% and Vision 2% to 5.80%. The committee voted on a 5% Medical, 3% Dental, 2% Vision trend (inflation) percentage increase based on our group size and historically we've ran a little bit lower than the national trend numbers. With that said, with our current Premiums, we are projected to lose \$1,563,440.
- **Final Calculations PY 23-24** – Mr. Franco shared what it would take to cover the \$1,563,440, which would be a 12.88% Premium Increase. This would only get us to breakeven and not lose anymore money from our Unreserves. Mr. Franco stated that for the Premiums if we did a 13% increase in premiums, we would cover the cost and have about \$14,904 over the breakeven point.
- **Unreserves Lookback 4 Yrs.** – Mr. Franco shared an outlook of the Health Insurance Unreserves through the last 6 months (1/2) of the Plan Year, over the past 4 years. This is helpful to understand that the last 6 months the Health Plan pays for more expenses due to employees/insurance members hitting their Deductibles and Max Out of Pockets (OOP). Our Unreserves take on average a \$731,851.83 loss in the last 6 months. The last 3 years have been the hardest on our Plan and if we look at just those last 3 years the average rises about \$157,000 (\$888,814.16 avg).
- **Employee OOP Expense Outlook** – Mr. Franco showed the difference the employees will see in comparison to the current Plan Year we are in. For the Standard Employee Only plan, they would see (\$86) difference which would mean they would have less "leftover" Benefit Dollars going into their check or to utilize for FSA and so forth. On the Premium Employee Only the employee would see a (\$125) difference meaning they would incur that cost per month. The Employee (EE) plus Spouse and EE plus Family plans cost more because the Spouse is an additional adult life. We give a discount of about 8%-10% for the Spouse in the calculations.

Mr. Franco stated that the Health Benefit Committee has had a very hard decision to make, to maintain the viability and solvency of our Health Plan. With the 12.88% increase needed, the Health Benefit Committee voted to make a 13% Premium increase so there is no loss to our Unreserves. The Committee is also looking to implement a few programs that are projected to save our Health Plan about \$100,000+ for the next Plan Year to help reduce costs. The Committee is looking at other feasible options for the next Plan Year to reduce costs such as Plan restructuring, an RFP and other programs. Mr. Franco stated that the Board of Trustees will vote at a future meeting if they approve of the 13% premium increase, but that would not determine where those dollars would come from. Bargaining work is going on right now for the upcoming year and it's that process that will determine what portion, if any, of next year's premium hike will be paid by the district. The other option, of course, is for employees to pay for some portion of the hike.

2. Budget Consensus Recommendation Committee

Superintendent Rex Weltz shared some of the work that has been completed thus far to address the over six-million-dollar budget shortfall in the elementary general fund and high school general fund. In January 2023, Superintendent Weltz initiated weekly leadership meetings to address the general fund shortfalls. Between January and May of 2023, we have initiated reduction strategies including utilizing retirement savings, building budget reductions, initiating a non-renewal process, central office department budget reductions, relocation of programs into existing spaces across the district, and administrative reductions. With these efforts we reduced the shortfall by nearly \$2.7 million dollars in the elementary general fund and around \$646,000 dollars in the high school general fund. We are still short around \$3.3 million dollars combined in the elementary and high school general fund; therefore, we will be forming a budget consensus recommendation committee comprised of over 35 people including community members, Helena Public Schools staff members, and Trustees that will come around the table to brainstorm how we can reduce the shortfall of over \$3,000,000 dollars. Superintendent Weltz has asked Dr. Rob Watson, Executive Director of the School Administrators of Montana (SAM), to facilitate the budget consensus recommendation committee along with two co-facilitators from the district. The first meeting will take place on Thursday, May 18th at 6:00 p.m. Superintendent Weltz introduced Dr. Rob Watson to the Board of Trustees.

Dr. Watson shared that this is his 30th year working in public education. Dr. Watson has served as a teacher, a principal, and a superintendent. Dr. Watson stated his experience with the consensus process started in Bozeman, and then in Missoula and the process itself helps solve complex issues. Dr. Watson stated that the issues we are facing are

being faced by every other school district in the state. The issues around complex problems happen everywhere, and the School Administrators of Montana (SAM) believe that through this sort of process, they can help a lot of school districts. We will be the first school district that SAM will be working with on this sort of project, but Dr. Watson hopes in the future they will work with a lot more school districts across the state. SAM is interested in working with school districts across the state because they are all about maintaining good leadership. They believe that the longer you can keep leadership in a community, the better you are because it takes several years for a leader to get established and to start solving some problems, and so they believe this sort of process helps maintain, sustain, and retain good leaders in our state.

Dr. Watson shared his goals with the Board of Trustees which include, building trust in a process, he wants to address unresolved conflict that may be occurring in our district and in our community, he wants to encourage that we use a process, either this process or something similar, to solve future problems, and the last goal is that we will reach a resolution and that resolution will be met with consensus of the entire group. Dr. Watson stated that the committee will present to the board a variety of options to help solve the budget issue.

Dr. Watson explained how the process will work. The first step is that trust will be developed among the group, a safe environment will be provided through protocols so everyone has a voice in the group, and then after some time through consensus they will reach a resolution. Dr. Watson conclude by stating that this is not a quick fix solution. Designing solutions to be sustainable and long-term takes time. The end goal is to bring some options to the board, and the board will decide what the solution will be for the budget.

V. BOARD COMMENTS

Board Chair Siobhan Hathhorn and Board Vice Chair Jennifer McKee welcomed Trustee Hindoien and Trustee Cleatus to the Board of Trustees and stated they are looking forward to working with them.

There were no further board comments.

VI. ADJOURNMENT

The meeting was adjourned at 6:59 p.m.

Candice Delvaux, Recording Secretary Date



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

Board of Trustees Work Session

Tuesday, May 23rd, 2023 | 11:00 a.m. | Kessler Elementary School and via TEAMS

MINUTES

ATTENDEES

<i>Trustees</i>	<i>Others</i>
Siobhan Hathhorn, Board Chair	Rex Weltz, Superintendent
Jennifer McKee, Vice Chair	Josh McKay, Assistant Superintendent 6-12
Janet Armstrong, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Janelle Mickelson, Business Manager
Jeff Hindoein, Trustee	Lona Carter, School Health Grant Facilitator
Linda Cleatus, Trustee	Brian Cummings, Assistant Superintendent PreK-5
	Gary Myers, Director of Educational Technology
	Keri Mizell, Human Resources Director
	Karen Ogden, Communications Officer
	Candice Delvaux, Executive Assistant
	Jane Shawn, HEA President
	Neal Murray, Safety and Operations Manager
	Jim Daanen, Safety and Security Developer
	Riley Thatcher, Kessler Principal
	Todd Verrill, Facilities Director
	Laura Sankey Keip, Guest of the Public
	Carrie Shinkle, Guest of the Public
	Several Kessler Elementary Staff Members

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

Board Chair Siobhan Hathhorn called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

Board Chair Siobhan Hathorn reviewed the agenda with the Board of Trustees and there were no changes.

The Board of Trustees moved on to General Public Comment.

III. GENERAL PUBLIC COMMENT

Laura Sankey Keip gave general public comment. Ms. Sankey Keip is the parent of an incoming kindergartener in the Helena Public Schools and has two younger children that will eventually also attend Helena Public Schools. Ms. Sankey Keip is a full-time, nonpartisan staff attorney for the state legislature, and her primary focus for the last decade has been education policy. Ms. Sankey Keip expressed her concern that the SACC (after-school) program at the school where her child will be attending kindergarten is already full. Ms. Sankey Keip stated that she and her husband both work full time and she has no idea how they are going to bridge the gap between the end of the school day for their child and the end of the workday for her and her husband. Ms. Sankey Keip stated that our school system is still operating the same way it did 125 years ago, with very little regard for how our society has changed. Ms. Sankey Keip suggested that we need to consider moving to a year-round school calendar. We need to look at aligning the school day with our community's workday and that school should be from 8 a.m. to 5 p.m. every day. During that time, we should expand the amount of time kids have to eat lunch, engage in P.E., art, music, and recess, and experiential learning for the older kids. Ms. Sankey Keip stated that we should be looking to provide time within the workday for teachers for professional collaboration, professional development, lesson planning, and grading. Ms. Sankey Keip stated that in two years the legislature will be creating their once-every-ten-years school funding commission and she is urging Helena Public Schools to create a task force to dig into the issues in the district, to gather data, to identify the gaps or the barriers in the existing laws, administrative rules, and the school funding formula. Ms. Sankey Keip suggested that we compare Helena Public Schools to the world-class, leading education systems from around the planet to figure out how to get from where we are to where those world-class systems are. Ms. Sankey Keip concluded her public comment by stating that she is willing to offer her expertise as a legislative staffer and a bill drafter to help us craft proposals to bring to the funding commission and the legislature, and she is willing to volunteer her time and effort.

That concluded general public comment and the Board of Trustees moved on to the consent action items.

IV. NEW BUSINESS

A. Consent Action Items

1. 04.25.23 Open Session Board Work Session Minutes
2. 04.25.23 Closed Session Board Work Session Minutes

Siobhan Hathhorn, Board Chair, commented. "I would entertain a motion for the Consent Action Items as presented."

Motion: Trustee Jeff Hindoien moved to approve the Consent Action Items as presented. Trustee Linda Cleatus seconded the motion.

Public Comment: None.

Vote: 5-0 motion carries unanimously.

V. PRESENTATIONS

Principal Riley Thatcher, Kessler Elementary School
Neal Murray, Safety and Operations Manager

The Board of Trustees viewed a presentation given by Kessler Elementary School Principal Riley Thatcher. Principal Thatcher began her presentation by sharing the mission statement of Kessler Elementary: *The primary purpose of Kessler School is to provide a high-quality education for students in a safe, engaging, and caring environment where each individual becomes a successful and responsible citizen.*

Principal Thatcher shared the staff demographics of Kessler Elementary.

- 11 classroom teachers
- 1 SPED teacher
- 1 SPED interventionist
- 1 Counselor
- 1 Librarian
- .5 Music - split with Hawthorne
- .5 PE - split with Hawthorne
- .5 SLP - split with Hawthorne
- .5 Nurse – split with HHS
- .5 School Psych- split with Central
- 8 Paraeducators: 4 SPED, 2 Gen. Ed, 1 Office, .5 overage
- 1 Day & 1 Evening Custodian
- 2 Food Service Staff
- 2 SACC employees
- 1 Administrator
- 1 Administrative Assistant
- 1 Instructional Coach

Principal Thatcher shared the student statistics at Kessler Elementary.

Enrollment = 238

- K 36
- 1 43
- 2 43
- 3 41
- 4 36
- 5 39

- Attendance Percentage 89.74%
- Free and Reduced Percentage 31.85%
- McKinney Vento Percentage 10.5%
- 2022-2023 PTC Attendance
 - 99% in November
 - 98% in March

Classrooms:

- 11 general education classrooms
- 2 Kindergarten
- 2 First
- 2 Second
- 2 Third
- 1 Fourth
- 1 Fourth/Fifth Combo
- 1 Fifth

Principal Thatcher discussed facilities at Kessler Elementary.

- Built in 1936
- 7 renovations
(1948, 1956, 1964, 1967, 1976, 1987, 1994)
- Parking lot paved 2017
- Safety & security upgrades, staff lounge added 2020
- Safety fence added 2022
- Community Building Use
- YMCA
- Sports clubs
- Stampede

Principal Thatcher concluded her presentation by sharing the theme this year at Kessler Elementary School which centers around connection and consistency and they called the theme, "All In". Principal Thatcher shared some of the fun activities that the staff and

students participate in at Kessler including dress up days and hat days, as well as family nights with the Kessler families.

The Board of Trustees moved on to view a presentation given by Helena Public Schools Safety and Security Manager Neal Murray.

Mr. Murray began by giving a security and security overview.

- K-8 Safety & Security Bond
 - Security upgrades and new schools
 - Bond Spend Down
- 9-12 Safety & Security
 - Secured entries and emergency dial codes
- Communications upgrades
 - Automated notifications
- Systems Testing and Spot Checks
 - 911 and emergency dial codes
- SEC Report
 - Interior door numbers and additional training

Mr. Murray moved on to discuss emergency response preparation.

- Safety Training
 - New Employee Orientation – District Safety Overview
 - Playground Safety Inspection Training
 - All elementary playground paras and day custodians
- CPR, First Aid, AED, and Stop the Bleed
- Fire Prevention and Extinguisher Use
- Run, Lock, Fight Trainings / Active Shooter
- Practicing Emergency Response
 - 8 Practice Drills Required
 - 4 fire drills with evacuation
 - 4 other drills - can choose from

Mr. Murray discussed meetings that he attends and partner collaborations.

- Building Level Safety Committees
- District Safety Committee – Monthly
- City/County Parks Advisory Board – Monthly
- Local Emergency Planning Committee – Monthly
- HSD Safety and Security Group – Monthly
- Chief of Police and City Manager – Quarterly

Mr. Murray reviewed access control and facility use.

- Managing Door Access
 - 605 Exterior Doors
 - 166 Fully Managed Doors
 - Schedules and door programming
- Facility Use
 - External Community Use
 - 3252+ events
- Internal School Use
 - 6502+ events

Mr. Murray reviewed his training and certifications.

- Training and Certifications
 - FEMA Incident Command Systems (ICS) Training
 - ICS-100, ICS-200, ICS-700, ICS-800
- FEMA Seismic Hazards Training
 - FEMA P-154, FEMA 395 (Earthquake Safety and Mitigation for Schools)
- Certified Playground Safety Inspector
 - 20 hours of CE credits in two years for renewal
- Certified Water Operator
 - 20 hours of CE credits in two years for renewal
 - Distribution – physical delivery
 - Treatment – quality assurance

Mr. Murray concluded his presentation by discussing challenges and future needs.

- High School Bond to include safety & security
- Aging doors, windows, and closures
- HVAC – Air Conditioning
- Training Materials (e.g., Stop the Bleed, CPR, AED, etc.)
- Define and document Incident Command Structure at all levels
- Regular checks on AEDs, fire extinguishers, doors, etc.
- Future technology upgrades, cameras, fobs, etc.
- Future infrastructure repairs and replacement
- Develop a comprehensive safety plan encompassing all safety topics
- Accountability

VI. BOARD COMMENTS

There were no additional board comments.

VII. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 1:07 p.m.

Candice Delvaux, Recording Secretary



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 30th, 2023
Lincoln Campus and via Microsoft Teams
11:00 a.m.

MINUTES

ATTENDEES

Trustees Others

Siobhan Hathhorn, Chair	Rex Wertz, Superintendent
Linda Cleatus, Trustee	Barb Ridgway, Chief of Staff
Jeff Hindoiien, Trustee	Keri Mizell, Human Resources Director
	Josh McKay, Assistant Superintendent 6-12
	Joslyn Davidson, Curriculum Director
	Janelle Mickelson, Business Manager
	Gary Myers, Director of Educational Technology
	Karen Ogden, Communications Officer
	Brian Cummings, Assistant Superintendent PreK-12
	Many guests of the public, staff and students of the Helena Public Schools

I. CALL TO ORDER

Board Chair Siobhan Hathhorn called the meeting to order at 11:40 a.m.

II. REVIEW OF AGENDA

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

III. GENERAL PUBLIC COMMENT

Ms. Melaina Kloberdanz gave general public comment. Ms. Kloberdanz is a student at Helena High School. Ms. Kloberdanz stated that she is involved in student council, NHS, mock trial, and a lot of other extracurricular activities. Ms. Kloberdanz is here today to talk about the budget crisis and possible solutions. Ms. Kloberdanz stated there have been a lot of rumors about electives and what may be cut or combined. Ms. Kloberdanz stated this is a complex and multifaceted issue and she believes the ultimate issue is regarding the boundaries between Helena High and Capital High. Ms. Kloberdanz stated if we redraw the boundaries between the two schools it could ultimately solve our issue and it would give Helena High equal opportunity and equal classes compared to what is offered to Capital High.

Mr. Robert Stimpson gave general public comment. Mr. Stimpson is a student at Helena High School. Mr. Stimpson is here today to talk about classes that have already been cut this year. Mr. Stimpson stated that the AP Capstone Curricula was not offered by Helena High this year. Mr. Stimpson stated that he has taken over a dozen AP classes at Helena High, and the AP Capstone Curricula, specifically the second class in the course, AP Research, has been the most valuable educational experience he has ever had. It taught him what he wants to do with the rest of his life, and it is the best resume builder he has ever used. Mr. Stimpson stated he submitted it on college applications and believes it contributed to him getting into the University of Chicago in the fall. When Mr. Stimpson took the course, he was the only person in the class, but he believes it is not a hard course for a teacher to teach, and that it is such a student-led course that he believes it could be taught at the same time as another class. Mr. Stimpson believes it would be a shame if Helena High lost the AP Capstone Curricula, and it would be bad for the students.

Mr. Ryan Burke gave general public comment. Mr. Burke is a student at Helena High School. Mr. Burke stated that he has been involved in music since the second grade, but never fully found his connection to music until he joined the Helena High jazz band. Through this course he has learned teamwork and leadership through daily rehearsals and participation in festivals. Mr. Burke said that he has gained confidence through this program and has been inspired to explore the art and history of jazz which has not only increased his appreciation of music but has exposed him to new perspectives on the history of the United States and the civil rights movement outside of class. Mr. Burke stated that he has bought and read multiple books about jazz and thinks it is worthwhile noting that if a course inspires a student to spend their own money to read a book you know you're doing something right. Mr. Burke stated that we lost a large portion of our students to East Helena, and while we do not have the power to force those students to return, we do have the power to redraw the lines between Capital High and Helena High to ensure that we provide an adequate and justly sized student body to enable us to offer the classes essential to a full education.

Ms. Robin Bryce gave general public comment. Ms. Bryce is a student at Helena High School. Ms. Bryce stated that she was informed that some of the classes at Helena High School may be reduced or cut and she thinks this is a terrible decision. She has been in choir all four years of high school and took orchestra in middle school. Ms. Bryce said choir has helped her get through high school and music is so important to the lives of not just kids, but everyone. Ms. Bryce stated that choir made her who she is today and has helped her make so many friends. Ms. Bryce believes that these cutbacks may only be made at Helena High School and she is asking for the same opportunities as East Helena High and Capital High and believes that the school boundaries need to be changed. Ms. Bryce stated that our state government has hit a surplus of money this year and yet our schools may be gutted from their most valuable programs. Ms. Bryce stated that we can advocate for the people who can't stand up for themselves and we have the power to speak to people who can get more funding and more support for our schools.

Ms. Lyla Ackerman gave general public comment. Ms. Ackerman is a student at Helena High School. Ms. Ackerman stated that she is speaking on behalf of the Helena High Choir program and is currently the Choir Club President. Ms. Ackerman stated that she and many of her peers saw the impact of the COVID-19 pandemic on their program. They had to invest in choir masks and film their concerts separate from their A and B day peers, however, they were cleared by the Health Department to have concerts as long as they followed the same guidelines that sports groups were. Ms. Ackerman stated they were refused this opportunity, limiting their chances to display the hard work of their choirs. Ms. Ackerman stated their choir program took another recent hit by the building of East Helena High School, and that they have lost many incoming students due to where the district lines are drawn. Ms. Ackerman stated that the choir program brings in people from all walks of life and they have learned to respect each other and to respect the cultures of music. Ms. Ackerman stated that all choir participants in the district Music Festival this year earned superior ratings in solos and duets, which takes extra investment of time outside of school and is a testament to the encouragement of a passionate teacher. Ms. Ackerman stated they need this level of instruction in order to achieve these accomplishments and this type of instruction would not be possible if we were to merge classes due to different levels of experience. Ms. Ackerman stated that enrollment numbers ebb and flow in school, especially in electives. Their numbers may show a lack of participation this year, but to give them a few years. Ms. Ackerman stated that they are speaking to encourage enrollment to keep an elective that is the only reason for coming to school for some students, and to keep Mrs. Kohoutek as a teacher because they have all learned something wonderful from her and they want more people to experience it too.

Mr. Brady Lay gave general public comment. Mr. Lay is a student at Helena High School and a member of the Helena High School Philharmonic Choir. Mr. Lay passed out documents to the Board of Trustees. Mr. Lay stated it has come to his attention that the board is considering shrinking or dissolving parts of the Helena High School choir program in an attempt to save money. Mr. Lay stated that he would like to bring to the board's attention two websites which can be seen on the footnotes of the document that he gave them. There is a link to a video essay on the topic by

Spencer Lee which can be accessed on YouTube and an online petition to [change.org](https://www.change.org) to encourage the school board to support the choir program and other such fine arts.

Ms. Greydyn Gildroy gave general public comment. Ms. Gildroy is a student at Helena High School. Ms. Gildroy has been in orchestra since she was in 6th grade and is here today to talk about the orchestra program as she feels it has been repeatedly overlooked amongst school funding. Ms. Gildroy said there is one orchestra at Helena High School, and they are slowly but surely growing that number, but there is a high turnover rate due to lack of good equipment and lack of good facilities. They have an orchestra room, but they must play in the band room because the orchestra room is not temperature controlled.

Ms. Adelia Murray gave general public comment. Ms. Murray is a student at Helena High School. Ms. Murray stated that she started taking French I at Helena High School and it changed her life. She has learned so much about Parisian cultures and mannerisms from her amazing French teacher Ms. Bartels. Ms. Murray stated she will continue her French journey in her junior and senior year because fortunately there are enough students to keep the classes alive, but the same could not be said for German. Ms. Murray believes the German class will slowly be taken away and stated that we will not be able to be productive members of society if our language classes are stripped away. Ms. Murray stated that colleges love seeing a foreign language credit on your application and taking a foreign language immensely helps your future.

Mr. Mark Dudley gave general public comment. Mr. Dudley is a student at Helena High School. Mr. Dudley stated that he is an art student, and art has always been part of his life. Mr. Dudley said hearing that some of these programs may be reduced makes him think about the teachers that may be fired and the families they need to take care of, and students that would not be able to take these programs.

Ms. Kristin Drees gave general public comment. Ms. Drees is a parent of children in the Helena Public Schools. Ms. Drees said she was incredibly proud of her daughter and the other students that came to speak today. Ms. Drees stated that you can't expect students to ask for classes that are clearly not supported by the district. Ms. Drees stated that she is hoping that as we make the reductions that they will be equitable across the board, and that if we will be cutting classes that sports should also be cut. Ms. Drees stated that sports have dedicated fields, dedicated buildings, dedicated sheds for their equipment, and dedicated community involvement. Ms. Drees stated that the Mock Trial team went to nationals as a brand-new team and did not get the same press time or communication time as the sports teams did.

Ms. Adella Harris gave general public comment. Ms. Harris is a student at Helena High School. She is the Vice President at Helena High School for the upcoming school year, a pole vaulter for the girls track team, on the golf team and in Business Professionals of America. Ms. Harris is here today to speak about the elementary schools in the Helena School District. Ms. Harris stated that on the Helena Education Association website it states there is talk about cutting music and P.E. and that

might be a burden that may fall on the general education elementary school teachers. Ms. Harris stated that elementary students have so much pent-up energy and deserve to have music and P.E. to help get that energy out.

Ms. Isabella Brewer gave general public comment. Ms. Brewer is a student at Helena High School. Ms. Brewer stated that she had a much different school experience than the rest of her peers. Ms. Brewer moved to the Helena Public Schools after attending high school in Arizona. Ms. Brewer stated that Arizona is ranked #50 in education in the United States and Montana is ranked #27. Ms. Brewer stated that she is very grateful to experience a higher value education here in Montana. Ms. Brewer stated that programs such as orchestra, photography, auto, culinary, French, theater, ceramics, and German, is essential to the health and happiness of students who would not otherwise have these opportunities. Ms. Brewer stated that choir has opened the door for her to many opportunities on a professional level. Ms. Brewer stated that you do not represent her and her fellow young musicians if you choose to cut funding for these programs and to please take into consideration the amount of young lives you're cutting down before they even truly begin.

Ms. Loreley Drees gave general public comment. Ms. Drees is a student at Helena High School. Ms. Drees stated that here in Montana we are privileged to have children be apart of so many great activities. Ms. Drees stated that art has always been central to Helena and its community. Ms. Drees stated that AA school districts across the state are working to expand their arts programs and we should not fall behind. Ms. Drees stated that we should encourage students from a young age to participate in fine arts activities. Ms. Drees stated that we see a community built on raising \$20,000 for new football jerseys, yet the community support for the arts has been severely declining. Ms. Drees stated that the arts deserve the same amount of respect, funding, and support as sports do.

Mr. Ken Lay gave general public comment. Mr. Lay is the parent of a student in the Helena Public Schools. Mr. Lay stated that the impact of the loss of nearly 500 students from Helena High School was utterly predictable many years ago. When that happened, Mr. Lay said he and many others assumed the boundaries between Capital High School and Helena High School would be redrawn because if you don't redraw the boundary, the result is that the entire demographic blow is absorbed entirely by Helena High School. Mr. Lay stated that the school board needs to come up with some sort of a short-term fix and they need to redraw the boundaries. Mr. Lay stated that he is a real believer in fine arts education, and it is essential for the mental health of students.

Ms. Patricia Burke gave general public comment. Ms. Burke is the parent of a student in the Helena Public Schools. Ms. Burke is here today to advocate for the jazz band and the entire music program. Ms. Burke is concerned that Helena High School will lose the jazz band because they cannot fulfill the minimum 14 members that would need to be in it. Ms. Burke stated how important music and jazz band has been to her family and how involved her entire family has been in jazz band and

music in the Helena Public Schools. Ms. Burke stated that over the past five years, she has watched Helena High's student population dwindle which has been very apparent at band concerts. Ms. Burke stated that two problems contributed to the lower number of band students this year. One problem is the school board has not dealt with the loss of East Helena students; thus, Helena High has lost close to 1/3 of their student body. The second problem that impacted the music program was the inability for music students to perform for the first several months during the 2020-2021 school year. At the same time, indoor sports continued. This resulted in several students quitting music since there was no goal (performance). Ms. Burke concluded her public comment by asking the board if the cuts are equal between the high schools, are Helena High students taking the brunt of the financial decision, and if they are providing equal opportunity to the Helena High band program.

Mr. Sean Burke gave general public comment. Mr. Burke is the parent of a student in the Helena Public Schools. Mr. Burke is here today to express his concern over our district's recent decision to potentially remove a number of fine arts electives offered at Helena High School, and he assumes this decision was heavily influenced by the current enrollment numbers. Mr. Burke stated that the COVID pandemic had a particularly damaging effect on the arts programs at Helena High School. Mr. Burke stated that although many of the classes did their best under the circumstances, all their hard work would be for not because in the months following the initial class closures, students were told that the concerts and performances they had been preparing for had been cancelled. Mr. Burke said from what he understands, we were the only AA district to not have any form of pep band, jazz band and symphonic performances during this period, however, sports continued. Mr. Burke stated that our performing arts program struggles were further amplified when large numbers of students chose to leave Helena High for the new high school in East Helena. Under these conditions, it's not surprising that the enrollment in classes such as jazz band suffered a heavy blow. Mr. Burke stated that we have an important decision before us and cutting costs is never easy, however, he asks that in making our decision, we consider the circumstances that resulted in some of the enrollment numbers we are seeing. The reduction in numbers is not simply due to disinterest in fine arts programs that are no longer relevant, rather, they are primarily results of recent events that were particularly harmful to a certain segment of the Helena School system curriculum. If given a little time, these courses will flourish again.

Ms. Kathy Lay gave general public comment. Ms. Lay is a parent of a student in the Helena Public Schools. Ms. Lay stated that music is incredibly important to her family and because of her children attending the fine arts programs here in Helena one of her children is now part of the choir in college, another one of her children has produced music on multiple online outlets, one of her children went on a mission trip to a different country and could only bring a few items and chose to bring their violin with them, and for their youngest child who is still in the Helena Public Schools, music and theater is his outlet. Ms. Lay stated that other options need to be explored rather than cutting these programs.

That concluded general public comment.

IV. NEW BUSINESS

A. Item for Information

1. Trustee Orientation

The Board of Trustees were introduced to district department leaders listed below and their staff members. Department leaders and staff members stated their names, what they do in the district, and answered any questions the trustees had.

Technology-Gary Myers and staff

Facilities-Todd Verrill and staff

Chief of Staff-Barb Ridgway and Allison Balboni and Karen Ogden

Transportation-Tom Cohn and staff

Assistant Superintendent Pre-K-5-Brian Cummings and Valice Stevens

Assistant Superintendent 6-12-Josh McKay and Allison Balboni

Athletic Director-Tim McMahon & Kelli Kessler

Business Office-Janelle Mickelson and staff

Curriculum-Joslyn Davidson and Katrina Salois

Federal Programming and Data Assessment-Kaitlyn Hess

Human Resources-Keri Mizell and staff

SACC-Kirstan Roush and staff

Special Education-Sean Maharg and staff

V. BOARD COMMENTS

The Trustees discussed how valuable the orientation was today and that there is a lot that gets done for kids every day by a great team of dedicated people.

VI. ADJOURNMENT

The meeting was adjourned at 3:16 p.m.

Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.1.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

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

Board of Trustees Meeting

Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

VII. NEW BUSINESS

C. Item for Action

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

Background:

- **Premium Analysis 5% PY 23-24** – This PDF shows what our Expenses for the Insurance are expected to be for the Plan Year 2023-2024. The trend (inflation) numbers we got from Allegiance and Alliant (Consultant Group) were Medical 2.30% to 7.25%, Dental 3.70% to 4.60% and Vision 2% to 5.80%. The Committee voted on a 5% Medical, 3% Dental, 2% Vision trend (inflation) percentage increase based on our group size and historically we've ran a little bit lower than the national trend numbers. With that said, with our current Premiums, we are projected to lose \$1,563,440.
- **Final Calculations PY 23-24** – This PDF shows what it would take to cover the \$1,563,440, which would be a 12.88% Premium Increase. This would only get us to breakeven and not lose anymore money from our Unreserves. You will see below that for the Premiums if we did a 13% increase in premiums, we would cover the cost and have about \$14,904 over the breakeven point.
- **Unreserves Lookback 4 Yrs.** – This PDF shows an outlook of the Health Insurance Unreserves through the last 6 months (1/2) of the Plan Year, over the past 4 years. This is helpful to understand that the last 6 months the Health Plan pays for more expenses due to employees/insurance members hitting their Deductibles and Max Out of Pockets (OOP). Our Unreserves take on average a \$731,851.83 loss in the last 6 months. The last 3 years have been the hardest on our Plan and if we look at just those last 3 years the average rises about \$157,000 (\$888,814.16 avg).
- **Employee OOP Expense Outlook** – This PDF shows the difference the employees will see in comparison to the current Plan Year we are in. You will see that the Standard Employee Only plan (on the right), they would see (\$86) difference which would mean they would have less "leftover" Benefit Dollars going into their check or to utilize for FSA and so forth. On the Premium Employee Only the employee would see a (\$125) difference meaning they would incur that cost per month. The Employee (EE) plus Spouse and EE plus Family plans cost more because the Spouse is an additional **adult life**. We give a discount of about 8%-10% for the Spouse in the calculations.

As you all can see, the Health Benefit Committee has had a very hard decision to make, to maintain the viability and solvency of our Health Plan. With the 12.88% increase needed, the Health Benefit Committee voted to make a 13% Premium increase so there is **no** loss to our Unreserves. The Committee is also looking to implement a few programs that are projected to save our Health Plan about \$100,000+ for the next Plan Year to help reduce costs. The Committee is looking at other feasible options for the next Plan Year to reduce costs such as Plan restructuring, an RFP and other programs. We thank you for your time and welcome any questions you may have.

**Helena School District No. 1 Health Benefit Plan 2023-24 Premium Analysis
For 2022-2023 Claims Paid and Expense Adjustments for Inflation**

	Inflation Rate	10/1/22-3/31/23	A.) 10/1/22-3/31/23	Costs to Plan	Adjusted Admin.	B.) Last Plan	Costs to Plan	Adjusted	C.) Last 12	Costs to Plan	Adjusted	D.) Average of A,B,C
		(six months)	(annualized)	Adjusted for Inflation	Costs Per Participant	Year 10/01/21 - 9/30/22	Adjusted for Inflation	Admin. Costs Per Participant	months 4/01/22 - 3/31/23	Adjusted for Inflation	Admin. Costs Per Participant	
Administrative Expenses												
Alliance/ESI Wellness Program	2.00%	\$151,342	\$302,685	\$308,738	\$324	\$181,385	\$185,012	\$194	\$241,284	\$246,110	\$253	
Budgeted \$		\$41,843	\$83,687	\$83,687	\$88	\$226,688	\$226,688	\$238	\$257,121	\$257,121	\$270	
Total Administrative Costs			\$1,966,990	\$2,004,656	\$2,104	\$1,300,265	\$1,321,736	\$1,387	\$1,736,284	\$1,765,867	\$1,847	
Expenses Paid by STANDARD Plan												
Medical Including Prescription	5.00%	\$1,046,765	\$2,093,530	\$2,198,207		\$1,582,575	\$1,661,704		\$1,844,842	\$1,937,084		
Dental	3.00%	\$46,348	\$92,696	\$95,477		\$84,397	\$86,929		\$89,029	\$91,700		
Vision	2.00%	\$0	\$0	\$0		\$0	\$0		\$0	\$0		
Total Claims		\$1,093,113	\$2,186,226	\$2,293,683		\$1,666,972	\$1,748,633		\$1,933,871	\$2,028,784		
Administrative Costs based on # of Participants				\$780,407			\$514,548			\$685,392		
Total Estimated Costs to Plan					\$3,074,090			\$2,263,180			\$2,714,176	\$2,683,816
Expenses Paid by PREMIUM Plan												
Medical Including Prescription	5.00%	\$3,988,325	\$7,976,650	\$8,375,483		\$9,723,825	\$10,210,016		\$9,646,139	\$10,128,446		
Dental	3.00%	\$150,305	\$300,610	\$309,628		\$384,688	\$396,229		\$360,007	\$370,807		
Vision	2.00%	\$28,598	\$57,196	\$58,340		\$50,186	\$51,190		\$54,324	\$55,410		
Total Claims		\$4,167,228	\$8,334,456	\$8,743,451		\$10,158,699	\$10,657,435		\$10,060,470	\$10,554,664		
Administrative Costs based on # of Participants				\$1,224,250			\$807,188			\$1,075,198		
Total Estimated Costs to Plan					\$9,967,700			\$11,464,623			\$11,629,861	\$11,020,728
Estimated Expenses Paid by Both Plans												
Medical Including Prescription	5.00%	\$5,035,090	\$10,070,180	\$10,573,689		\$11,306,400	\$11,871,720		\$11,490,981	\$12,065,530		
Dental	3.00%	\$196,653	\$393,306	\$405,105		\$469,085	\$483,158		\$449,036	\$462,507		
Vision	2.00%	\$28,598	\$57,196	\$58,340		\$50,186	\$51,190		\$54,324	\$55,410		
Total Claims		\$5,260,341	\$10,520,682	\$11,037,134		\$11,825,671	\$12,406,067		\$11,994,341	\$12,583,448		
Administrative Costs based on # of Participants				\$2,004,656			\$1,321,736			\$1,760,590		
Total Estimated Costs to Plan			\$12,487,672		\$13,041,790	\$13,125,936		\$13,727,803	\$13,730,625		\$14,344,038	\$13,704,544
Estimated Increase in Costs to Plan					\$554,118			\$601,868			\$613,413	

NOTED ONLY NOT USED IN CALCULATIONS WAIVED PREMIUM Waived \$407,636 Adjusted \$146,482 \$371,169 Adjusted \$230,699 \$371,169 Adjusted \$242,244

Premium Revenue Based on 3/31/22 Enrollment	Monthly	Annual	A.) 10/1/20-3/31/21	B.) 10/01/19 - 9/30/20	C.) 4/01/20 - 3/31/21	D.) AVERAGE	
Premium Plan	\$682,567	\$8,190,805					
Standard Plan	\$329,192	\$3,950,299					
Annualized Total			\$12,141,104	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544
Estimated Income or (Loss)				-\$900,686	-\$1,586,699	-\$2,202,934	-\$1,563,440

W/out Annualization
\$13,717,585
-\$1,576,480

12.5% Prem Increase				-7.42%	-13.07%	-18.14%	-12.88%	% Gain/Loss in Fund
Premium Plan	\$767,888	\$9,214,656						
Standard Plan	\$370,341	\$4,444,086						
Total			\$13,658,742	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544	-\$45,802
Estimated Income or (Loss) for 2022-23			\$1,517,638	\$616,952	-\$69,061	-\$685,296	-\$45,802	

Estimate Premium Revenue 2022-23 (13% Increase in Premium in both plans)				4.52%	-0.51%	-5.02%	-0.34%	% Extra in Fund
Premium Plan	\$771,301	\$9,255,610						
Standard Plan	\$371,986	\$4,463,838						
Total			\$13,719,448	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544	\$14,904
Estimated Income or (Loss) for 2022-23			\$1,578,344	\$677,657	-\$8,356	-\$624,590	\$14,904	

4.94% -0.06% -4.55% 0.11% % Gain/Loss in Fund

FINAL CALCULATIONS	A.) 10/1/21-3/31/22 Annualized	B.) Last Plan Year 10/1/2020 – 9/30/2021	C.) Last 12 Months 4/1/2021 – 3/31/2022	D.) Average
Amount Needed Based off 5% Medical 3% Dental and 2% Vision Increase	\$ 13,041,790	\$ 13,727,803	\$ 14,344,038	\$ 13,704,544
Premium Revenue Based on 3/31/23 Enrollment(NO INCREASES)	\$ 12,141,104	\$ 12,141,104	\$ 12,141,104	\$ 12,141,104
Balance Needed	\$ 900,686	\$ 1,586,699	\$ 2,202,934	\$ (1,563,440)
				-12.88%

D.) Average Calculations	\$ Generated	Amount Needed	Amount Needed
0% Increase In Premiums	\$ 12,141,104	\$ 13,704,544	\$ (1,563,440)
12.5% Increase In Premiums	\$ 13,658,742	\$ 13,704,544	\$ (45,802)
13% Increase in Premiums	\$ 13,719,448	\$ 13,704,544	\$ 14,904

UNRESERVES - Last 6 months Outlook

Last 6 Months of PY	End of March	End of Sept	Unreserves Diff
March 2019 - Sept 2019	\$4,569,136.59	\$4,308,171.75	\$ (260,964.84)
March 2020 - Sept 2020	\$4,806,645.10	\$3,601,578.88	\$ (1,205,066.22)
March 2021 - Sept 2021	\$4,169,772.18	\$3,470,498.51	\$ (699,273.67)
March 2022 - Sept 2022	\$3,520,967.31	\$2,758,864.71	\$ (762,102.60)
		Avg:	<u><u>\$ (731,851.83)</u></u>

2022-2023			
STANDARD Plan	Premium Amount	District Contribution	EE Out-of-Pocket
Employee Only	\$658	\$969	\$311
Employee Plus Spouse	\$1,245	\$969	(\$276)
Employee Plus Children	\$776	\$969	\$193
Employee Plus Family	\$1,360	\$969	(\$390)
Medicare Self	\$281	\$0	(\$281)
Medicare Spouse	\$281	\$0	(\$281)

2022-2023			
PREMIUM Plan	Premium Amount	District Contribution	EE Out-of-Pocket
Employee Only	\$963	\$969	\$6
Employee Plus Spouse	\$1,822	\$969	(\$853)
Employee Plus Children	\$1,111	\$969	(\$142)
Employee Plus Family	\$1,968	\$969	(\$998)
Medicare Self	\$411	\$0	(\$411)
Medicare Spouse	\$411	\$0	(\$411)

2023-2024 With 0% Increase in District Contribution and 13% Increase in Premium Amount				
STANDARD Plan	Premium Amount	District Contribution	EE Out-of-Pocket	Diff
Employee Only	\$744	\$969	\$225	\$86
Employee Plus Spouse	\$1,407	\$969	(\$438)	\$162
Employee Plus Children	\$877	\$969	\$92	\$101
Employee Plus Family	\$1,536	\$969	(\$567)	\$177
Medicare Self	\$317	\$0	(\$317)	\$36
Medicare Spouse	\$317	\$0	(\$317)	\$36

2023-2024 With 0% Increase in District Contribution and 13% Increase in Premium Amount				
PREMIUM Plan	Premium Amount	District Contribution	EE Out-of-Pocket	Diff
Employee Only	\$1,089	\$969	(\$119)	\$125
Employee Plus Spouse	\$2,059	\$969	(\$1,090)	\$237
Employee Plus Children	\$1,256	\$969	(\$286)	\$144
Employee Plus Family	\$2,223	\$969	(\$1,254)	\$256
Medicare Self	\$464	\$0	(\$464)	\$53
Medicare Spouse	\$464	\$0	(\$464)	\$53



Board of Trustees Meeting

Health Benefit Committee Program Implementations 2023-2024

VII. NEW BUSINESS

C. Items for Action

2. Health Benefit Committee - Program Implementation: Hinge Program
 3. Health Benefit Committee - Program Implementation: Livongo Program
 4. Health Benefit Committee - Program Implementation: Employee Assistance Program Options (EAP)
-

Background:

- **Hinge Program** – This PDF shows a program that was voted by the Health Benefits Committee to be implemented beginning 10/1/23. This program targets Musculoskeletal Conditions (MSK) which was one of our top 10 claims last Plan Year. MSK affects your joints, bones, muscles and sometimes tissues such as nerves. This program can help reduce pain amongst those with MSK which would help with mental health improvement and less opioid usage. Based off of our data, approximately 98 members would've benefited from the Hinge program last Plan Year saving us about \$4,336 per successful patient. This would've help save about \$195,000 in a year. This program also does not cost us unless members actively join the program. It's a win win for the members and our Health Plan.

- **Livongo Program** – This PDF shows another program that was voted to be implemented beginning 10/1/23. This program targets Diabetes which was one of our top 5 claim costs last Plan year. The cost is about \$67 per participant per month (PPPM), with savings of \$101 PPPM. That would be about a \$34 net savings PPPM and our members that join this program would get a Welcome Kit. This is another program that doesn't cost our Plan unless a member actively joins the program. Express Scripts and Livongo review the claims data yearly for savings to our Plan. Another win win solution for our members and Health Plan.

- **Employee Assistance Program Options (EAP)** – This PDF shows the best Options for an EAP for our Health Plan Members. The Health Benefit Committee voted on the Aetna option. Aetna is a more robust EAP than our current one through our Life Insurance carrier. They provide 6 sessions per issue per year, currently we have 4 sessions per issue per year. Aetna also provides Unlimited Critical Incident Stress Debriefing (CISD) events. This means that if we have any critical incidents such as death/suicide, threats, etc., that we can have a counselor attend the school that the event occurred for 1 on 1's or a group session. We get 10 hours and then after it costs about \$250/hr. Currently we do not have CISD with our EAP, in which the Committee has seen that we could have definitely used over the past couple of years. Mental Health was our #1 claim expenditure. The total cost of the EAP through Aetna is \$18,694. We currently are having Alliant work with our Long-Term Disability carrier to lower the cost. We are anticipating a \$11,000 savings from lowering our rates, which would pay for over half of the EAP through Aetna.

As you all can see, the Health Benefit Committee has done a very good job of trying to implement programs at low costs to better help our members and the viability of our Health Plan. These programs are relatively low cost and can impact/target our highest costing claims.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.2.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

2. Health Benefit Committee-Program Implementation: Hinge Program

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

Hinge Program – Musculoskeletal (MSK)

Hinge Program through ESI

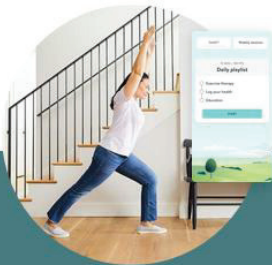
End-to-End Digital MSK Clinic™

Most complete solution – offering the right program & care for different MSK needs

Prevention

At-risk

Job-specific exercises
& education



Acute

Recent injury

PT video visits for
every body part



Chronic

High-risk

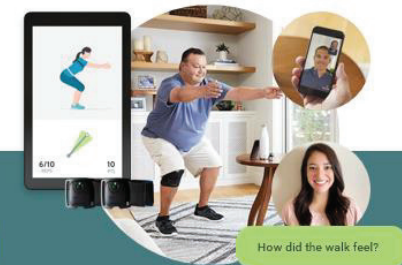
Exercise, education,
and behavioral change



Surgery

Pre & Post rehab

Pre/post rehab &
continuity of care



Free Expert Medical Opinion available across all care programs

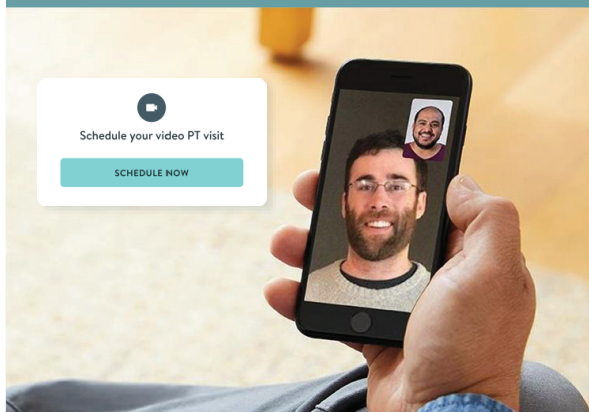
Hinge Program through ESI

MEMBER EXPERIENCE

Acute Program

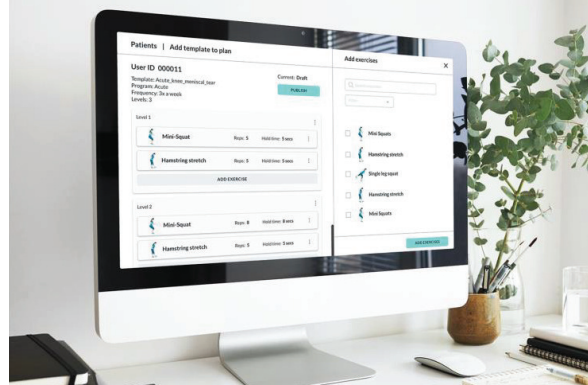
Includes: App paired with a dedicated doctor of physical therapy

Schedule a PT visit



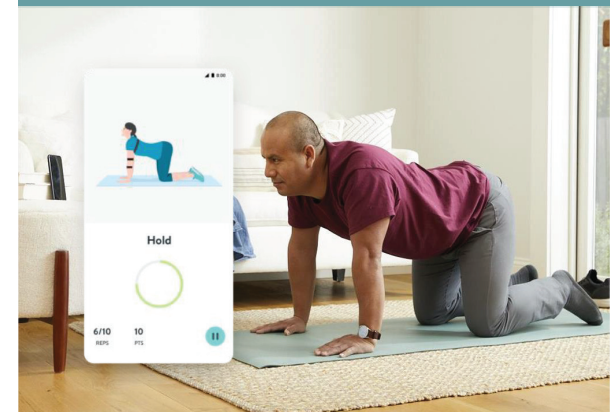
After the screener, a member can schedule their 1:1 PT video visit

PT customizes care plan



A dedicated PT creates their care plan and can customize exercise recommendations

Complete exercises



PT's deliver exercises and psychosocial components of the Acute Program

Hinge Program through ESI

Chronic Program

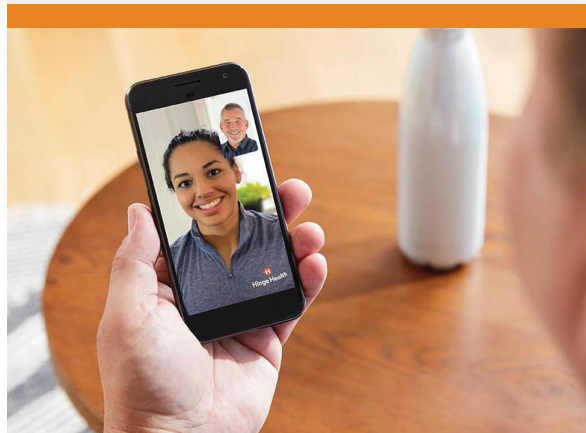
Certain levels of chronic pain includes: App, sensor technology paired with a dedicated doctor of physical therapy & health coach

Receive welcome kit



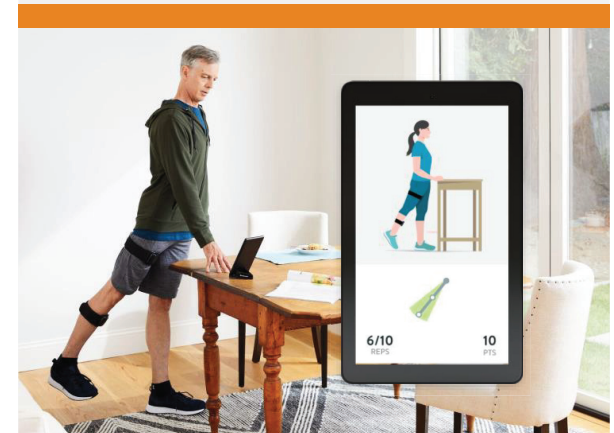
Member receives free tablet, sensors and app that work together right out of the box

Meet your dedicated care team



Work with the same PT and health coach with 365 day access

Exercise with sensors

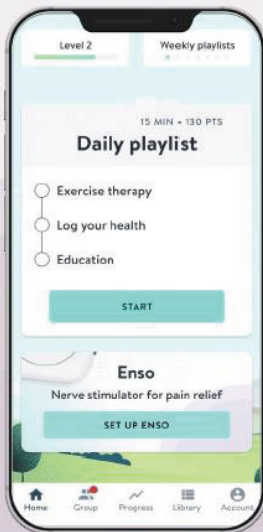


Sensors guide exercise therapy. App also delivers education and behavioral support

Hinge Program through ESI

Advanced technology powers digital MSK care

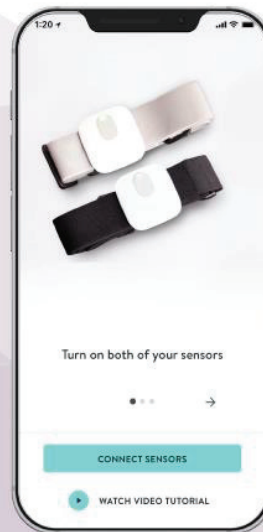
Accessibility



All-in-one app

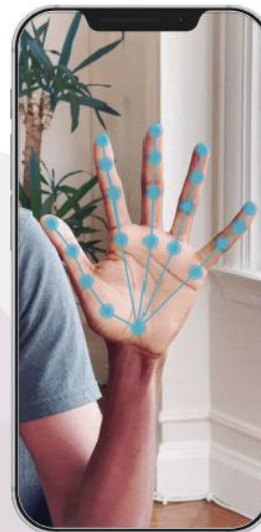
Anyone, anywhere can access this care

Movement Tracking



Wearable sensors

Motion sensors for guided PT



Computer vision

Motion tracking for full body assessments

Pain Management



Hinge Health Enso

Wearable device for pain relief

Hinge Program through ESI

DIGITAL MUSCULOSKELETAL CARE

Hinge Health

Hinge Health is the only Musculoskeletal (MSK) solution validated by a recent 10,000 participant published study and has helped over 100,000 people care for their MSK condition through its industry leading experience, scalability, and guaranteed outcomes.



Industry-leading experience

57 NPS based on responses from over 14,000 participants



Pain reduction

Overall an average **pain reduction of 69%** verified during a recent 10,000 participant published study. That's a **4x greater pain reduction compared to opioids.**



Mental health improvements

58% reduction of anxiety and depression as measured with the GAD-7 and PHQ-9 clinical surveys



HALF OF AMERICANS
are affected by
musculoskeletal conditions ¹

\$45-54 BILLION
in direct and indirect
musculoskeletal costs
every year ²

Bailey, J., et al. (2020) Digital Care for Chronic Musculoskeletal Pain: 10,000 Participant Longitudinal Cohort Study. JMIR.

Hinge Program through ESI

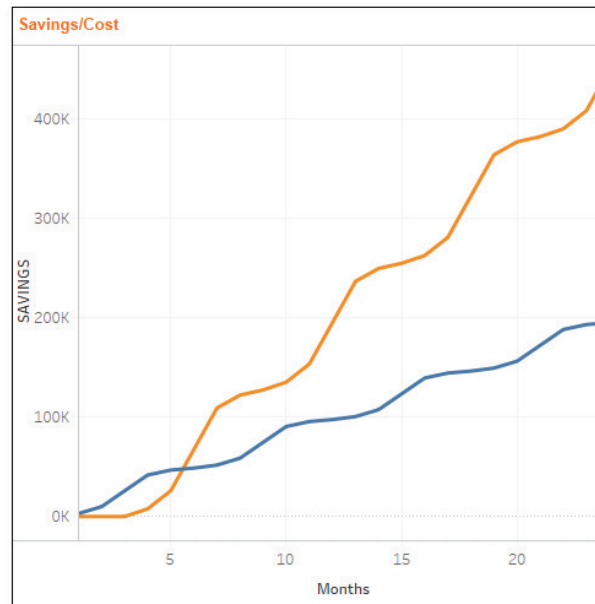
- Project approximately 98 members would benefit from Hinge program based on claims data
- Saving \$4,336 per successful patient
- Overall program cost (projected) \$97,510
- Anticipated Year 1 Savings \$194,896

Hinge Health - Chronic

Lives	Estimated Enrolled	1 Year ROI	2 Year ROI
1,954	98.00	2.00	2.61

HELENA SCHOOL DISTRICT 1 (9071)

Carrier
Contains "9071"



Savings/Cost By Year			
Time	Est. Enrolled	Cost	Savings
Year 1	98	\$97,510	\$194,896
Year 2	98	\$97,510	\$254,664

Notes:

- * Savings per successful patient is \$4,336.49
- * The guaranteed Return on Investment is 1.5X fees
- * ROI per patient is 4.36
- * ROI guarantee only applies for clients with 150+ lives
- * This offer is only valid for 90 days from the date it was generated

■ Cumulative Cost ■ Cumulative Savings

Year round access, full body care, as much as the member needs it

	Prevention	Acute	Chronic	Surgery	Total
Program Cost	\$0	\$250	\$995	\$0	

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.3.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

3. Health Benefit Committee-Program Implementation: Livongo Program

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

Livongo Diabetes Management

ESI Livongo Disease Management



Effortless Data Collection

- Cellular meter provides real-time feedback for glucose reading
- Unlimited strips remove barriers for checking
- Food and activity tracking to understand lifestyle habits



Personalized Health Signals

- Health challenges drive small changes for big wins
- Health Nudges™ deliver calls to action when Members are most receptive



Human-Centered Approach

- 24/7 remote monitoring with emergency outreach
- 1:1 live coaching from Livongo Expert Coaches

When members join Livongo, they will receive a health monitoring device, unlimited strips and lancets, personalized insights, support from Livongo health coaches

ESI – Livongo Diabetes Management

Livongo Diabetes Management – Welcome Kit

Every member who enrolls in Livongo receives a Livongo Welcome Kit with:

- 1 Livongo Blood Glucose Meter
- 150 Test Strips
- 150 Lancets
- 1 Lancing Device
- 2 Bottles of Control Solution
- 1 USB charger
- 1 Carrying Case
- Instructions



ESI – Livongo Diabetes Management ROI

Livongo Proven Method for Calculating Cost Savings

Livongo measure the Diabetes Prevention program impact on medical spending by comparing:

- Average spending (total allowed amount) per participant per month (PPPM) for Livongo users and non-Livongo users over a 48-month study period.
 - This includes 12 months of claims prior to Livongo Launch
 - 36 months of claims on the Livongo program.
 - Livongo’s approach to calculate ROI was reviewed by Milliman, an independent global leader in actuarial services.

Livongo’s Demonstrated Positive ROI Outcome

Livongo conducted cost savings retrospective analyses of medical claims from Year 1 up to Year 3. Key outcomes included significant reductions in total medical spending savings.

\$131

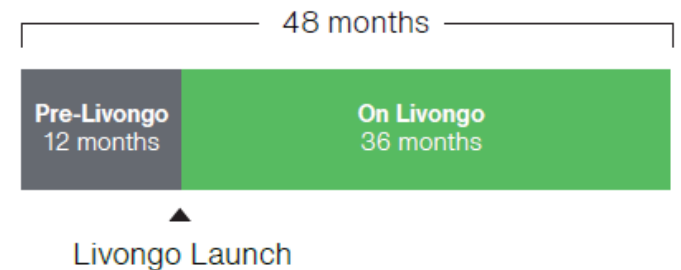
Year 1
Per Member Per Month

\$167

Year 2
Per Member Per Month

\$141

Year 3
Per Member Per Month



ESI Conservative Savings
\$101 Per Participant Per Month (PPPM)

ESI weights the savings based on overall members in their book of business. The cost of the program is \$67 PPPM.

ESI and Livongo review the claims data and savings estimates every 1-2 years.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.4.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

4. Health Benefit Committee-Program Implementation: Employee Assistance Program Options (EAP) Program

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

EAP



Executive Summary

Carrier	6 Sessions Annual Cost	Training / Health Fairs*	Critical Incident*	Notes
LFG	\$19,008	2 Combined Hours per 250 employees		8-12 Combined hours expected depending on final enrollment
Aetna	\$21,024	Optional: 5 Hours (\$0.09 PEPM)	10 Hours	Training: ≈ \$1,300 annually
ComPsych	\$23,184	4 Combined Hours		
BHS	\$44,928	10 or 20 Combined Hours		
Health Advocate	\$22,032	10 or 20 Combined Hours		
Holman Group	\$33,840	Optional: 2 Hours (\$0.03 PEPM)	6 Hours	Training: ≈ \$430 annually per 2 hours
Optum	\$22,032	8 Combined Hours		

Cost based on estimated 1,200 eligible employees
 *additional hours available at extra cost

Aetna and Optum require 31 day implementation

- Alliant conducted initial marketing to several different EAP solutions
- A number of carriers have been able to offer competitive options

EAP Marketing

EAP Plan Benefits	LFG (included w/ LTD) Current	Lincoln Financial Group (standalone option)	Aetna Option 1	ComPsych Option 2	BHS Option 3
Eligibility	Employees enrolled in LTD	Employees, members of their household, or dependents as defined by the Internal Revenue Code	Employees, members of their household, or dependents as defined by the Internal Revenue Code	Employees, members of their household, or dependents as defined by the Internal Revenue Code	Employees, members of their household, or dependents as defined by the Internal Revenue Code
Number of Sessions	5 sessions per issue, per year	6 sessions per issue per year	6 sessions per issue per year	6 sessions per issue per year	6 sessions per issue per year
Employee Services					
Counseling Substance Abuse Professional	In person or telephonic In person or telephonic consultation	Face-to-face or telephone Included	Face-to-face, telephonic or tele-video Included	Face-to-face or telephone Included	Face-to-face, telephone, secure online video Included
Legal	One 30 minute in person or telephonic consultation per issue	One 30-minute assessment and 25% discount off fees; Unlimited post-referral support	30-minute telephonic or face-to-face attorney consultations, per each new issue, for any number of issues. 25% rate reduction off the initial 30-minute legal services	One 30-minute assessment and 25% discount off fees; Unlimited post-referral support	One 30-minute assessment and 25% discount off fees; Consultation and referrals
Financial	In person or telephonic consultation	One 60-minute consultation with a financial specialist, per separate financial matter	30-minute telephonic financial consultation, per each new issue, per year	Unlimited telephone access to certified financial specialists	Consulation and referrals. Unlimited financial counseling for 3 months
Dependent Care Childcare and Parenting Adult Care and Aging Education and Career Development Daily Life	In person or telephonic consultation	Included	Included	Included	Included
Employer Services					
Standard Training / Health Fair Hours	N/A	2 Hours for every 250 employees, per contract year	Bank of five (5) training hours: \$0.09 PEPM	Bankof four (4) combined hours per contract year	Annual bank of 10 or 20 combined hours
CISD - Critical incident Stress Debriefing	N/A		Unlimited (capped at 10 hours per event)	CISM services included in 4 combined hours	Annual bank of 10 or 20 combined hours
Internet Services	Unlimited 24/7	Unlimited 24/7	Unlimited 24/7	Unlimited 24/7	Unlimited 24/7
Reporting / Utilization	N/A	Included	Included	Included	Included
Rate Guarantee		2 Years	3 Years	5 Years	
Rates	Current	Proposed	Proposed	Proposed	10 CISM Hours 20 CISM Hours
Per Employee Per Month	\$0.00	\$1.32	\$1.46	\$1.61	\$3.12 \$3.30
Implementation Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MONTHLY PREMIUM	\$0	\$1,584	\$1,752	\$1,932	\$3,744 \$3,960
ANNUAL PREMIUM	\$0	\$19,008	\$21,024	\$23,184	\$44,928 \$47,520

EE's
1,200

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.5.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

5. High School General Fund Budget Amendment Proclamation

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

Board of Trustees Meeting

High School General Fund Budget Amendment Proclamation



VII. NEW BUSINESS

C. Items for Action

5. High School General Fund Budget Amendment Proclamation

Background:

Pursuant to 20-9-161, MCA, when the trustees of a district decide that a budget amendment is necessary, they may proclaim the need for the budget amendment by a majority vote. The proclamation must include: 1) the facts constituting the need for a budget amendment; 2) the budgeted fund(s) affected by the amendment; 3) the estimated amount of money required to finance the budget amendment in each effected fund; 4) the anticipated source(s) of financing the budget amendment; and 5) the time and place the board will meet for the purpose of considering and adopting the budget amendment. Copies of the proclamation must be sent to the county superintendent and the board of county commissioners (20-9-162).

Considerations:

- As a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year.
- The dollar amount of the budget amendment is \$126,215.
- The financing source for the budget amendment is tuition receipts received from East Helena K-12 School District.
- Budget Amendment Process and Procedures:
 1. Trustees proclaim the need for a budget amendment by majority vote (attached).
 2. A copy of the proclamation is sent to the county superintendent and the board of county commissioners.
 3. Not less than one week before the adoption of the budget amendment, the Trustees must provide public notice of their intent.
 4. Trustees adopt the budget amendment by a majority vote.
- Estimated Timeline:
 - June 13, 2023 – Budget Proclamation passed by majority vote
 - June 14, 2023 – A copy of the proclamation sent to the county superintendent and the board of county commissioners.
 - June 18, 2023 – Public notice is provided
 - June 26, 2023 – Budget Amendment is adopted by a majority vote
 - June 27, 2023 – Budget Amendment is submitted to the County Superintendent and the State Superintendent of Schools.

Superintendent recommendation:

Approve of the attached budget amendment resolution to the Helena High School District No. 1 general fund.

**BUDGET AMENDMENT PROCLAMATION
HELENA HIGH SCHOOL DISTRICT No. 1
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena High School District No.1, Lewis and Clark County, Montana, held June 13, 2023, at 5:30 p.m. at the Lincoln Center Board Room, 1325 Poplar St, Helena MT 59601, the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of the creation of East Helena K-12 School District and the receipt of tuition payments from East Helena K-12, the district's budget for the general fund needs to be amended in order to properly maintain and support the district for the current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 general fund budget in an amount of \$126,215 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing general maintenance and operational costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be tuition receipts received from East Helena K-12 School District;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 general fund budget for fiscal year 2023 in an amount of \$126,215 is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, will meet at 8:00 a.m. at Bryant Elementary School Library, 1520 Livingston Ave Helena MT 59601 on June 26, 2023, for the purpose of considering and adopting the budget amendment.

By: _____
Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows _____ made the motion to approve this BUDGET AMENDMENT PROCLAMATION and _____ seconded the motion; the following Trustees voted in favor of the motion: _____, _____; the following Trustees voted against _____; and the following Trustees were absent: _____.

By: _____
Janelle Mickelson, District Clerk
Helena School District No. 1

**Policy Background
Board of Trustees Meeting
June 13, 2023**

The following policies are being presented for *Action*:

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. There have been no additional changes since the last Board meeting.

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. There have been no additional changes since the last Board meeting.

3010 School Admissions

The Legislature passed HB 352 “Early Literacy Targeted Intervention”. The “Early Literacy Targeted Intervention” legislation does not become effective until July 1, 2024. However, the legislation does allow districts to continue to enroll four-year-old students into early Kindergarten as defined in *MCA 20-5-101 Admittance of Child to School* for one more year – 2023-2024 only.

The District plans to establish a class at Bryant for students who won’t be five years old on or before September 10 but would qualify under the existing MCA 20-5-101 criteria. The recommendation is to expedite approval of this policy so the process of identifying children for the Early Kindergarten class can begin now.

The following policies are being presented for *Information*:

5075 Termination of Employment

This policy is being modified to incorporate the language found in Policy 5075 Termination of Employment and reduce redundancy.

5256 Reduction in Force

The language in this policy is being incorporated into Policy 5075 Termination of Employment. The recommendation is to terminate this policy.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 06/13/2023

Item VII.C.6.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 6. Policy 2120: Wellness

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

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: 06/13/2023

Item VII.C.7.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: Item For Action

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

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

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: 06/13/2023

Item VII.C.8.

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Reports

Item Title: **Item For Action**
 8. Policy 3010: School Admissions

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

2
3 STUDENTS

4
5 School Admissions

6
7 *Age*

8
9 No pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or
10 before September 10 of the school year in which child registers to enter school. A parent may
11 request a waiver of the age requirement. All waivers are at the discretion of and subject to the
12 approval of the Board. No pupil may be enrolled in the District if that pupil has reached his or her
13 19th birthday on or before September 10 of the school year in which the child registers to enter
14 school. A waiver of the age limitation must be reviewed and approved by the Board in an executive
15 session. The Trustees may also admit an individual who has graduated from high school but is not
16 yet 19 years of age even though no special circumstances exist for waiver of the age provision or a
17 student who is not yet 19 years of age and experienced educational disruption and was awarded a
18 diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary
19 success.
20

21 Enrolling Students Under the age of 5 Before September 10 for Exceptional Circumstances

22
23 It is the policy of the District to provide enhanced educational opportunities to students under the age
24 of 5 when individual exceptional circumstances exist.

25
26 The administration shall ensure admission, enrollment, and assignment of all qualifying children
27 referenced in this policy. The administration shall place children enrolled pursuant to this policy in
28 either a half-time or full-time program as part of the elementary school program. The administration
29 shall review the criteria set forth in this policy and make the determination whether an individual
30 student or class of students meets the criteria for exceptional circumstances.

31
32 The administration shall present the information to the Board for approval. In presenting the
33 information to the Board, the administration shall remove all identifying information in order to
34 protect the privacy rights of the student under state and federal law. The Board shall make the final
35 decision on the enrollment of students under the District’s exceptional circumstances policy.

36
37 The administration shall include children enrolled pursuant to this policy in the District’s calculation
38 of average number belonging (ANB) as reported to OPI to the extent allowed by law.

39
40 The Board of Trustees declares the following to be qualifying “exceptional circumstances” within
41 the meaning of that term as used in 20-5-101(3) and “special permission” within the meaning of that
42 term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for
43 qualifying children under 5 years of age

- 44
45 1 A child at least 3 years of age with a disability qualifying the child for services under the
46 federal Individuals with Disabilities Education Act.

- 47 2 A child who is 4 years of age or older on or before September 10 of the school year in which
48 enrollment is to occur who:
- 49 a. Meets the income eligibility guidelines for free or reduced priced meals under the
50 National School Lunch Program;
 - 51 b. Is Limited English Proficient within the meaning of Title III of the federal
52 Elementary and Secondary Education Act;
 - 53 c. Is Gifted and Talented within the meaning of that term as used in 20-7-901 MCA;
 - 54 d. Is an enrolled member of a federally recognized American Indian Tribe;
 - 55 e. Is homeless as defined in 42 U.S. Code § 11302, or as determined by the
56 administration, exhibits other characteristics or lives in circumstances that are
57 uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or
58 typical which place the child at risk of failing to achieve at adequate levels.
 - 59 f. Is an at-risk student as defined in Section 20-1-101(4). MCA;
 - 60 g. Child's status as a member of a military family with prior enrollment.

61
62 The administration is authorized to enroll students in a manner consistent with this policy and to
63 develop procedures to implement this policy.

64
65 *Entrance – Identity and Immunization*

66
67 Students enrolling in the District for the first time must present a birth certificate or other reliable
68 proof of identity and age within 40 days, as well as proof of residence. Students must also provide
69 additional student records including original immunization records within 30 days. If the parent of
70 the student does not provide proof of identification within 40 days, the District shall notify the
71 Missing Children Information Program and a local law enforcement authority of the fact that no
72 proof of identity has been presented for the child.

73
74 Students who are homeless, in foster care, or are the child of a military family are entitled to
75 immediate enrollment regardless of presentation of the required documentation. Nonresident
76 students shall be admitted when required by law or as permitted by District policy.

77
78 A student who transfers from one school district to another may photocopy immunization records in
79 the possession of the school of origin. The District shall accept the photocopy as evidence of
80 immunization. When a student enrolls in the Helena School District the school the student left must
81 send the original immunization records within thirty (30) days after the student has transferred out.

82
83 Parents who choose not to immunize their child based on religious tenets must annually submit to
84 the District a signed ~~and notarized~~ affidavit on the form prescribed by the State of Montana. The
85 form must be presented to the District prior to the child's first day of attendance. The statement
86 must be maintained as part of the student's immunization records. The District will also accept
87 medical exemptions as required by law.

88
89 *Placement*

90
91 The goal of the District shall be to place students at levels and in settings that will enhance the
92 probability of student success. Developmental testing, together with other relevant criteria,

93 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
94 may be considered in the placement of all students. Final disposition of all placement decisions rests
95 with the Principal subject to review by the Superintendent. If a student is assigned to a school in the
96 District outside of the adopted school boundaries applicable to that student, this decision is subject to
97 the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's
98 decision regarding the assignment is final.

99
100 *Children of Relocated Military Families*

101
102 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under
103 military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for
104 programs offered by the District prior to arrival and establishing residency. The student may attend classes
105 during preliminary enrollment and may receive offsite instruction if not present in the District.

106
107 *Transfer Students*

108
109 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
110 terms of this policy. The District will request the student's records from the prior school district
111 prior to making any final decision on placement.

112
113 Elementary students shall be placed at their current grade level on a probationary basis for a period
114 of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level
115 placement of the student, the student shall be subject to an educational assessment to determine
116 appropriate grade and level placement

117
118 High school students shall be placed according to the number of credits earned in their previous
119 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
120 procedures for earning credit.

121
122

123	Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
124		§ 20-5-101, MCA	Admittance of child to school
125		§ 20-5-403, MCA	Immunization requirements
126		§ 20-5-404, MCA	Conditional attendance
127		§ 20-5-405, MCA	Medical or religious exemption
128		§ 20-5-406, MCA	Immunization record
129		§ 20-5-502, MCA	Enrollment by caretaker relative -- residency -- 130 affidavit
131		§ 20-7-117, MCA	Kindergarten and preschool programs
132		§ 44-2-511, MCA	School enrollment procedures for missing children
133		10.55.701, ARM	Board of Trustees
134		10.55.906, ARM	High School Credit
135		<u>10.16.3122., ARM</u>	<u>Local Education Agency Responsibility for</u>
136			<u>Students with Disabilities</u>
137			<u>Individual with Disabilities Act Federal Rehabilitation Act 1973</u>
138			<u>National School Lunch Act (Public Law 396, 79th congress, chapter 281,</u>
139			<u>2nd session)</u>

140 Title III, ESEA (English Language Acquisition, Language Enhancement
141 and Academic Achievement Act
142 McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July
143 22, 1987, 101 Stat. 482, U.S.C. §11301 et seq)
144

145
146 Cross References: Policy 1085 Uniform Grievance Procedure
147 Policy 1065 Board Meetings
148 Policy 3022 Children of Military Families
149

150 Policy History:

151 Adopted on: 2.12.2013
152 Revised on: 10.8.2013, 12.10.2019, 10.11.2022
153