



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, November 14th, 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. SUPERINTENDENT'S REPORT

IV. 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.

V. NEW BUSINESS

A. 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. 10.10.23 Full Board Meeting Minutes
6. Resolution to Dispose of Personal Property-English (9-12) Resources

B. Items For Information

1. Fall Enrollment 2023/2024 Update
2. Budget Consensus Committee Update-Dr. Rob Watson
3. Safety, Security, and Tech Levies Presentation
4. Policy 1650 Public Charter Schools
5. Policy 2423 Personalized Learning
6. Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy
7. Policy 3120 Compulsory Attendance
8. Policy 3155 Part-time Attendance
9. Policy 4330 Community Use of Facilities
10. Policy 7014 Subscription Based Information Technology Arrangements (SMITAs) Capitalization Threshold
11. Policy 7035 Fraud and Fraud Prevention

C. 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
10. Parent Council Visit Reports

VI. UPCOMING MEETINGS

VII. BOARD COMMENTS

VIII. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item III.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

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. Wertz, Superintendent

RE: Superintendent Report –

DATE: November 14th, 2023

Alone we can do so little; together we can do so much.

- Helena High School Staff and Administration
- Helena School District Principals, Counselors, Teachers, Psychologists, Shodair, PureView, Helena Indian Alliance, Kathy Shay, Jane Shawn,
 - HEF, Secretaries, Lincoln Center, Maintenance and Facilities, Neal Murray, Former HHS Teachers
- Recognition
 - National School Psychology Week, November 6th – 10th
 - Veterans Day, Saturday, November 11th, 2023
 - Jim Darcy Ceremony
 - A huge thank you to our maintenance and custodial teams for their work plowing parking lots and de-ice sidewalks. Thank you as well to the volunteers that helped them clear Vigilante Stadium for the HHS playoff football game.
 - Congratulations to Mrs. Shay Coil, Educator from Four Georgians Elementary, who was named 105.3 KMTX September Teacher of the Month!!
 - Thank you to Principal Cal Boyle, and the HMS staff and students for a great Board of Trustees Work Session at Helena Middle School in October.
 - Thanks to Kids Nutrition Coalition, St. Peter's Health, Sodexo, Helena Food Share, and HPS Staff for their partnership with the Let's Talk About Food in Schools Community Discussion that occurred in October.
 - Thank you to Lisa Cordingley and Becca Leaphart and the Helena Education Foundation for showing their appreciation of our Principals at our All-Administrator's Meeting on October 16th and for distributing grant awards across the district to our outstanding educators. Thank you as well for surprising the 2023 "Let's Talk About Great Teachers" honorees across the district.

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Thank you to The National Foundation for Governors’ Fitness Councils in partnership with Governor Greg Gianforte and “Body by Jake” Foundation Chairman Jake Steinfeld for the generous donation of a \$100,000 fitness center at C.R. Anderson Middle School. Special thanks to C.R. Anderson, teachers Rebecca Cleveland and Christine Maharg who submitted the application to apply for this grant. Thank you to Principal Kathleen Prody, and all the students and staff who came together to make this exciting day possible!!
- Thank you to our Helena Public Schools staff who were Workshop Speakers at the 2023 High School Forum including Lona Carter, Kathy Kidder, and Hollee Goody. Thank you as well to the high school students that attended.

- New Business
 - 2024-2025 Budget Forecast Study
 - Assessment Planning Committee
 - Safety and Security Levy/Technology Levy Update Across District
 - Visited – 10
 - Scheduled - 6
 - RBLC Lease Update
 - May Butler Center RFP
 - Charter Schools Update
 - MASDA 2023
 - Montana Conference of Education Leadership 2023
 - October 18th – October 20th
 - Montana Association of School District Attorneys Conference
 - CTE Group Meetings With SMA-Facilities Discussion
 - October 16th, 2023
 - November 27th, 2023
 - Helena School District/SMA Monthly Progress Meetings-Master Facility Planning
 - Budget Recommendation Consensus Committee
 - November 1st, 2023, 4:00 p.m.
 - November 27th, 2023, 4:00 p.m.
 - HB 332 Health Trust Update
 - HEF’s Great Conversations November 15th at the Great Northern Conference Center 5:30 p.m.
 - Future Revenue Strategic Planning Focus Meetings
 - Handle With Care Update

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Homelessness/Unsheltered Students Update
- Review of 2023 Legislation Impacting Education Meetings
- Initiating additional Kinder Sprouts across the District 2nd Semester
- Mediation HSD – HEA November 30th
- Student Board Rep Informational Video

- Outreach/Meetings
 - Cabinet & Leadership
 - Trustee Office Hour Communication
 - Revenue Discussions
 - Board Leadership
 - Board Updates
 - AA Superintendents
 - HB 332 Health Trust Committee
 - Handle With Care KTVH Interview
 - HEA President/Superintendent Meeting
 - Parent Principal Meetings @ Central Elementary
 - HEF
 - HEF Executive Committee
 - Student Leaders Meeting
 - TV, Print, Radio Media
 - Teacher Advisory Committee
 - Parent Advisory Committee
 - St. Peter’s Health – Lease/Health Care Partnership Opportunities
 - SMA – Facility Planning
 - PAC/MOFE
 - School Safety Discussion-Sherrif Leo Dutton
 - Mental Health Opportunities – Ms. Carter

- Other
 - No School November 22nd – November 24th

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item IV.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: General Public Comment

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.A1. - A.6

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
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5. 10.10.23 Full Board Meeting Minutes
6. Resolution to Dispose of Personal Property-English (9-12) Resources

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

PERSONNEL ACTIONS

October 25, 2023 – November 14, 2023

CERTIFIED PERSONNEL

Appointments

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

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Metropoulos, Anna	01/02/2024 to 06/06/2024	Central FLS/- Bryant/Speech-Language Pathologist	LOAWOP
Arntson, Destry	03/01/2024 to 06/06/2023	Bryant/Grade 2	LOAWOP

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Kessler/Para Educator	Clark, Suzanne	\$14.66/hr.	\$14.66/hr.	10/31/2023
Central/Part-time SACC Para Educator	Hansing, Jade	\$14.66/hr.	\$14.66/hr.	10/30/2023
CRA/Para Educator	Huber, James	\$18.60/hr.	\$18.60/hr.	10/30/2023
Jefferson/Part-time SACC Para Educator	Huber, James	\$18.60/hr.	\$18.60/hr.	10/30/2023
Lincoln/Research Analysis Consultant	Mitchell, Julie	\$50.00/hr.	\$50.00/hr.	10/02/2023

CRA/Custodian	Otto, Madison	\$16.65/hr.	\$16.65/hr.	10/30/2023
Broadwater/SACC Para Educator	Reichert, Dylan	\$14.66/hr.	\$14.66/hr.	10/30/2023
Bryant/Elementary Secretary	Restad, Haley	\$19.24/hr.	\$19.24/hr.	11/06/2023
Bryant/Para Educator	Swick, Samantha	\$15.97/hr.	\$15.97/hr.	10/25/2023
Four Georgians/Para Educator	Talley, Cheryl	\$18.16/hr.	\$18.16/hr.	11/08/2023

**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>
CHS/Custodian	Campbell, Wayne	Resignation	10/24/2023

SUPPLEMENTARY CONTRACT ASSIGNMENT

Last Name	First Name	Assignment #1	School #1
Curtis	Mikayla	Basketball-6th 7th Girls Coach	HMS
Pattison	Michaela	Basketball-6th 7th Girls Coach	HMS
Cleveland	Rebecca	Basketball-6th Girls Coach	CRA
Dahlquist	Courtney	Basketball-6th Girls Coach	CRA
Richem	KC	Basketball-6th Girls Coach	CRA
Sheridan	James	Basketball-6th Girls Coach	CRA
Solomon	Lisa	Basketball-6th Girls Coach	HMS
Sheridan	James	Basketball-6th Lead Coach	CRA
Curry	Bryanna	Basketball-7th Girls Coach	CRA
Fairelough	Hunter	Basketball-7th Girls Coach	CRA
Fuzesy	Dick	Basketball-7th Girls Coach	CRA
Sumner	Aleisha	Basketball-7th Girls Coach	HMS
Fuzesy	Dick	Basketball-7th Lead Coach	CRA
Blaz	Tyson	Coordinator Middle School	HMS

Hogan	Anthony	Coordinator Middle School	HMS
Sheridan	Kelly	Coordinator Middle School	CRA
Hagengruber	Leslie	Cross Country Asst Coach	CRA
Maharg	Christy	Cross Country Asst Coach	CRA
McGinley	Michael	Cross Country Asst Coach	CRA
Roberts	Andrew	Cross Country Asst Coach	HMS
Reiter	Tyson	Cross Country Head Boys Coach	HMS
Thomas	Shannon	Cross Country Head Coach	CRA
Smith	Lori	Cross Country Head Girls Coach	HMS
Zepeda	Haendel	Cross Country Asst Coach	HMS
Martin	Audrey	Speech/Debate Asst Coach	HHS
Curtis	Makayla	Volleyball 8th Grade Coach	HMS
Danzinger	Michaela	Volleyball 8th Grade Coach	HMS
Busby	Nicole	Volleyball Coach 8th Grade	CRA
Crum	Lisa	Volleyball Coach 8th Grade	HMS
Curry	Bryana	Volleyball Coach 8th Grade	CRA
Fuzesy	Richard	Volleyball Coach 8th Grade	CRA
Jatkowski	Darla	Volleyball Coach 8th Grade	HMS
McClure	Lizzie	Volleyball Coach 8th Grade	CRA
Sumner	Aleisha	Volleyball Coach 8th Grade	HMS
Tilton	Ann	Volleyball Coach 8th Grade	CRA
Fuzesy	Richard	Volleyball Head Coach 8th Grade	CRA
Bell	Joesph	Wrestling-Asst Coach	CRA
Murgel	Jarrod	Wrestling-Asst Coach	HMS
Nay	Kyle	Wrestling-Asst Coach	CRA
Romero	Issac	Wrestling-Asst Coach	CRA
Bogard	Samuel	Wrestling-Head Coach	HMS

Helena School District #1

Warrants October 1 to 31, 2023

Direct Deposits: \$3,234,037.52

Payroll Warrants: 70131632-70131658

Payroll Deduction: 69296134-69296161

Non-Check Payroll Deductions: \$5,159,382.16

Non-Check Accts Payable Deductions: \$2,052,199.93

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

Claim Warrants: 669295703-69296369

CRA Middle School Student Activity Checks: 17357-17363

HMS Middle School Student Activity Checks: 8733

Capital High Student Activity Checks: 24383-24420

Helena High Student Activity Checks: 36352-36396

Cancelled Warrants: \$5,944.26

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
1	East Helena K-12	East Helena, MT 59635	Hawthorne Elementary
5	Marion Elementary	Marion, MT 59925	Rossiter Elementary
12	Jefferson High School	Basin, MT 59631	Helena High School

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

Discretionary: -

Grade	Address	District of Attendance
K	Helena, MT 59602	Montana City
K	Helena, MT 59602	Montana City
2	Helena, MT 59602	Montana City

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

Grade	Clancy Elementary	East Helena K-12	Cascade Elementary	Cascade High School	Montana City Elementary	Augusta High School	Anaconda Elementary	Total
K	4	1			3			8
1	5	12			1			18
2	3	15			3			21
3	3	9						12
4	5	12						17
5	5	12						17
6	3	4						7
7	5	16	2					23
8	3	14			2		1	20
9		23		9		1		33
10		16		3				19
11		27		3		1		31
12		14						14
	36	175	2	15	9	2	1	240



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

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 English (9-12) resources and;

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to dispose of such resources 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 English (9-12) resources by gifting resources to an interested party or recycling items that are in poor condition. The items may be viewed on December 11th at the English office at HHS, located at 1300 Billings Ave, Helena, MT 59601 between the hours of 9:00 a.m. and 11:00 a.m. Please call Meghan Schulte at 406-324-2200 for more information.

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

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.1.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
1. Fall Enrollment 2023/2024 Update

Fall Enrollment Summary

This chart includes students with partial enrollments. This is not an ANB count.

Updated for Fall 2023 with Projections

Grade level	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Kindergarten	597	529	604	535	522
First Grade	585	571	559	664	536
Second Grade	545	563	587	574	653
Third Grade	600	525	562	600	583
Fourth Grade	578	588	524	589	598
Fifth Grade	609	560	593	559	586
Sixth Grade	652	617	564	602	558
Seventh Grade	579	629	611	564	592
Eighth Grade	555	575	621	611	564
Ninth Grade	648	616	644	664	646
Tenth Grade	711	640	630	647	648
Eleventh Grade	719	691	588	635	620
Twelfth Grade	620	682	607	573	567

Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031
550	550	550	550	550	550	550	550
522	550	550	550	550	550	550	550
536	522	550	550	550	550	550	550
653	536	522	550	550	550	550	550
583	653	536	522	550	550	550	550
598	583	653	536	522	550	550	550
586	598	583	653	536	522	550	550
558	586	598	583	653	536	522	550
592	558	586	598	583	653	536	522
604	632	598	626	638	623	693	576
636	594	622	588	616	628	613	683
638	626	584	612	578	606	618	603
600	618	606	564	592	558	586	598

Total Enrollment	7998	7786	7694	7817	7673
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7656	7606	7538	7482	7468	7426	7418	7382
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Total Decrease of 144 students from 2022 to 2023

Decrease of 43 students in the k-5 from 2022 to 2023

Decrease of 63 students in the 6-8 from 2022 to 2023

Decrease of 38 students in the 9-12 from 2022 to 2023

TOTALS

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Grades K to 5	3514	3336	3429	3521	3478
Grades 6 to 8	1786	1821	1796	1777	1714
Grades 9 to 12	2698	2629	2469	2519	2481
Totals	7998	7786	7694	7817	7673

Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031
3442	3394	3361	3258	3272	3300	3300	3300
1736	1742	1767	1834	1772	1711	1608	1622
2478	2470	2410	2390	2424	2415	2510	2460
7656	7606	7538	7482	7468	7426	7418	7382

Projection Notes:

*Fall of 2022 signifies the first year of full East Helena High School implementation for all grade levels.

*Projections do not take into consideration population growth factors

*Projections follow patterns from the previous enrollment year

*Projections estimate 550 student incoming Kindergarten classes

*High School Projections consider out of boundary typical requests (+40 Grade 9)

*High School Projections consider class to class shrinkage (-10,-10,-20)

PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

School	October	Adjustments for Part-time	Adjusted October 2023 Enrollment	Adjusted	Change From PY
	2023 Enrollment			October 2022 Enrollment	
Broadwater	246		246.00	253.00	-7.00
Bryant	328		328.00	292.00	36.00
Central	279		279.00	319.00	-40.00
Hawthorne	257	-37.50	219.50	214.75	4.75
Jefferson	242		242.00	253.00	-11.00
Kessler	242		242.00	238.00	4.00
Rossiter	366		366.00	391.00	-25.00
Smith	284		284.00	290.00	-6.00
Four G's	452	-0.25	451.75	455.00	-3.25
Jim Darcy	477	-3.25	473.75	470.00	3.75
Warren	305		305.00	304.00	1.00
HMS-6th	240	-8.25	231.75	229.25	2.50
CRA-6th	318	-0.75	317.25	366.00	-48.75
Total Elementary	4036	-50.00	3986.00	4075.00	-89.00
HMS-7th & 8th	458	-12	446.00	465.75	-19.75
CRA-7th & 8th	698		698.00	698.00	0.00
Total Middle School	1156	-12	1144.00	1163.75	-19.75
Total Elementary District					-108.75
CHS	1381	-11.4375	1369.56	1428.75	-59.19
HHS	1100	-14.875	1085.13	1069.75	15.38
Total High School District	2481	-26.3125	2454.69	2498.50	-43.81

	ANB		
	Elementary	Middle School	High School
FY2025 Projected Based on Fall Count	4142	1189	2551
FY2024	4233	1204	2562
FY2023	4117	1266	2517
3 yr average	4164	1220	2544

PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

	PROJECTED BUDGET BASED ON FALL ENROLLMENT COUNTS					
	Elementary			High School		
	FY 2024	Projected 2025	Change	FY 2024	Projected 2025	Change
BASE (Minimum) Budget:	32,879,625.72	33,430,574.11	550,948.39	17,699,175.70	18,018,993.12	319,817.42
Maximum Budget:	41,114,241.17	41,808,482.80	694,241.63	22,029,275.89	22,426,755.29	397,479.40
Highest Budget Without a Vote:	40,755,506.32	41,665,189.56	909,683.24	22,877,892.26	23,079,322.17	201,429.91
Highest Budget With a Vote:	41,114,241.17	42,018,635.15	904,393.98	22,953,175.61	23,079,322.17	126,146.56
Highest Voted Amount:	358,734.85	353,445.59		75,283.35	-	
Adopted Budget	41,114,241.17			22,877,892.26		
	Elementary			High School		
Increase/(Decrease) - No Vote	550,948	1.34%		201,429.91	0.88%	
Increase/(Decrease) - Vote	904,394	2.20%		N/A		
Estimated Increase/(Decrease) in Mills	2.25			-		
Estimated Impact on \$100,000 Home:	\$8.22			\$3.00		
Estimated Impact on \$200,000 Home:	\$16.44			\$5.99		

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.2.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
2. Budget Consensus Committee Update-Dr. Rob Watson

DRAFT–DRAFT–DRAFT–DRAFT–DRAFT–DRAFT #1

(Bolded statements have been added to clarify meaning.)

It is the mission of Helena Public Schools to foster dynamic educational experiences that prepare all students for life. In order to succeed in this mission and support the needs of all students, the budget should allow Helena Public Schools to:

1. Empower students with a dynamic and diverse education, foster the well-being and shared responsibility for life-long success and achievement. (Short title: student outcomes and achievement) *Note: Committee had agreement on this one.*
2. Provide all students a well-rounded education **that meets or exceeds** (or upholds) accreditation standards in well-maintained, safe facilities **that are equipped with** relevant technology. (Short title: programs and environment)
3. Build **trust and** support for additional funding by continuously adapting and maintaining a vibrant and well-connected community. (Short title: trust and engagement)
4. Foster **financial** sustainability with a budget that is economically responsible, supported, and informed by the needs and aspirations of our community. (Short title: sustainability)
5. Recruit and retain the highest quality staff through recognition of accomplishments, quality training, robust support, and market compensation. (Short title: staff)

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.3.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
 3. Safety, Security, and Tech Levies Presentation

**Policy Background
Board of Trustees Meeting
November 14, 2023**

The following policies are being presented for Information:

1650 Public Charter Schools

This is a new policy regarding board obligations relating to the creation of public charter schools under House Bill 549. This law permits a school board of trustees to submit an application for the creation of a public charter school. Similarly, the law allows for individuals located within the district to request that the board create a charter school. The local board may decline the request but an independent group can submit an application directly to the Montana Board of Public Education in such event for the creation of the public charter school. Public charter schools may be created to serve a particular population of students and may be limited in the programs offered. The governing board of the public charter school may be the existing board of trustees or may be established through a separate board that is publicly elected after initial creation.

2423 Personalized Learning

This is a new policy regarding personalized learning. This policy is required under the changes to 10.55.701 adopted as part of the changes to Chapter 10.55 of the Montana Administrative Rules regarding accreditation.

3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy

Legal references were revised to reflect House Bill 450 which permits a student to use physical force as self-defense or the defense of another when under physical attack as well as House Bill 361. While districts cannot adopt policies under House Bill 361 disciplining students for “deadnaming” or misgendering another student, it does not prohibit such discipline if the conduct constitutes bullying as that term is defined by Montana law and existing district policy.

3120 Compulsory Attendance

Revised to reflect changes in language regarding compulsory enrollment under House Bill 676 and Senate Bill 518. Senate Bill 518 permits a parent to withdraw a student from instruction or presentations/assemblies/lectures/educational events that “offend the parent’s beliefs or practices,” which is now a basis for excusal from compulsory attendance.

3155 Part-time Attendance

Revised to reflect House Bill 396 which at the request of the parent requires the part-time enrollment of a nonpublic or homeschool student who is a resident of the district and meets the age requirements.

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.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.4.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
4. Policy 1650 Public Charter Schools

2
3 **SCHOOL DISTRICT ORGANIZATION**

4
5 Public Charter Schools

6
7 The Board of Trustees may submit an application to the Board of Public Education in response to
8 a request for a proposal to establish a public charter school in accordance with Montana law. An
9 application for a public charter school must be consistent with the District’s mission and vision
10 specified in its adopted strategic plan for continuous improvement.

11
12 Requests for Creation of a School or Program

13
14 An individual or entity that is not affiliated with the District may request that the Board create a
15 school or program within the District. Upon receipt of such request, the Board, or a designated
16 committee of the Board, shall determine whether the requested school or program is currently
17 addressed by District operations or meets the District’s mission and vision specified in its
18 strategic plan for continuous improvement.

19
20 The Board shall respond to a request by an individual or entity unaffiliated with the District to
21 create a school or program by granting or denying such request. The Board may grant such a
22 request and shall establish a timeline for implementing the school or program in a manner
23 consistent with District operations. The Board may deny such request on the grounds that the
24 requested school or program is currently offered by the District. In denying a request on this
25 basis, the Board shall explain how the school or program operates and the process for students to
26 access such school or program. The Board may deny a request on the grounds that the requested
27 school or program is not consistent with the District’s mission and vision specified in its strategic
28 plan for continuous improvement and shall specify the inconsistencies in making the denial. The
29 Board may reconsider a denial of a request to create a school or program at a future meeting.

30
31 Cross Reference: Policy 1065 Board Meetings

32
33 Legal References: *House Bill 549*
34 § 20-6-510, MCA Public Charter Schools Act

35
36
37
38 Policy History:

39 Adopted on:

40 Reviewed on:

41 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.5.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
5. Policy 2423 Personalized Learning

2
3 **INSTRUCTION**

4
5 Personalized Learning Opportunities

6
7 The District seeks to create personalized learning opportunities permitted by Montana law, including
8 but not limited to work-based learning, proficiency-based learning, offsite instruction, and
9 transformational learning, to fulfill the people’s goal of developing the full educational potential of
10 each person.

11
12 Personalized learning opportunities are offered to:

- 13
- 14 • Develop individualized pathways for career and postsecondary educational opportunities
- 15 that honor individual interests, passions, strengths, needs, and culture;
- 16 • Support the student through the development of relationships among teachers, family,
- 17 peers, the business community, postsecondary education officials, and other community
- 18 stakeholders;
- 19 • Embed community-based, experiential, online, and work-based learning opportunities;
- 20 • Foster a learning environment that incorporates both face-to-face and virtual connections;
- 21 and
- 22 • Support transformational learning through the development of individual learning plans
- 23 for participating students.
- 24
- 25

26	Legal Reference:	Article X, Section 1, Montana Constitution	
27		§ 20-9-311	Calculation of average number belonging
28			(ANB) – 3-year averaging
29		§ 20-3-324, MCA	Powers and duties
30		§ 20-7-118, MCA	Remote Instruction (<i>revised by House Bill</i>
31			<i>214</i>)
32		§ 20-7-1601, MCA	Transformational Learning –Legislative
33			Intent (<i>revised by Senate Bill 8</i>)
34		§ 20-7-1602, MCA	Incentives for creation of transformation
35			learning programs (<i>revised by Senate Bill 8</i>)
36		10.55.602, ARM	Definitions
37		10.55.701, ARM	Board of Trustees

38			
39			
40	Cross References:	Board Policy 2422	Proficiency

41
42
43 Policy History:

44 Adopted on:

45 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.6.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: Item For Information

6. Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy

2
3 STUDENTS

4
5 Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy

6
7 The Board is committed to providing students with a safe and civil school environment free from
8 harassment, intimidation and bullying. The District will not tolerate harassment, intimidation or
9 bullying in any form at school, school-related events (including off campus events), school
10 sponsored activities, school buses or any event related to school business. Bullying, harassment,
11 intimidation or hazing by students, staff or third parties is strictly prohibited and shall not be
12 tolerated. This includes but is not limited to: inciting, aiding, encouraging, coercing or directing
13 others to commit acts of harassment, intimidation or bullying.

14
15 The District expressly prohibits any form of intimidation, hazing, bullying or harassment
16 including but not limited to the following: any gesture or written, verbal or physical act that is
17 reasonably perceived as being motivated either by any actual or perceived characteristic, such as
18 race, color, religion, ancestry, creed, national origin, sex, gender, sexual orientation, gender
19 identity and expression, age, citizenship status, culture, social origin or condition, marital status,
20 military status, political affiliation or a mental, physical or sensory handicap, or by any other
21 distinguishing characteristic and other legally protected categories.

22
23 Intimidation, bullying and harassment include acts that a reasonable person knew or should have
24 known, under the circumstances the gesture or written or physical act (a) will have the effect of
25 harming a student or damaging the student’s property; or (b) will place a student in reasonable
26 fear of harm to the student’s person or damage to the student’s property; or (3) has the effect of
27 insulting or demeaning any student or group of students in such a way as to disrupt or interfere
28 with the school’s educational mission or the education of any student.

29
30 ***Definitions:***

31
32 1. “Third parties” include but are not limited to coaches, school volunteers, parents,
33 school visitors, service contractors or others engaged in District business, such as
34 employees of businesses or organizations participating in cooperative work program with
35 the District, and others not directly subject to District control at inter-district and intra-
36 District athletic competitions or other school events.

37
38 2. “Hazing” includes but is not limited to any act that recklessly or intentionally
39 endangers the mental or physical health or safety of a student for the purpose of initiation
40 or as a condition or precondition of attaining membership in or affiliation with any
41 District sponsored activity or grade-level attainment, including but not limited to forced
42 consumption of any drink, alcoholic beverage, drug, or controlled substance, forced
43 exposure to the elements, forced prolonged exclusion from social contact, sleep
44 deprivation, or any other forced activity that could adversely affect the mental or physical
45 health or safety of a student; requires, encourages, authorizes or permits another to be

46 subject to wearing or carrying any obscene or physically burdensome article, assignment
47 of pranks to be performed, or other such activities intended to degrade or humiliate.

48
49 3. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or
50 demeaning gesture or physical contact, including any intentional written, verbal, or
51 electronic communication (cyberbullying) or threat directed against a student that is
52 persistent, severe, or repeated, and that substantially interferes with a student’s
53 educational benefits, opportunities, or performance, that take place on or immediately
54 adjacent to school grounds, at any school-sponsored activity, on school-provided
55 transportation, at any official school bus stop, or anywhere conduct may be reasonable be
56 considered to be a threat or an attempted intimidation of a student or staff member or an
57 interference with school purposes or an educational function, that has the effect of:
58 a. Physically harming a student or damaging a student’s property;
59 b. Knowingly placing a student in reasonable fear of physical harm to the student
60 or damage to the student’s property;
61 c. Creating a hostile educational environment, or;
62 d. Substantially and materially disrupts the orderly operation of a school.

63
64 4. “Electronic communication device” means any mode of electronic communication,
65 including but not limited to computers, cell phones, the internet, or any other
66 technological communication innovation.

67 68 ***Sexual Harassment Prohibited***

69
70 Sexual harassment is prohibited. Sexual harassment means conduct on the basis of sex that satisfies
71 one or more of the following:

- 72
73 (1) An employee of the District conditioning the provision of an aid, benefit, or service of the
74 District on an individual’s participation in unwelcome sexual conduct;
75
76 (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
77 objectively offensive that it effectively denies a person equal access to the District’s
78 education program or activity; or
79
80 (3) “Sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in
81 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or
82 “stalking” as defined in 34 U.S.C. § 12291(a)(30).

83 84 ***Reporting***

85
86 Students who believe they are victims of sexual harassment are encouraged to discuss the matter,
87 including the formal complaint process, with the Title IX Coordinator. Students who believe they
88 are victims of harassment based upon a disability are encouraged to report the matter to the Section
89 504 Coordinator or Principal. Students may choose to report to a person of the student's same sex if
90 alleging a violation of Title IX. Complaints will be kept confidential to the extent possible given the
91 need to investigate.

92
93 Any adult school employee, adult volunteer, district contractor or agent who witnesses, overhears or
94 receives a report, formal or informal, written or oral, of bullying, harassment, or intimidation shall
95 report it in accordance with procedures developed under this policy. Any adult school employee who
96 has notice of sexual harassment or allegations of sexual harassment shall make a report to the
97 District’s identified Title IX Coordinators. All other complaints are handled through the District’s
98 Uniform Grievance Procedure.
99

100 Formal complaints alleging sexual harassment shall be addressed through the District’s Title IX
101 Grievance Procedures. Formal complaints alleging sexual discrimination complaints shall be
102 addressed through the District’s Uniform Grievance Procedure. Complaints alleging disability
103 discrimination or harassment shall be addressed through the District’s Section 504 [and ADA if
104 applicable] Grievance Procedures. All other complaints alleging bullying, discrimination, or
105 harassment shall be addressed through the District’s Uniform Grievance Procedure.
106

107 The Title IX Coordinator, Section 504 [and ADA if applicable], and/or administrator are responsible
108 for taking the following actions in conformance with the applicable grievance procedure:
109

- 110 1. Taking prompt action to investigate/report complaints of harassment, intimidation and
111 bullying.
- 112 2. Promptly notifying the complainants and respondents and their parents/guardians regarding
113 the outcome;
- 114 3. Taking supportive or remedial measures to ensure continued access to the District’s programs
115 or activities while the grievance process is pending; and
- 116 4. Taking disciplinary action as appropriate and any other actions appropriate to address the
117 harassment, intimidation, and bullying.
118

119 In the event that a staff member or administrator knows or reasonably believes that the alleged
120 behavior constitutes criminal activity or child abuse or neglect, the staff member or administrator
121 shall report such activity to law enforcement and/or the Department of Public Health and Human
122 Services. Nothing herein prohibits other individuals from reporting complaints to law enforcement.
123 If it is determined that the alleged harassment, intimidation, or bullying did not occur at school or
124 school-related activity or does not materially or substantially disrupt the orderly operation of the
125 District, an administrator shall refer the matter, as appropriate, to other persons or entities with
126 appropriate jurisdiction, including but not limited to law enforcement or the Department of Public
127 Health and Human Services.
128

129 All staff are obligated to address bullying, harassment, hazing and intimidation as described in
130 Board Policy 5015, administrative procedures and / or staff and student handbooks.
131

132 ***Exhaustion of Administrative Remedies*** 133

134 A person alleging violation of any form of harassment, intimidation, hazing, or threatening,
135 insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or
136 electronic communication, as stated above, may seek redress under any available law, either civil
137 or criminal, after exhausting all administrative remedies.

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Responsibilities

The District Administration shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 5015 PERSONNEL: Harassment / Intimidation / Bullying
 3000 STUDENTS: Equal Educational Opportunities
 1085 Uniform Grievance Policy

Legal Reference: 34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education
 § 20-5-207, MCA “Bully-Free Montana Act” – (revised by House Bill 450)
 § 20-5-208, MCA Definition
 § 20-5-209, MCA Bullying of student prohibited
 § 20-5-210, MCA Enforcement – exhaustion of administrative remedies
 § 49-2-307, MCA Discrimination in education (revised by House Bill 361)
 § 49-3-101 et seq. Governmental Code of Fair Practices
 10.55.701(2)(f), ARM Board of Trustees
 10.55.719, ARM Student Protection Procedures
 10.55.801(1)(d), ARM School Climate

Policy History:
Adopted on:
Revised on: 12.11.1990, 6.10.2003, 2.12.2019

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.7.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
7. Policy 3120 Compulsory Attendance

47 § 20-5-106, MCA Truancy
48 § 20-5-107, MCA Incapacitated and indigent child attendance
49 § 20-5-108, MCA Tribal agreement with district for Indian child
50 compulsory attendance and other agreements
51 § 20-5-202, MCA Suspension and Expulsion
52 **§ 40-6-701, MCA** **Interference with fundamental parental rights**
53 **restricted**

54
55 Cross Reference: 4040 – School, Student, Parent, Family and Community Engagement in
56 Education

57
58
59 Policy History:

60 Adopted on:

61 Reviewed on:

62 Revised on:

63
64

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.8.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
8. Policy 3155 Part-time Attendance

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.9.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

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

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

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32 **Policy History:**

33 **Adopted on:**

34 **Revised on:** 11.27.2018, 2.09.2021

35 **Reviewed on:**

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 11/14/2023

Item V.B.10.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title:

Item For Information

10. Policy 7014 Subscription Based Information Technology Arrangements (SMITAs) 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: 11/14/2023

Item V.B.11.

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Item Title: **Item For Information**
11. 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: