



*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, November 28<sup>th</sup>, 2023

Capital High School

100 Valley Dr

Helena, MT 59601

& Via TEAMS

3:30 p.m. Tour of CHS

4:00 p.m. Business & TEAMS Portion  
of the Meeting in CHS Library

Members of the public can attend in person or remotely by clicking the link below:

[Click here to join the meeting](#)

---

## AGENDA

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

### II. REVIEW OF AGENDA

### III. 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.*

#### IV. PRESENTATION

Principal Brett Zanto, Capital High School

#### V. NEW BUSINESS

##### A. Consent Action Items

1. Personnel Actions
2. 10.24.23 Board Work Session Minutes
3. Resolution to Dispose of Personal Property- (6-8) Instructional Materials

##### B. Items For Information

1. Policy 4330 Community Use of Facilities
2. Policy 7014 Subscription Based Information Technology Arrangements (SBITAs)  
Capitalization Threshold
3. Policy 7035 Fraud and Fraud Prevention
4. Levies and Budget Discussion

#### VI. BOARD COMMENTS

#### VII. ADJOURNMENT

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item IV.**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:**     **Presentation**  
Principal Brett Zanto, Capital High School

CAPITAL HIGH SCHOOL  
SCHOOL BOARD PRESENTATION  
11.28.23

---



# DEMOGRAPHICS

Students- 1377

Staff- 88 Certified

1 IEFA Tutor

7 SPED Paras and Intervener/2 General Education Paras

9 Office Assistants

6 Custodians

1 Nurse

1 School Psychologist

4 Counselors

2 Librarians

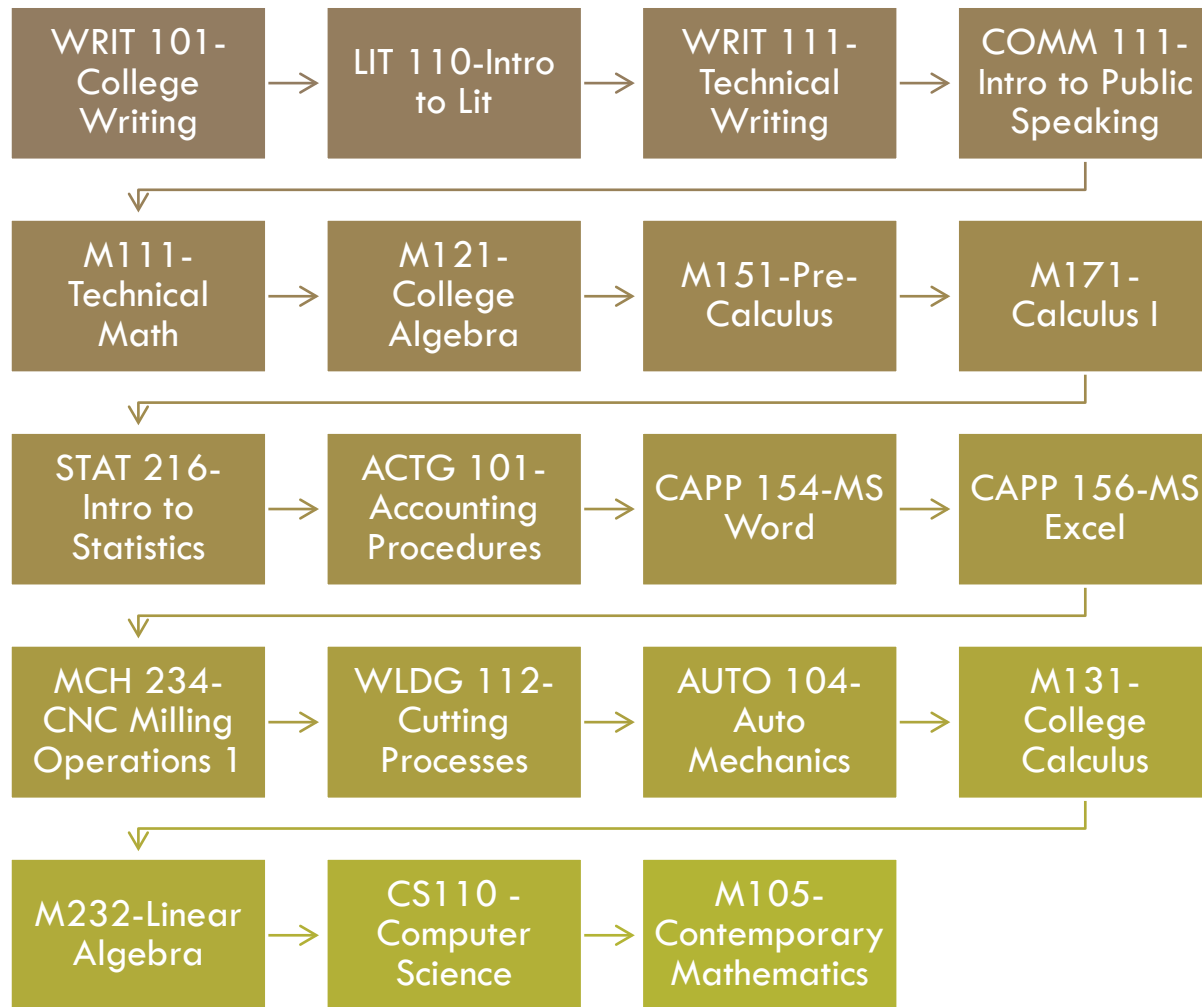
1 Career Counselor

# AP COURSES AT CHS- 16

Human Geography	European History	American History	American Government	Spanish	Biology
Chemistry	Physics	Environmental Studies	Calculus A/B	English Language	English Literature
	AP Computer Science Principles	AP Statistics	Physics II	Calculus B/C	

# AP DATA

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Capital High School												
Total AP Students	126	110	118	136	190	197	249	303	268	267	319	418
Number of Exams	179	171	180	191	328	379	443	531	443	433	563	634
AP Students with Scores 3+	87	81	70	84	128	141	179	202	173	188	204	
% of AP Students with Scores 3+	69	73.6	59.3	61.8	67.4	71.6	66%	63%	61%	70%	64%	

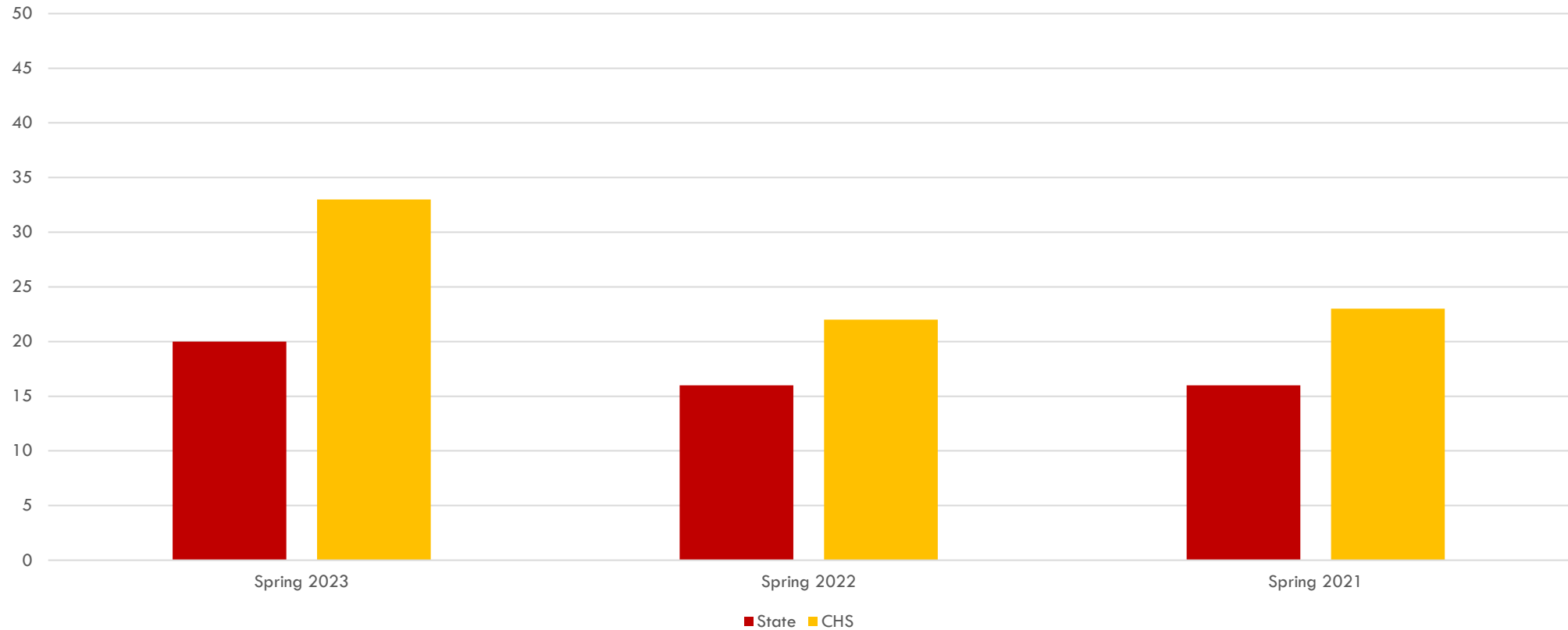


# DUAL CREDIT COURSES FOUND AT CHS:

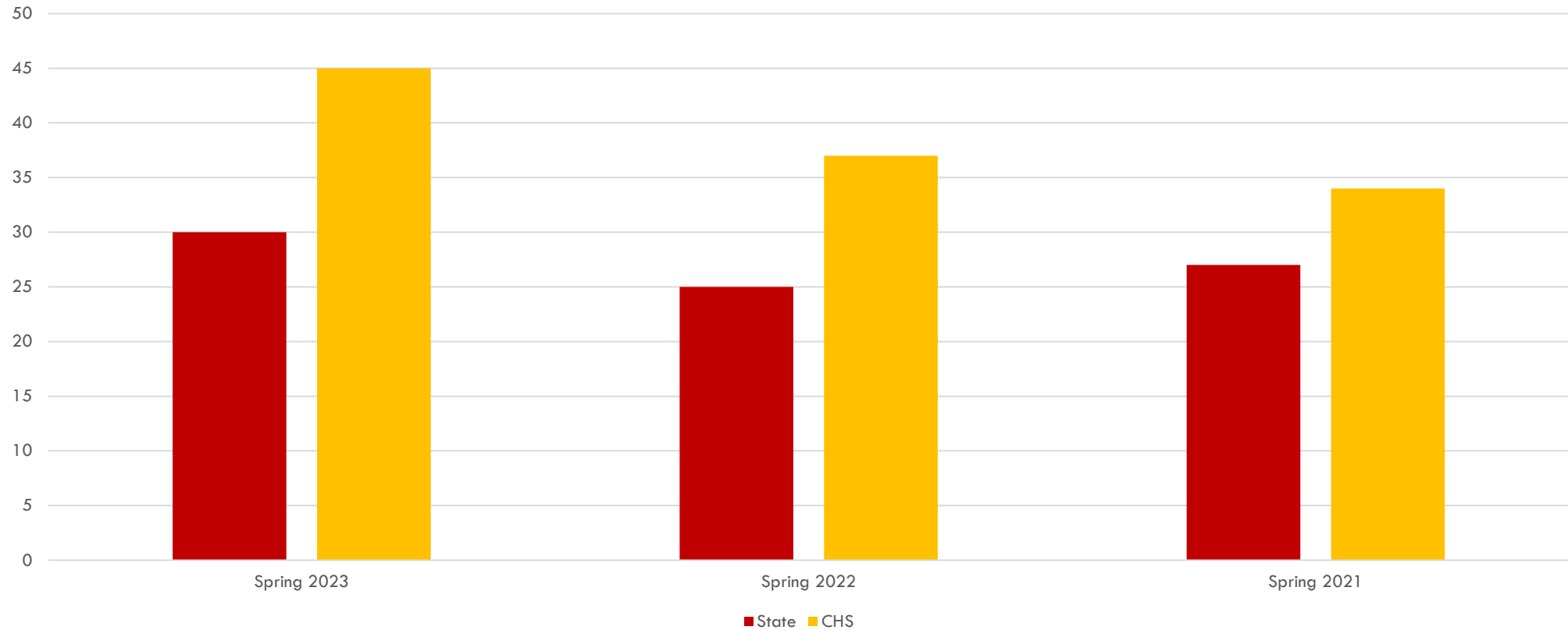


# ACT

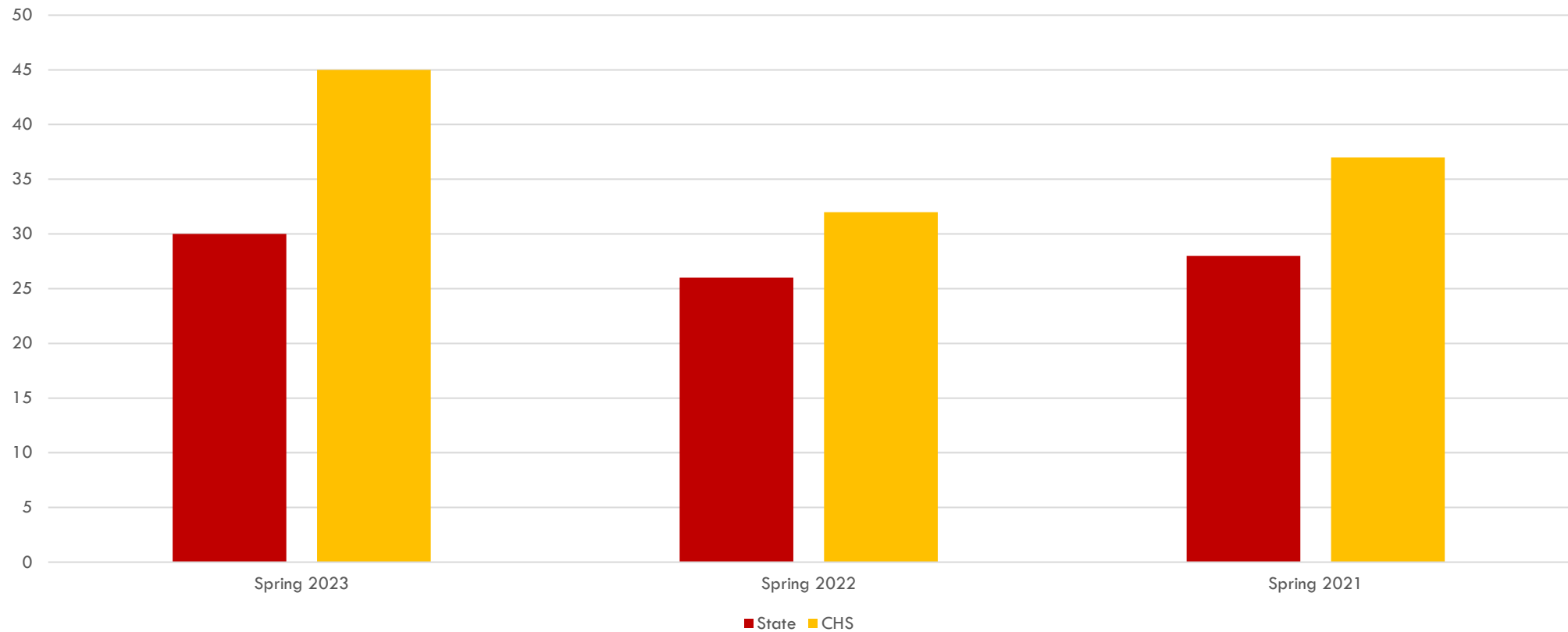
## % MEETING ALL 4 BENCHMARKS



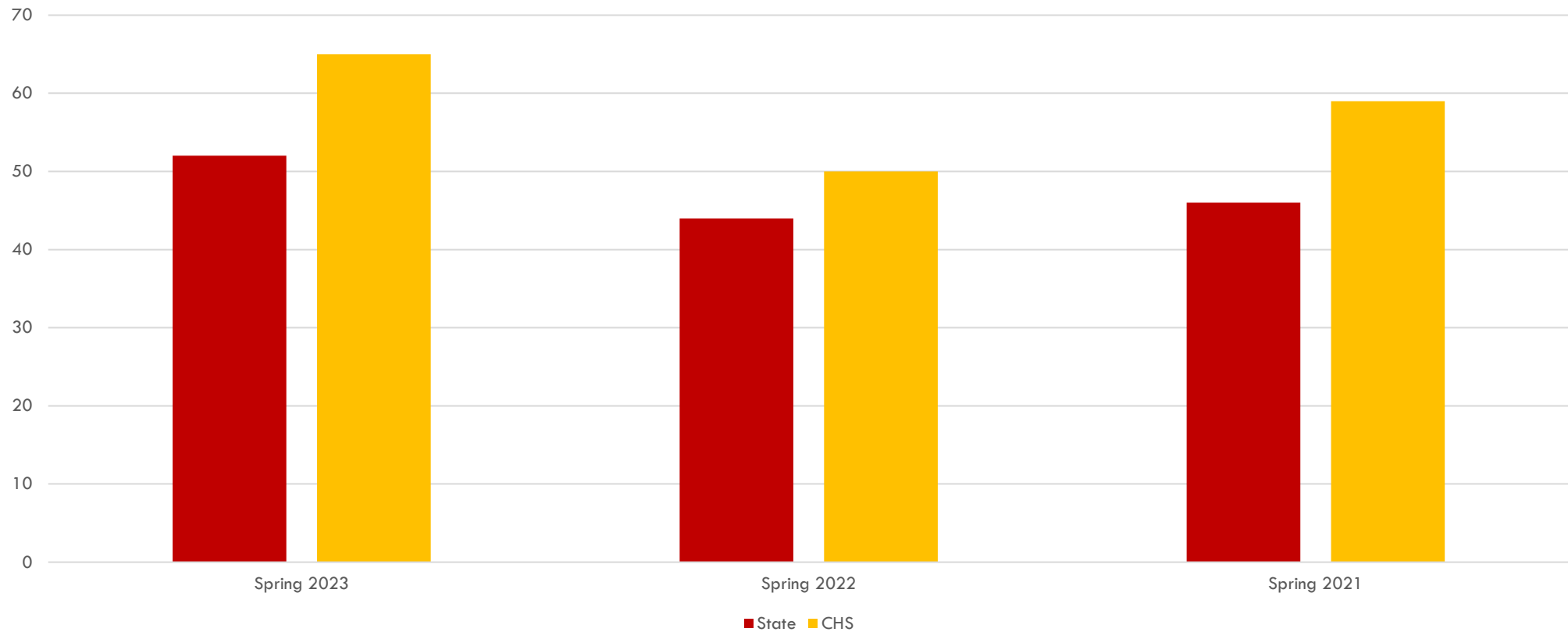
# % MEETING BENCHMARK IN MATH



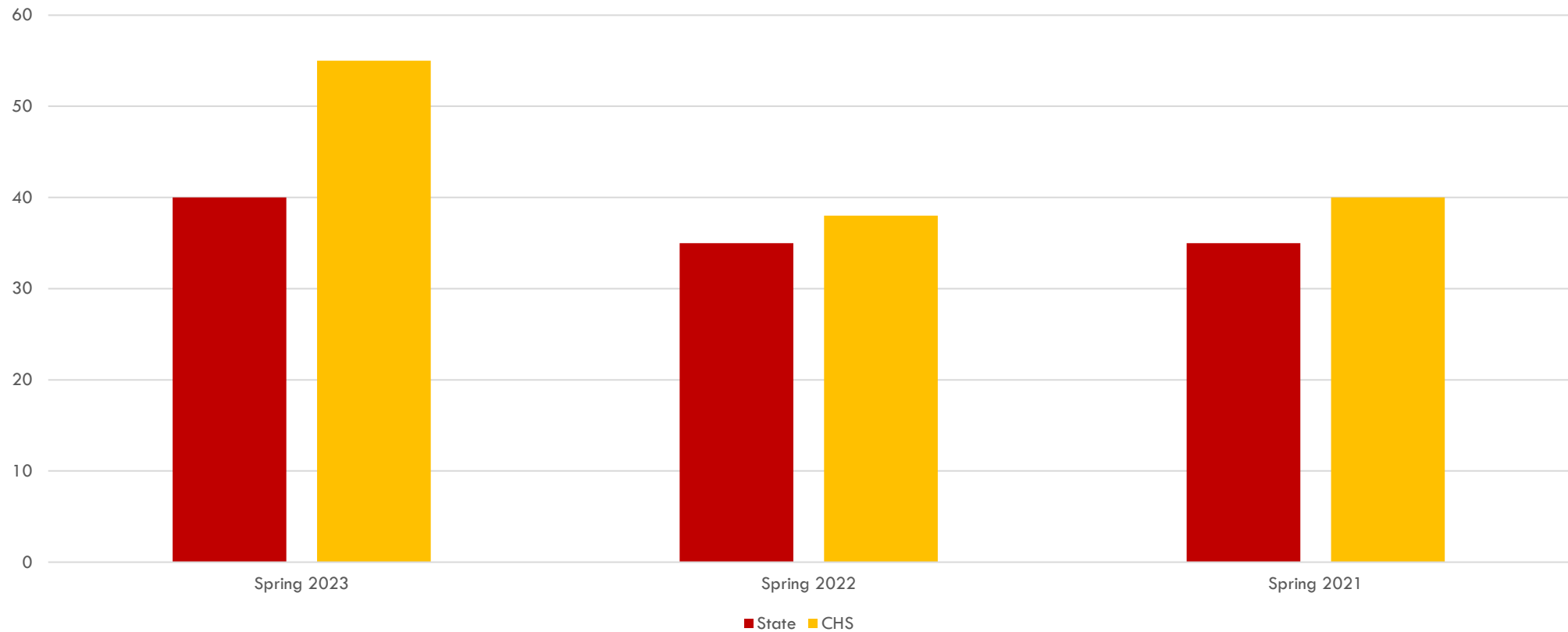
# % MEETING BENCHMARK IN SCIENCE



# % MEETING BENCHMARK IN ENGLISH



# % MEETING BENCHMARK IN READING



# INSTRUCTIONAL FRAMEWORK - GOALS

Instructional Goal: Continue refining and implementing B and S, 100% of teachers implement and report out on the strategy of the month

Literacy Goal: teachers implement and report out on the strategy of the month

SEL: both students and staff can respond to/articulate WHY they are at school

CHS recognizes the value of bell-to-bell learning:

# B R U I N S

## BEGIN STRONG

- doorway greeting
- focusing activity
- learning targets
- daily agenda

## REINFORCE RELATIONSHIPS

- classroom community
- high teacher expectations
- teacher credibility

## UTILIZE ENGAGEMENT STRATEGIES

- teacher clarity
- activate prior knowledge
- scaffolds
- feedback
- vary learning approaches
- effective questioning & varied opportunities to respond

## INSTRUCT EXPLICITLY

### *DISCIPLINARY LITERACY*

- vocabulary
- notetaking
- close reading
  - summarizing
  - annotating
- discussion
- writing
  - sentence
  - paragraph
- metacognition (students thinking about their thinking)

## NAVIGATE PRACTICE OPPORTUNITIES

## STRENGTHEN KEY TAKEAWAYS

- lesson closure
- checks for understanding
- positive sendoff

DRAFT 8/28/23



# WHAT IS THE SLT?

- **Meets weekly (and monthly with consultant)**
- **Determines yearly instructional goals for building**
- **Discusses hallmarks of teaching and learning at CHS**
- **Determines instructional framework components**
- **Conducts instructional rounds based on components**
- **Analyzes rounds data**
- **Designs professional learning for staff**
- **Models high impact practices and strategies in their classrooms**



CAPITAL HIGH  
SCHOOL

MTSS

---



# CAPITAL CODE

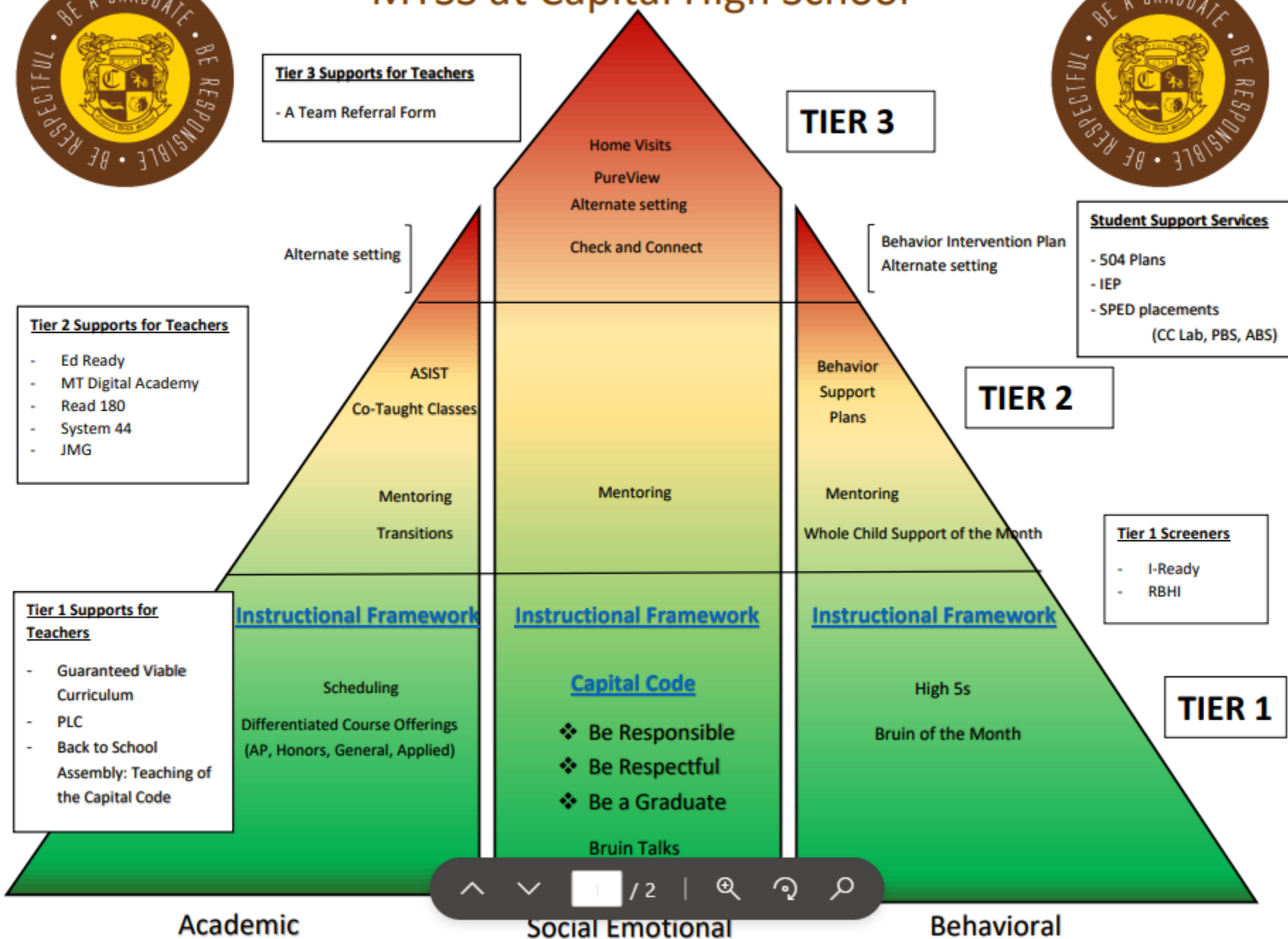
Be Responsible

Be Respectful

Be A Graduate



# MTSS at Capital High School



**Tier 3 Supports for Teachers**  
- A Team Referral Form

**TIER 3**

**Tier 2 Supports for Teachers**

- Ed Ready
- MT Digital Academy
- Read 180
- System 44
- JMG

**Student Support Services**

- 504 Plans
- IEP
- SPED placements (CC Lab, PBS, ABS)

**TIER 2**

**Tier 1 Supports for Teachers**

- Guaranteed Viable Curriculum
- PLC
- Back to School Assembly: Teaching of the Capital Code

**Tier 1 Screeners**

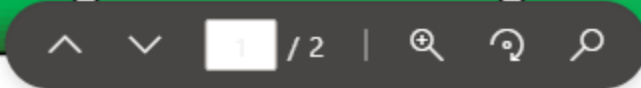
- I-Ready
- RBHI

**TIER 1**

Academic

Social Emotional

Behavioral



# 2023- 2024- MTSS AT CHS PLAN

**Goal:** To keep the MTSS vision alive.

1. Engage all CHS staff in two items per month:

1. MTSS Term of the Month
2. Bruin Whole Child Strategy

2. Engage students in Bruin Talks each quarter + Capital Code Assemblies and announcements throughout the year.

3. Continue Monthly MTSS Meetings with MTSS team

**How:**

**MTSS Term of the Month:** Linking to pyramid doc and sent in admin Weekly Update and share potentially during PLC All Staff/Wed After school meeting.

**Bruin Whole Child Strategy:** A behavioral/(AKA Whole Child) support/strategy to share with all teachers via admin Weekly Update and in person (All staff PLC or Wed after school meeting).

**Bruin Talks:** Occur once a quarter led by seniors (once or twice) and teachers (2-3 times) during 2<sup>nd</sup> period- goal x4 a year. No announcements on these days.

# **Bruin Talks: Quarterly talks lead by teachers and upper classmen during 2<sup>nd</sup> period “homeroom”**

**Quarter 1 Talk:** *Student lead (In all 9<sup>th</sup> grade classes from 9:55-10:10)*

*Topic: This is the advice I would give to my freshman self to successfully navigate the next four years. They have nine bullet point items to try and cover during this short amount of time.*

**Quarter 2 Talk:** *Teacher lead/Student Video (In all classes)*

*Topic: What do you do when you need help?*

<https://www.loom.com/share/43151e7d8d8447f08bc2ded4fb33936c>

**Quarter 3 Talk:** *Teacher lead/Student Video (In all classes)*

*Topic: Summer jobs, summer food program, community events.*

**Quarter 4 Talk:** *Teacher lead/Student Video (In all classes)*

*Topic: Happiness pillars. Students made video to share/letter of appreciation creation. Mindful Moments.*

# MENTORING PROGRAM: FRESHMAN

- Letter of participation sent home to parents-One week before calling home
- Smart Goals to complete with student(s)
- Data Collection review with volunteer teachers

## The SMART goal setting model

**Specific**- the who, what, when, where, why questions|

1. Define the goal

**Measurable** – the how much, how will I know

2. Outline steps to goal achievement

**Action** – What exactly do I need to do

3. Develop the action plan for achieving the goal

**Realistic** – Am I willing, Will I need help, What are the obstacles

4. Consider possible obstacles and ways of dealing with them (contingency plans)

5. Consider resources for helping one accomplish the goal

**Time Oriented** – How often, when?

7. Establish the time line for accomplishing the steps

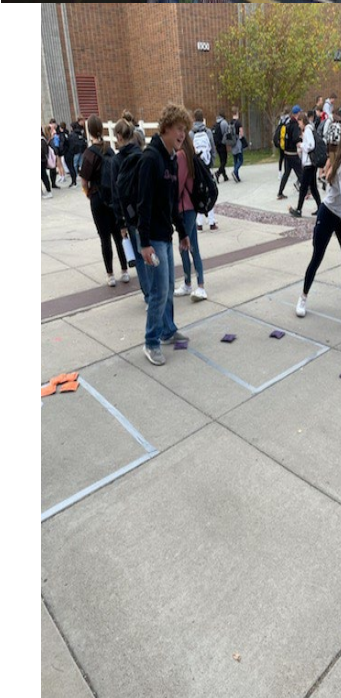


# ANNUAL RESPECT RALLY









**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item V.A1. - A.3**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:      Consent Action Items**

1. Personnel Actions
2. 10.24.23 Board Work Session Minutes
3. Resolution to Dispose of Personal Property-(6-8) Instructional Materials

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

## PERSONNEL ACTIONS

November 15, 2023 – November 28, 2023

### CERTIFIED PERSONNEL

#### Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
----------------------------	-------------	-----------------------	------------------------	-------------------

*\*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>
HHS/Earth Science	McKim, David	Deceased	11/09/2023

### CLASSIFIED PERSONNEL

#### Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Bryant/Para Educator	Baker, Jennifer	\$15.31/hr.	\$15.31/hr.	11/16/2023
Kessler/Para Educator	Clinch, Gabriella	\$16.86/hr.	\$16.86/hr.	11/16/2023
HHS/Float Custodian	Eichenfels, Amanda	\$16.65/hr.	\$16.65/hr.	11/16/2023
HMS/Float Custodian	Lear, Jonathan	\$16.65/hr.	\$16.65/hr.	11/16/2023
Bryant/Para Educator	Lopez, Kimberly	\$17.51/hr.	\$17.51/hr.	12/05/2023

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

#### Terminations/Retirements

**Location/Assignment**  
CRA/Evening Custodian

**Name**  
Otto, Madison

**Reason**  
Resignation

**Effective**  
10/31/2023

**SUPPLEMENTARY CONTRACT ASSIGNMENT**

<b>Last Name</b>	<b>First name</b>	<b>Assignment</b>	<b>Location</b>
Fuzesy	Dick	Basketball-7th Lead Coach	CRA
Fuzesy	Dick	Basketball-7th Girls Coach	CRA
Sheridan	James	Basketball-6th Lead Coach	CRA
Sheridan	James	Basketball-6th Girls Coach	CRA
Fairclough	Hunter	Basketball-7th Girls Coach	CRA
Curry	Bryanna	Basketball-7th Girls Coach	CRA
Richem	KC	Basketball-6th Girls Coach	CRA
Cleveland	Rebecca	Basketball-6th Girls Coach	CRA
Dahlquist	Courtney	Basketball-6th Girls Coach	CRA
Solomon	Lisa	Basketball-6th Girls Coach	HMS
Sumner	Aleisha	Basketball-7th Girls Coach	HMS
Curtis	Mikayla	Basketball-6th 7th Girls Coach	HMS
Pattison	Michaela	Basketball-6th 7th Girls Coach	HMS
Almquist	Guy	Basketball-Head Boys Coach	Capital High
Anfinson	Tyler	Basketball-Frosh Girls	Helena High
Apfelbeck	Paul	Basketball-Frosh Boys	Helena High
Bogard	Samuel	Wrestling-Head Boys Coach	Helena High
Broadhead	Ashten	Wrestling-Coordinator	Helena High
Colvin	Russell	Wrestling-Asst Coach	Helena High
Dawes	Levi	Basketball-Soph Boys	Capital High
Day	Brandon	Basketball-Head Boys Coach	Helena High
Devore	Kirk	Wrestling-Asst Coach	Capital High
Dudek	Benjamin	Basketball-Head Girls Coach	Helena High
Garcin-Forba	Katherine	Basketball-Head Girls Coach	Capital High
Graham	Shawn	Wrestling-Head Boys Coach	Capital High
Grovom	Ryan	Basketball-JV Boys	Capital High
Guerrero	Jose	Wrestling-Asst Coach	Helena High

Hussey	Randy	BB Girls-Coordinator	Helena High
Jones	Jason	Wrestling-Asst Coach	Capital High
Kimball	Tarun (Kade)	Basketball-Soph Boys	Helena High
Lieberg	Jason	Basketball-JV Girls	Helena High
Lovell	Alexius	Basketball-Frosh Girls	Capital High
Lyndes	Casey	Basketball-Soph Girls	Capital High
Manibusan	Jacob	Wrestling-Asst Coach	Helena High
McKay	Clifford	Wrestling/Head Girls Coach & Coordinator	Capital High
McMahon	Richard	Wrestling-Coordinator	Capital High
Michaud	Amy	Basketball-Soph Girls	Helena High
Murgel	Jarrold	Wrestling/Head Girls Coach & Coordinator	Helena High
Nay	Kyle	Wrestling-Asst Coach	Capital High
Roos	Kathie	Basketball-Frosh Boys	Capital High
Schulte	Meghan	BB Boys-Coordinator	Helena High
Shannon	Julia	Swim-Head Combined	Helena/Capital
Sommers	Lisa	Swim-Asst Combined	Helena/Capital
Swenson	Ryan	BB Boys-Coordinator	Capital High
Swenson	Ryan	BB Girls-Coordinator	Capital High
VanHemelryck	Shelby	Basketball-JV Girls	Capital High
Wetzel	Lance	Basketball-JV Boys	Helena High



*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, October 24<sup>th</sup>, 2023

11:30 a.m. Tour of HMS followed by Business & TEAMS Portion of the Meeting at 12:00 p.m.  
Helena Middle School and via TEAMS

### MINUTES

#### ATTENDEES

<i>Trustees</i>	<i>Others</i>
Siobhan Hathhorn, Board Chair	Rex Weltz, Superintendent
Linda Cleatus, Trustee	Josh McKay, Assistant Superintendent
Janet Armstrong, Trustee	Jane Shawn, HEA President
Terry Beaver, Trustee	Janelle Mickelson, Business Manager
Jeff Hindoién, Trustee	Lona Carter, Student Health
Kay Satre, Trustee	Todd Verill, Director of Facilities
	Barb Ridgway, Chief of Staff
	Keri Mizell, Human Resources Director
	Karen Ogden, Communications Officer
	Candice Delvaux, Executive Assistant
	Stuart Beardsley, IT Associate
	Kaitlyn Hess, Assessment and Federal Programs
	Cal Boyle, Principal of Helena Middle School
	Aleisha Sumner, Helena Middle School Secretary
	Joslyn Davidson, Curriculum Director
	Matt Carey, PAL Principal
	Erin Hunt, Instructional Coach
	Abby Kuhl, Instructional Coach

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

Board Chair Siobhan Hathorn called the meeting to order at 12:10 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**

There was no general public comment and the Board of Trustees moved on to view a presentation given by Mr. Cal Boyle, Principal of Helena Middle School.

**IV. PRESENTATION**

The Board of Trustees reviewed a presentation given by Mr. Cal Boyle, Principal of Helena Middle School. Principal Boyle began with a Helena Middle School staff and student overview:

Staff

- 38.5 Classroom Teachers (reduction of four in the past two years)
- 5 Special Education Teachers
- 1.5 Librarians
- 2 Counselors
- 1 School Psychologist
- 1 Building Learning Coordinator
- 1 Social Worker
- .6 FTE Nurse
- 2 Tutors
  - IEFA
  - NET/ISS
- 1 CSCT Therapist, 1 Behavior Interventionist
- Classified Staff
  - 4 Secretaries
  - 1.5 General Education Paras
  - 4 Special Education Paras
  - 1 Nurse Para
  - 4 Cafeteria Staff

- 5 Custodians
  - 1 daytime, 1 unfilled
- 1 SRO
- 1 Assistant Principal
- 1 Principal

## Students

- Total Enrollment=665
  - X Work=27
- Free and Reduced: 30%
- PEAK: 63 eligible
- District Transportation: 260
- Individualized Education Plans: 159
  - Increase of 39 in two years despite enrollment decrease of over 50
- Speech/Language Only: 20
- Students in Transition: 42 (16 in 2021)
- Angel Fund: 44 students so far

Principal Boyle discussed bell-to-bell instruction at Helena Middle School and moved on to discuss the Comprehensive Literacy Grant.

## Comprehensive Literacy Grant:

- Last year of the MCLSDP Grant
- SLT Goals
  - Academic Goals (SBA and i-Ready)
  - 80% Exit Tickets
  - Use of data for inventions and instructions
  - PD aligned with teacher wants/needs and instructional rounds data
- Instructional Rounds 23-24
  - Beginnings (Bell Ringer, Agenda, Greeting Students)
  - Random Calling
  - Precision Partnering

Principal Boyle reviewed the 2023 fall i-Ready reading diagnostic and 2023 fall i-Ready math diagnostic data with the Board of Trustees. Principal Boyle then shared all the amazing clubs that students can join at Helena Middle School and concluded his presentation by answering any questions the Board of Trustees had about Helena Middle School.

The Board of Trustees moved on to review the Consent Action Items and the Item for Action.



V. **NEW BUSINESS**

A. **Consent Action Items**

1. Personnel Actions
2. 09.26.23 Board of Trustees Work Session Minutes
3. 09.27.23 FMP Key Stakeholder Meeting Minutes
4. 10.02.23 Special Board Meeting 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 Janet Armstrong seconded the motion.

**Public Comment:** None.

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

B. **Item For Action**

1. Approval of HPS-AFSCME Collective Bargaining Agreement

The Board of Trustees reviewed and discussed the HPS-AFSCME Collective Bargaining Agreement. Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The Helena School District and the American Federation of State, County, and Municipal Employees (AFSCME) Montana Council #9 Local #2774, reached a tentative agreement on September 22, 2023. The Custodians (approximately 70 members) ratified the tentative agreement to the contract and notified us on October 12, 2023. The District negotiation team recommends ratification. The two (2) year agreement was open for language and wages for July 1, 2023, through June 30, 2025.

Ms. Keri Mizell, Human Resources Director for Helena Public Schools, pointed out in the HPS-AFSCME Collective Bargaining Agreement memorandum under the section of compensation summary the amount \$40,000 should state \$40,000.

Siobhan Hathhorn, Board Chair, commented. "I would entertain a motion to approve the HPS-AFSCME Collective Bargaining Agreement ."

**Motion:** Trustee Jeff Hindoien moved to approve the HPS-AFSCME Collective Bargaining Agreement as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None

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

The Board of Trustees moved on to review the Items for Information.

**C. Items for Information**

1. RFP May Butler Center

The Board of Trustees moved on to review and discuss requests for proposals (RFPs) for the May Butler Center building. Superintendent Weltz discussed that the district would like to see what interest there is in the May Butler Center building, so that we can see what revenue the district could gain from leasing the building. Superintendent Weltz mentioned that we will draft an RFP and this will come before the board at a future meeting for further review and discussion.

2. Charter Schools

The Board of Trustees moved to discuss charter schools. The 2023 Legislative session resulted in the passage of two Charter School bills – House Bill 549 and House Bill 562. The Governor signed both into law on May 18, 2023, but in June, a lawsuit was filed against House Bill 562 and a decision is likely months away. However, HB 549 is moving forward, and charter school applications are being accepted by the Montana Board of Public Education and are due no later than November 1, 2023. The district will be submitting three charter school proposals. They include an expanded Project for Alternative Learning Charter School, a Montessori Charter School, and a hybrid online and in-person Charter School called Mount Ascension Learning Academy Charter School. The Montana Board of Public Education will review our submitted applications and we will know if applications are approved in January 2024. There were no board comments or objections with moving forward with the proposed charter school applications that the district will submit.

3. Levy Communication Update

The Board of Trustees moved on to receive a levy communication update from Superintendent Weltz. In the next three weeks, Superintendent Weltz and his administrative team will visit every school to share the “why” for both the Safety and Security Levy and the Technology Levy which will be on the ballot in May of 2024. Technology and Safety are critical to our organization and imperative to daily functions at each site. The costs we incur for both safety and technology are being supplemented by the general fund and we are actively seeking opportunities to lessen the burden on the general fund. If both levies are successful general fund monies currently supplementing safety and technology could be redirected to costs that we are currently struggling to cover – from salaries and curriculum to utilities. There were no board comments or questions about the levies and the board moved on to discuss HB 332.

#### 4. Health Truste Update-HB 332

The Board of Trustees moved on to receive a health trust update and to discuss House Bill 332. The 2023 Legislature enacted a statute that revised school district health insurance laws and provides one-time incentive funding for school districts that participate in a qualifying health insurance trust. At least 12,000 employees must be covered under the trust to qualify for the incentive, and it will be necessary for some or all the AA districts to participate in the health trust in order to meet the 12,000-member threshold. If a trust has been qualified by the state auditor on or before June 30, 2026, with the expectation that the health trust would become effective on July 1, 2026, then the \$40 million incentive would be used to stabilize health insurance through the capitalization of an operating reserve for the district members of the trust. This is a very complex undertaking, and the AA districts are working with an insurance expert to better understand the governance structure and to determine whether or not joining the trust is a benefit for HSD employees and employees across the state. Micah Hill, Missoula Superintendent, and Superintendent Rex Weltz are serving as the AA representatives who will conduct the analysis. They have brought in Ms. Marilyn Bartlett, who is an expert in this field, to help them understand what a large multidistrict school trust would look like and will help provide them with guidance so that they know what their next steps are. Superintendent Weltz will continue to update the Board as they work through the process.

#### 5. Budget Consensus Recommendation Committee Update

The Board of Trustees moved on to receive a Budget Consensus Recommendation Committee update and to review the draft budget value statements. This committee of both external and internal stakeholders has several more sessions scheduled. Currently, the committee is drafting the Budget Value Statements and ultimately, the goal is to provide recommendations to the Board that will illustrate what services and staff we will be able to maintain if we are successful in passing the Tech and Safety and Security levies and what reductions will have to be made if the levies are not successful. The Budget Consensus Recommendation Committee will be meeting again November 1<sup>st</sup> at 4:00 p.m., followed by a second meeting in November.

#### 6. Handle With Care Update

The Board of Trustees moved on to receive a Handle With Care update. Last spring the district in partnership with the Helena Police Department began work to establish an agreement that would create a "Handle with Care" program and process which was fully implemented when school began this fall. The Handle

with Care program establishes a protocol for police officers to notify designated district staff if they respond to a traumatic incident that involves a school-aged child. The notification includes the student's name with the instruction – Handle With Care. It does not detail the traumatic event. The principal of the school with the impacted student(s) is notified and in turn, they notify appropriate staff - teachers, the school counselor, the school nurse, and other relevant support staff to help keep a caring eye on the student and provide appropriate trauma-sensitive interventions, if necessary. To date we have received over 38 Handle With Care notifications.

Superintendent Wertz concluded the meeting by sharing with the Board the Students in Transition Newsletter provided by Ms. Michele Zentz, Homeless Liaison for Helena Public Schools. We continue to see a dramatic increase in the number of homeless or unsheltered students in our schools. We have 277 students who are either homeless or unsheltered, and at this same time last year we had around 190.

**VI. BOARD COMMENTS**

Trustee Janet Armstrong stated that the school district plays so many different roles and she fervently hopes that the trustees can speak with various schools, parents, and community members to share all this work that is being done.

**VII. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 1:45 p.m.

---

Candice Delvaux, Recording Secretary

HELENA SCHOOL DISTRICT NO., LEWIS AND CLARK COUNTY  
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of Outdated instructional materials (see attached list); and

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell or dispose of such Instructional materials because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall dispose of the \_Instructional Materials (see attached list)\_ by donation or dispose of in trash The items may be viewed at CR Anderson Middle School, located at 1200 Knight Street between the hours of 2 and 4 PM on December 6, 2023 or by appointment. Please call Kathleen Prody, Principal, for more information at 406-324-2760.

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the disposal of the above-described property.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2023.

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 RESOLUTION TO DISPOSE OF PERSONAL PROPERTY 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

<b>Title</b>	<b>Grade (If Notated on Book)</b>	<b>Quantity</b>
Performance Assessment 8	8	109
Close Reader HMH 7	7	438
Write Source 2000 (hardcover)		68
Write Source 2000 (paperback)		2
Write Source 2000 (hardcover- different)		2
Performance Assessment 6	6	74
Close Reader HMH 6	6	78
Nature of Science		147
Math On Call		14
Math Connects Course 1		6
Nature Of Science Teacher Edition		2
Crammar & Composition Handbook	6	5
Grammar & Composition Handbook	8	4
Prentice Hall Grammar & Composition		108
P.H. Grammar & Composition T.E		3
P.H. Grammar & Composition Teach resour.		1
Prentice Hall Writing & Grammar		28
HMH Collections	6	40
Close Reader HMH	8	51
Montana Outdoors Photo Edition		84
Teen Health Course 3		39
Performance Assessment	7	56
GM-H Algebra Master Resouce		12
GM-H Algebra Study Notebook		1
HMH Collections	8	5
HMH Collections	7	1
Thondike Barnhart Advanced Dictionary		5
Macmillian Dictionary For Students		8
Merriam Webster's Collegiate Dictionary		4
Clear and Simple Dictionary		15
Webster's Dictionary (paperback)		13
In Other Words		5
Thorndike Barnhart Intermediate Dictionary		4
Geography Alive		3
Pre- Algebra Glencoe		1
Merrill Pre-Algebra + Evaluation Master		1
SF Middle School Math Course 1 program		1
SGM Mathematics Applications & Connect.		1
Glencoe Mathematics Course 1		1
Write Source		1
HMH Collections	6	1
Close Reader Teacher's Edition	8	1
Assorted Dictionaries		26
Assorted Thesarus		13
Assorted Books		112

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item V.B.1.**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:**     **Item For Information**  
1. Policy 4330 Community Use of Facilities



**Policy Background  
Board of Trustees Meeting  
November 28, 2023**

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

**4330 Community Use of Facilities**

This policy was revised to reflect the prohibition on “sexually oriented performances” on public property (which includes school districts and district property leased to third parties) adopted in House Bill 359. That bill also prohibits “sexually oriented performances” in libraries receiving federal funding as well as in schools or libraries during regular operating hours or at school-sanctioned extracurricular activities. Schools and libraries are prohibited from having “drag story hours” during regular operating hours or school-sanctioned extracurricular activities.

**7014 Subscription Based Information Technology Arrangements (SBITAs) Capitalization Threshold**

This is a new policy that establishes a lease liability threshold of \$150,000 for subscription-based software. District auditors required the adoption of this policy.

**7035 Fraud and Fraud Prevention**

The National Association of School Business Officials recommends that Districts have a fraud policy. Additionally, federal funding sources (e.g. ESSER) ask if the Board has adopted a policy on fraud.

2 **SCHOOL / COMMUNITY RELATIONS**

3 **Community Use of School Facilities**

4  
5 School facilities are available to the community for educational, civic, cultural, and other uses  
6 consistent with the public interest, when such use will not interfere with the school program or  
7 school-sponsored activities. As required by the Boy Scouts of America Equal Access Act, the  
8 District shall provide an equal right of access to the Boy Scouts of America and other designated  
9 patriotic youth groups. Sexually oriented performances are not permitted on District property.

10 The District requires that the use of school facilities for school purposes has precedence over  
11 all other uses. Persons using school facilities must always abide by the District conduct rules.

12 The Superintendent will develop procedures to manage community use of school facilities. Use  
13 of school facilities requires the Superintendent or designee’s approval and is subject to the  
14 adopted procedures.

15 Organizations or individuals wishing to use school facilities must complete a *Rental of School*  
16 *Facilities Use Request* form in advance of the event, pay any fees and associated costs, and  
17 provide proof of insurance if applicable.

18 District administration will approve and schedule the use of school facilities. A master calendar  
19 will be maintained to avoid conflicts during the school year.

20 When the request is approved by District administration a contract will be created and sent to the  
21 originator. The completed and signed contract must be returned to the Business Office before  
22 access to the requested facility is granted.

23  
24  
25 **Cross Reference;**

26 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary Lamb’s  
27 Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141  
28 20 USC § 7905 Boy Scouts of America Equal Access Act  
29 House Bill 359 Prohibiting Sexually Oriented Performances on Public  
30 Property

31  
32 **Policy History:**

33 Adopted on:

34 Revised on: 11.27.2018, 2.09.2021

35 Reviewed on:  
36  
37  
38  
39  
40

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item V.B.2.**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:      Item For Information**

2. Policy 7014 Subscription Based Information Technology Arrangements (SBITAs) Capitalization Threshold

**Helena Public Schools****OPERATIONAL SERVICES**Subscription Based Information Technology Arrangements (SBITAs) Capitalization Threshold

In accordance with GASB 96, a subscription-based information technology arrangement (SBITA) is defined as a contract that conveys control of the right to use another party's information technology software, alone or in combination with tangible capital assets, as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of SBITAs include licenses for online curriculum, accounting software, payroll software, library software, time clock software, entry system software, lunchroom account software, etc. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this in GASB Statement 96.

School Districts may establish a lease liability threshold for SBITAs that are clearly insignificant individually and in the aggregate. This threshold defines the dollar amount at which a SBITA with a maximum possible term of more than one year will be classified as a lease liability. The threshold should be established at a small enough level such that the SBITA excluded would be clearly insignificant to financial reporting in aggregate. In establishing a threshold, districts should consider the different types of SBITAs they have, and management information needs.

Based on the above guidelines, the district has determined a lease liability threshold of \$150,000. This capitalization threshold applies to all SBITAs with a maximum possible term of more than one year. If no explicit rate is stated in an existing SBITA, the borrowing rate of the Montana Board of Investments as June 30, 2023, will be used to calculate the lease liability. For future SBITAs with no stated explicit rate, the borrowing rate of the Montana Board of Investments at the time of execution will be used to calculate the lease liability.

The capitalization threshold will be reviewed periodically to ensure that it remains appropriate for the District's financial stability and operational needs. The Business Services Director or designee is responsible for evaluating and monitoring SBITAs to determine their financial impact and compliance with this policy.

Legal References:                      GASB 96      Subscription-Based Information  
Technology Arrangements

Cross Reference:

Policy History:

Adopted on:

Revised on:

Reviewed on:

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item V.B.3.**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:**      **Item For Information**  
3. Policy 7035 Fraud and Fraud Prevention

2  
3 OPERATIONAL SERVICES

4  
5 Fraud and Fraud Prevention

6  
7 The Helena School District expects all employees, School Board members, consultants, vendors,  
8 contractors and other parties maintaining any business relationship with the District to act with  
9 integrity, ethics, due diligence and in accordance with all applicable laws, District policies and  
10 procedures in matters involving District fiscal resources. The District is entrusted with public  
11 dollars and no person connected with the District should do anything to erode that trust.

12  
13 Fraudulent activities, include but are not limited to theft, embezzlement, falsification of records,  
14 bribery, kickbacks, conflicts of interest, and other deceptive practices which are strictly  
15 prohibited.

16  
17 The Superintendent or designee shall be responsible for developing internal controls designed to  
18 prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every  
19 member of the District’s administrative team is responsible for monitoring and reporting  
20 impropriety or irregularity within his/her areas of responsibility.

21  
22 The District will establish and maintain adequate internal controls to prevent and detect  
23 fraudulent activities including but not limited to, segregation of duties, regular audits, and strict  
24 financial oversight. Regular training will be conducted to educate employees, contractors, and  
25 stakeholders about the policies, procedures and standards related to fraud prevention. Regular  
26 assessments will be conducted to identify potential areas vulnerable to fraud and plans will be  
27 developed to mitigate risk.

28  
29 Any District employee who suspects fraud, impropriety, or irregularity in relation to District  
30 fiscal resources or other resources shall report his/her suspicions immediately to his/her  
31 supervisor, the Superintendent, or the District Business Administrator who shall be responsible  
32 for initiating the required investigation. Investigations shall be conducted in a manner that  
33 protects the confidentiality of the parties and the facts and will be conducted in coordination with  
34 legal counsel and other agencies as appropriate. All employees involved in the investigation shall  
35 be advised regarding confidentiality requirements.

36  
37 If fraudulent activity is confirmed, appropriate disciplinary and legal actions will be taken  
38 against the individuals involved.

39  
40 Legal References:

41  
42 Cross Reference:

43  
44 Policy History:

45 Adopted on:

46 Revised on:

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/28/2023

**Item V.B.4.**

General Public Comment

Presentation

Consent Action Items

Items For Information

**Item Title:      Item For Information**  
4. Levies and Budget Discussion