



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, October 10th, 2023
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Chair
Jennifer McKee, Vice Chair
Kay Satre, Trustee
Janet Armstrong, Trustee
Linda Cleatus, Trustee
Jeff Hindoien, Trustee
Jennifer Walsh, Trustee
Terry Beaver, Trustee

Luna Hernandez, Capital High School Student Representative for the Board of Trustees
Willa Bishop, Helena High School Student Representative for the Board of Trustees

Rex Wertz, Superintendent
Keri Mizell, Human Resources Director
Josh McKay, 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
Karen Ogden, Communications Officer
Kaitlyn Hess, Assessment and Federal Programs
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 5:30 p.m. and led the Pledge of Allegiance.

II. REVIEW AGENDA

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

III. RECOGNITIONS

The Board of Trustees recognized the following Capital High and Helena High students who were selected to the 2023 Montana All-State Honor Music Festival. Thank you to the following educators that have had an impact on these students' success: Duane Zehr-CHS Band, Thomas Baty-CHS Choir, Zach Harris-CHS Orchestra, Cody Hollow-HHS Band and HHS Orchestra, and Molly Kohoutek-HHS Choir.

CHS Choir

Adrianna Helfrich-Soprano 1, Emily Reser-Soprano 2

CHS Orchestra

Hollis Elliott-Cello, Grace Mattern-Violin 2, Charlie Snellman-Cello, Adeline Walters-Viola, Mason Whitney-Violin 2

CHS Band

Meika Arensmeyer-Trombone, Alexis Beckman-Gomez-Flute, Thomas Byron-Oboe, Marybelle Osborne-French Horn, Carter Hoffman-Percussion

HHS Choir

Lyla Ackerman-Soprano 2, Ella Nasset-Alto 2

HHS Orchestra

Aine Cleary-Cello, Elliot Cleary-Violin 1, Freya Elias-Cello, Clara Harmon-Cello, Caili Lowney-Violin 1, Owen McDaniel-Violin 2

IV. PRESENTATION

The Board of Trustees viewed a presentation given by Mrs. Lisa Cordingley. Mrs. Cordingley stated that her goal and the goal of this foundation from the very beginning has been to celebrate, to bring awareness, to enrich and enhance opportunities, and to carry the message of the good work and the critical importance to all of Helena, that great schools make possible. Helena Education Foundation's 22nd year was a big one. HEF partnered with Boeing, and Boeing generously donated \$100,000 which affects both middle schools, CHS, HHS, and PAL. HEF has resumed Carnival Classic and followed it up this September with another successful Fabulous Firsts celebrations. Last year they reached a milestone, breaking a total of \$800,000 in Great Ideas Grants since they launched them in 2002. HEF has awarded Spark Grants and will announce new rounds of Great Ideas and Spark Grants at the end of this month. Great Conversations will take place November 15th with 36 topics this year. This winter HEF will resume

Trading Places which is an opportunity to match business, government, and community leaders with school administrators. Ms. Cordingley stated we can also look forward to the Pen and Ink Magazine and launch party, and the Celebration of Excellence.

The Board of Trustees moved on to hear the superintendent's report.

V. SUPERINTENDENT'S REPORT

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

- Recognition
 - o American Indian Heritage Days-September 22nd and September 29th
 - o NAMI Walks Montana-Sunday, September 24th
 - o National Principal Month-October 2023
 - o School Custodian Appreciation Day October 2nd, 2023
 - o National Walk & Bike to School Day October 4th -Thanks to Sodexo for serving free breakfast to students and families who participated in this event.
 - o Thank you to Jane Shawn, and the Helena Education Association for their sponsorship of the 2023 New Educator Orientation.
 - o Thank you to all who participated in the 8th Annual Helena Sun Run on Saturday, October 7th at Central School and thank you to the Helena Vigilante Runners. All proceeds support the installation of solar photovoltaic arrays at Helena's three newly rebuilt elementary schools.
 - o Ribbon Cutting and Grand Opening of CRA Weight Room Tuesday, October 10th.
 - o Congratulations to the following Capital High and Helena High National Merit Semi-Finalists-Anna Gates, Carter Hoffman, Liam McAdams, Annika Nehring, and Kai Mozer.
 - o Congratulations to Helena High Educator Ms. VanAlstyne for her writing recognition. Ms. Van Alstyne's piece – "Survival Mode in Lane Deer" – won the Society of Professional Journalists Second Place Award for Education Reporting for Region 10, which includes Oregon, Washington, Idaho, Montana, and Alaska. The story also took second place for education reporting and third place for feature story writing in the Montana Newspaper Association awards.
 - o Congratulations to Tracie Kiesel, Safe Kids Safe Community Program Coordinator for Helena Public Schools, who has been recognized for an award from the national child passenger safety board.

- New Business
 - o RBLC and 7th Avenue Gym Lease Updates
 - o October 11th Let's Talk About Food in Schools Community Discussion-Two Sessions At The Lincoln Center Board Room. Thanks to Kids Nutrition Coalition, St. Peter's Health, Sodexo, Helena Food Share, and HPS Staff for the Partnership in this event.

- o Helena School District/SMA Monthly Progress Meetings
 - o MCEL Conference October 18th – October 20th
 - o No School October 19th – October 20th
 - o MFPE Educator Conferences Billings Oct 19th 20th
 - o Facilities Master Plan Key Stakeholders Meeting
 - September 27th, 2023
 - o Budget Recommendation Consensus Committee
 - September 14th, 2023
 - September 25th, 2023
 - October 16th, 2023
 - o HB 332 Health Trust Update
 - o Future Revenue Strategic Planning Focus
- Outreach/Meetings
 - o Cabinet & Leadership
 - o Trustee Office Hour Communication
 - o Revenue Discussions
 - o Helena Symphony Collaboration
 - o Board Leadership
 - o AA Superintendents
 - o HB 332 Health Trust Committee
 - o Lewis and Clark Board of Health
 - o HEA President/Superintendent Meeting – Reschedule
 - o Rotary Club
 - o Health Trust AA Meetings – Planning Next Steps
 - o Radio
 - o HEF
 - o HEF Executive Committee
 - o Capital High School Student Leaders Meeting
 - o TV
 - o Print
 - o Walk to School Event-Hawthorne Elementary
 - o Angel Fund Charity Night-October 3rd
 - o SMA
 - o Community Discussion Series “Rough Sleepers: A Community Conversation about the Unsheltered in Helena”

That concluded the Superintendent’s Report portion of the agenda. The Trustees moved on to hear general public comment.

VI. GENERAL PUBLIC COMMENT

Ms. Moffie Funk gave general public comment. Ms. Funk stated that she is a member of the Helena community. Ms. Funk commended the Board of Trustees and HSD Administration for taking such care in supporting the students and teachers while dealing with all the policy changes that have to be implemented and stated that she read the district's curriculum process, and she believes it is a great process.

That concluded general public comment and the Board of Trustees moved on to review the Consent Action Items.

VII. NEW BUSINESS

A. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
4. 09.12.23 Full Board Meeting Minutes

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

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

Public Comment: None.

Vote: 8-0 motion carries unanimously.

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

B. Items for Action

1. Policy 1025 Board Member Term of Office
2. Policy 1020 School Board Elections
3. Policy 1065 Board Meetings
4. Policy 1085 Uniform Grievance Procedure
5. Policy 2015 Curriculum Development Content and Assessment
6. Policy 2020 Student and Family Privacy Rights
7. Policy 2025 K-12 School Counseling
8. Policy 3097 Video Surveillance

Ms. Barb Ridgway, Chief of Staff, presented eight items for action regarding policy to the Board of Trustees. Ms. Ridgway began by reviewing Policy 1025 Board Member Term of Office. This policy has been revised to incorporate requirements under House Bill 811 for a district clerk to cooperate with OPI in providing trustee contact information and that language is stated on lines 16 through 18.

Ms. Ridgway reviewed Policy 1029 School Board Elections. This policy has revised legal references to reflect House Bill 453, which requires that any levy or bond election form state that “an increase in property taxes may lead to an increase in rental costs” and must provide the impact on the taxes for homes valued at \$100,000, \$300,000, and \$600,000 at a minimum.

Ms. Ridgway reviewed Policy 1065 Board Meetings. This policy has been revised to incorporate language from House Bill 724 requiring electronic posting of board and committee agendas on newspaper websites if free of charge or on a district website or social media page. A copy of the agenda will also be posted at the entrance of the Lincoln Center.

Ms. Ridgway reviewed Policy 1085 Uniform Grievance Procedure. This policy has been revised to reflect the requirements of House Bill 504. This bill requires school districts to have a uniform grievance procedure providing for both informal and formal resolution of complaints as well as providing a printed version of the grievance policy upon request. The law also requires that a formal grievance process have a timeline that starts 30 days from the completion of the informal process. Clarification language was also added to state that the grievance process does not apply to those complaints covered by state or federal law that supersedes the uniform process. These would include issues related to special education under IDEA as well as disability discrimination and sexual harassment.

Ms. Ridgway reviewed Policy 2015 Curriculum Development Content and Assessment. This policy has been revised to reflect changes in the law related to remote and offsite instruction from House Bill 214. Revisions were also made to reflect changes made to the accreditation rules in Chapter 10.55 of the Montana Administrative Rules and legal references were also updated.

Ms. Ridgway reviewed Policy 2020 Student and Family Privacy Rights. This policy has been completely revised to reflect the language adopted in House Bill 676 regarding parental rights as well as participation surveys. Trustee Kay Satre pointed out that some of the language in this policy states *parent/guardian*, but in other parts of the policy it just states *parent*. Trustee Satre suggested that we should be consistent with the language throughout the policy and change the word *parent* to state *parent/guardian* throughout the policy. The Board of Trustees were in agreement with the suggested change to the policy, and Ms. Ridgway stated she would update the policy with the suggested change.

Ms. Ridgway reviewed Policy 2025 K-12 School Counseling. This policy has been revised to reflect House Bill 458 which permits (but does not require) high schools to hire career coaches. The language of the bill allows the use of a career coach to assist with K-12 career and vocational/technical training, but most of the language is applicable to only high schools. The revised language is stated on lines 29 through 32. The Policy Committee suggested that the language *handicapping* on line 26 be changed to state *disability/mobility*.

Ms. Ridgway concluded by reviewing Policy 3097 Video Surveillance. Language was added to this policy on line 22 to clarify that staff members cannot video a student in a classroom without permission from the parents, which is required by House Bill 676. That bill does not require parental permission for recording a student for purposes of security or surveillance.

1. Policy 1025 Board Member Term of Office

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 1025 Board Member Term of Office.”

Motion: Trustee Jennifer McKee moved to approve Policy 1025 Board Member Term of Office. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

2. Policy 1020 School Board Elections

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 1020 School Board Elections.”

Motion: Trustee Terry Beaver moved to approve Policy 1020 School Board Elections. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

3. Policy 1065 Board Meetings

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 1065 Board Meetings.”

Motion: Trustee Linda Cleatus moved to approve Policy 1065 Board Meetings. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

4. Policy 1085 Uniform Grievance Procedure

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 1085 Uniform Grievance Procedure.”

Motion: Trustee Kay Satre moved to approve Policy 1085 Uniform Grievance Procedure. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

5. Policy 2015 Curriculum Development Content and Assessment

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 2015 Curriculum Development Content and Assessment.”

Motion: Trustee Terry Beaver moved to approve Policy 2015 Curriculum Development Content and Assessment. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

6. Policy 2020 Student and Family Privacy Rights

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 2020 Student and Family Privacy Rights with the revisions we discussed tonight.”

Motion: Trustee Linda Cleatus moved to approve Policy 2020 Student and Family Privacy Rights with the recommended revisions to the policy. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

7. Policy 2025 K-12 School Counseling

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 2025 K-12 School Counseling.”

Motion: Trustee Kay Satre moved to approve Policy 2025 K-12 School Counseling. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

8. Policy 3097 Video Surveillance

Board Chair Siobhan Hathhorn commented. “I would entertain a motion to approve Policy 3097 Video Surveillance.”

Motion: Trustee Jennifer McKee moved to approve Policy 3097 Video Surveillance. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 8-0 motion carries unanimously.

That concluded the Items for Action, and the Board of Trustees moved on to Reports.

C. REPORTS

1. Student Representatives Reports

Ms. Luna Hernandez, Capital High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Hernandez commented, “Homecoming Week was held in the middle of September- we saw a lot of school spirit found in the dress up days and door decorating contests. The student council also sponsored a BBQ out in front of the building during an early release schedule. A lot of various clubs hosted different activities- it was a great day! We now have a full counseling staff as our new counselor, Bethany Lindner, just started last week. We are now fully staffed! During PLC time, the first PLC Monday of every month included professional development regarding one of the items found in our Instructional Framework. The focus in September was on relationships- from staff to student to staff member to staff member. The focus for October is on metacognition and previously learned information. College Application Week was last week- thank you to our counselors and to our career counselor, Aspen Herndon, for all their efforts. As of right now, the current total is approximately 100 seniors applied to approximately 160 schools. Just last week, we received an email from the College Board stating, “*Capital High School, has earned a place on the AP® School Honor Roll for the 2022-23 school year! On behalf of everyone in the AP community, congratulations to you and your colleagues.*” A shout out to staff for their support and preparation of students to have the confidence and willingness to take an AP class. Likewise, thank you to our AP teachers for being willing to teach such courses! I would also like to congratulate Capital High national merit semifinalists who are Anna Gates, Carter Hoffman, and Liam McAdams. They are incredible students, and I am so happy for them. Last Friday was our Capital High Student Leaders meeting and we were able to begin good work towards several things including providing more teachers at Capital with recycling bins, changing filters on water fountains for students to have safe

drinking water and promoting club participation for freshmen by having club members from Capital High visit C.R. Anderson Middle School. I would just like to thank Mr. Weltz and Ms. Ridgway for taking the time to come meet with the club leaders last Friday and hearing their concerns.”

Ms. Willa Bishop, Helena High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Bishop commented, “The week of the 25th was Helena High Homecoming, kicking off with a dance on the 24th put on by the student council. Throughout the week, students dressed in themes and each day, winners would be selected and given prizes by the student council. Homecoming week always helps to boost school spirit and get the freshman involved in the culture of our school. At the homecoming football game, HOSA (Health Occupations Club) raised nearly \$500 to donate to a Helena High family battling brain cancer. This week is crosstown week, with soccer today, cross country running at Bill Roberts tomorrow, and volleyball on Thursday. We also had five girls recently compete at the state gold tournament. Lyla Ackerman and Ella Nasset have been recognized as All-State Choir and Clara Harmon, Freya Elias, Aine Cleary, Owen McDaniel, Caili Lowney and Elliot Cleary have been recognized as an All-State orchestra selection. Last Wednesday, we had our first leadership meeting that was attended by various team captains, student council members, and anyone that was selected as a leader in the school. In this meeting, we recapped what Kevin Atlas talked about at the beginning of the year and continued talking about ways to improve communication, specifically through our announcements. These monthly meetings will be designed to allow more ideas and solutions to come to light. Last week our counselors put on college application week for our seniors to easily apply to all Montana colleges. Annika Nehring and Kai Moser have been recognized as national merit scholarship semifinalists based on their tests scores on the PSAT. Along those lines, juniors completed the voluntary PSAT today, but unlike last year they split the group into a morning and an afternoon session.”

2. Helena Education Association Report

Ms. Jane Shawn, HEA President, stated that there was no Helena Education Association Report to give tonight.

3. Facilities and Maintenance Committee Report

Trustee Kay Satre gave the Facilities and Maintenance Committee Report. The Facilities and Maintenance Committee was given an update from SMA Architecture about the progress being made on the facilities master planning process. The SMA/NAC team continues to finalize master planning option iterations for district facilities at the elementary, middle school and high school levels. The Facilities and Maintenance Committee were given a facility monthly update from Facilities Director Todd Verrill, along with a custodial, and safety and security update.

4. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. Ms. Janelle Mickelson, Business Manager and District Clerk for Helena Public Schools, reviewed the budget to actual reports for the elementary general fund and high school general fund with the Budget and Finance Committee. The district is looking at potentially running a safety and security and tech levy in the spring, so the committee viewed a safety and security levy presentation by Facilities Director Todd Verrill and a tech levy presentation by Gary Myers, Director of Educational Technology.

5. Policy Committee Report

Trustee Janet Armstrong gave the Policy Committee Report. At the Policy Committee meeting the Policy Committee reviewed the policies that were presented before the board tonight which were: Policy 5075: Termination of Employment, Policy 5256: Reduction in Force, Policy 1025: Board Member Term of Office, Policy 1020: School Board Elections, Policy 1065: Board Meetings, Policy 1085: Uniform Grievance Procedure, Policy 2015: Curriculum Development Content and Assessment, Policy 2020: Student and Family Privacy Rights, Policy 2025: K-12 School Counseling, and Policy 3097: Video Surveillance.

6. Teaching & Learning Committee Report

Trustee Jennifer McKee gave the Teaching & Learning Committee report. The Teaching and Learning Committee reviewed the updated curriculum, instruction, and assessment action plan. Ms. Kaitlyn Hess, Assessment and Federal Programs, and Ms. Joslyn Davidson, Curriculum Director, reviewed what items on the action plan have been completed, and which action items are still ongoing and answered any questions the trustees had regarding the action plan. Abby Kuhl, TOSA/Literacy Instructional Coach, and Melissa Romano, TOSA/Instructional Math Coach, shared the work they are doing in schools across the district. Ms. Kaitlyn Hess gave an update on fall benchmarks and assessments. The information reviewed included fall benchmark highlights for grades 1-5, fall benchmark highlights for grades 6-8, fall benchmark highlights for grade 9, and spring 2023 AA ACT scores. Our high school juniors once again put Helena Public Schools among the state's top three AA districts for ACT scores in English Language Arts, Math, and Science.

7. Health Benefits Committee Report

Trustee Kay Satre gave the Health Benefits Committee report. Trustee Satre stated at the Health Benefits Committee meeting our Allegiant representative went over several things that they are doing for us and all their other clients in the way of complying with new federal rules. Trustee Satre stated at their next meeting they will be reviewing year end financials for the plan.

8. Wellness Committee Report

Chief of Staff Barb Ridgway gave the Wellness Committee Report. Ms. Ridgway stated that there are subcommittees of the Wellness Committee which are the Physical Activity Subcommittee and the Nutrition Subcommittee. The Nutrition Subcommittee has been focused on preparing for the community food forum which will be tomorrow. Helena Public Schools partner with the Helena Food Share and their Charlie Cart Project. The Charlie Cart is an all-in-one kitchen on wheels with a full curriculum that includes classroom-tested recipes—connecting the dots between food, health, and the environment. Ms. Trish Klock, Hawthorne Principal, gave an update on the Physical Activity Subcommittee. Ms. Klock said they are finalizing their document which is the procedure side of physical activity for kids in elementary schools. Ms. Klock said after this is completed, they will look at bringing in some physical activity nights into the elementary schools and some different activities and a newsletter for the greater Helena community.

9. Montana School Boards Association Report

Board Chair Siobhan Hathhorn gave the Montana School Boards Association Report. Chair Hathhorn shared that the 2023 Delegate Assembly will be Wednesday, October 18th at the Montana Conference of Education Leadership in Billings, MT. Chair Hathhorn stated Bozeman has put together a couple of resolutions that are very important. One relates to 6th grade funding and other relates to a cost of living adjustment.

That concluded the Reports portion of the agenda. The Board of Trustees moved on to review upcoming meetings.

VII. UPCOMING MEETINGS

Board Chair Siobhan Hathhorn reviewed upcoming meetings with the Board of Trustees.

- Tuesday, October 24th, Board Work Session, 11:30 a.m., Helena Middle School
- Wednesday, November 1st, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, November 7th, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, November 13th, Facilities & Maintenance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, November 14th, Executive Committee Meeting, 11:00 a.m., Lincoln Center
- Tuesday, November 14th, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, November 14th, Full Board Meeting, 5:30 p.m., Lincoln Center

VIII. BOARD COMMENTS

Trustee Janet Armstrong stated that in the Teaching and Learning Committee they learned the roles of Instructional Coaches/TOSAs in the district and saw the forms the Instructional Coaches/TOSAs use to track their work in the schools, and Trustee Armstrong greatly appreciates the work that they do and how they are reaching out to assist teachers across the district. Trustee Jennifer McKee stated that she attended the Helena High open house last week and she said the teachers were so great and she was so impressed by the staff there. Trustee Linda Cleatus said she also attended the Helena High open house and after spending time with the staff she is so inspired, and she is so honored that her child attends there.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 7:14 p.m.

Candice Delvaux, Recording Secretary Date