



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, December 12th, 2023 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

[Click here to join the meeting](#)

AGENDA

I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. RECOGNITIONS

A. American Choral Directors' Association All-Northwest Honor Choir

Congratulations to the Capital High students listed below who were selected to the American Choral Directors' Association All-Northwest Honor Choir. These students were selected as superior singers among hundreds of auditions from Alaska, Washington, Oregon, Idaho, Wyoming, and Montana. During this event they will be singing in rehearsals and performing with the most dedicated and skilled student musicians in the Northwest U.S. and working with nationally and globally recognized choral directors. The event will be held during January 23-27, 2024. Special thanks to Capital High School Choir Educator Thomas Baty for all that he does to encourage and support these talented students.

- Anna Drake
- Hollis Elliott
- Adrianna Helfrich

B. 2023-2024 Montana Assistant Principal of the Year

Congratulations to Kathy Kidder from Capital High who has been selected as the 2023-2024 Montana Assistant Principal of the Year!!

C. **2022-2023 Montana Women’s Track and Field Coach of the Year**

Congratulations to Helena High Coach Jesse Zentz as he was recognized by the National Federation of High Schools as the 2022-2023 Montana Women’s Track and Field Coach of the Year!!

IV. **SUPERINTENDENT’S REPORT**

V. **GENERAL PUBLIC COMMENT**

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

VI. **NEW BUSINESS**

A. **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. 11.14.23 Full Board Meeting Minutes

B. **Items For Action**

1. Approval of HPS –Helena Secretaries Association Collective Bargaining Agreement
2. Approval of HPS – Craft Council (Plumbers and Mechanic) Collective Bargaining Agreement
3. Policy 1650 Public Charter Schools
4. Policy 2423 Personalized Learning
5. Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy
6. Policy 3120 Compulsory Attendance
7. Policy 3155 Part-time Attendance
8. Policy 4330 Community Use of Facilities
9. Policy 7014 Subscription Based Information Technology Arrangements (SBITAs) Capitalization Threshold
10. Policy 7035 Fraud and Fraud Prevention

C. Items For Information

1. Policy 2100 Recognition of Native American Cultural Heritage
2. Policy 2103 Religion and Religious Activities
3. Policy 4015 Conduct on School Property
4. Policy 4030 Cooperative Programs with Other Districts and Public Agencies
5. Policy 4040 School, Student, Parent, Family and Community Engagement in Education
6. Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol- Free Workplace
7. Policy 7060 District Safety

D. Reports

1. Student Representatives Report
2. Helena Education Association Report
3. Facilities & Maintenance Committee Report
4. Budget & Finance Committee Report
5. Policy Committee Report
6. Teaching & Learning Committee Report
7. Health Benefits Committee Report
8. Wellness Committee Report
9. Montana School Boards Association Report
10. Parent Council Visit Reports
 - Helena High School-Trustee Linda Cleatus

VII. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item III.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Recognitions

A. American Choral Director's Association All-Northwest Honor Choir

B. 2023-2024 Montana Assistant Principal of the Year

C. 2022-2023 Montana Women's Track and Field Coach of the Year

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item IV.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

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Item Title: Superintendent's Report

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

To: Board Chair Ms. Siobhan Hathhorn and Board of Trustees
FROM: Mr. Wetz, Superintendent
RE: Superintendent Report –
DATE: December 12th, 2023

Bryant Elementary Staff – Time of Loss We Stand Together

- Recognition
 - Congratulations to Capital High School Assistant Principal Kathy Kidder who has been named the 2023-2024 Montana Assistant Principal of the Year.
 - Congratulations to Helena High Coach Jesse Zentz as he was recognized by the National Federation of High Schools as the 2022-2023 Montana Women’s Track and Field Coach of the Year.
 - Congratulations to Anna Drake, Holliss Elliott, and Adrianna Helfrich who were selected to the American Choral Directors’ Association All-Northwest Honor Choir.
 - Congratulations to Mrs. Jen Jenkins, Educator from Central Elementary, who was named 105.3 KMTX October Teacher of the Month!!
 - Thank you to all the staff and volunteers who made it possible for the Helena community, including our schools, to host the 2023 Special Olympics Basketball Tournament. Congratulations to our Tornadoes and their fans on some excellent play!
 - Thank you to Lisa Cordingley, Executive Director of the Helena Education Foundation and Becca Leaphart for hosting an incredible evening at Great Conversations.
 - Thank you to all the volunteers and participants for the 2023 Valley of Gold Speech, Debate, and Drama Tournament that was hosted by the Helena School District, East Helena School District and Carroll College.
 - Thank you to our music teachers from kindergarten through high school who are working hard to make magic and memories happen on stage with winter performances across the district.
 - PAL Thanksgiving Celebration

- New Business
 - Bryant Elementary Operational Focus Work
 - K-12 Vision Project Strategic Planning Meetings

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Safety and Security Levy/Technology Levy Update Across District
- Budget Recommendation Consensus Committee Update
- Mediation HSD – HEA Update
- State Health Trust (HB332) RFP Review Panel Update
- RBLC Lease Discussions Update
- May Butler Center RFP Update
- Charter Schools Board of Public Education Review Update
- CTE Group Meetings With SMA-Facilities Discussion
 - November 27th, 2023
- Helena School District/SMA Monthly Progress Meetings-Master Facility Planning
- Initiating additional Kinder Sprouts across the District 2nd Semester
- Student Board Rep Informational Video
- Kindergarten registration opens January 2nd, 2024, for Fall 2024 School Year
- School Safety Program-STOPit
- Outreach/Meetings
 - Cabinet & Leadership
 - Trustee Office Hour Communication
 - State Health Trust Meeting
 - Board Leadership
 - AA Superintendents
 - PAL Thanksgiving Celebration
 - SPH/HSD Direct Preferred Pharmacy Meeting (340b)
 - HB 332 Health Trust Committee
 - HEA President/Asst. Superintendent Meeting
 - HEF Board Meeting
 - HEF Executive Committee
 - Student Leaders Meeting
 - TV, Print, Radio Media
 - Teacher Advisory Committee
 - Parent Advisory Committee
 - SMA – Facility Planning
 - PAC/MOFE
- Other
 - No School December 22nd through January 1st (Winter Break)

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item V.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: General Public Comment

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.A1. - A.5

- Recognitions
- Superintendent's Report
- General Public Comment
- Consent Action Items
- Items For Action
- Items For Information

Item Title: 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. 11.14.23 Full Board Meeting Minutes

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

PERSONNEL ACTIONS

November 29, 2023 – December 12, 2023

CERTIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Hawthorne/Kindergarten	Christianson, Justine	\$239.23/day	\$239.23/day	10/26/2023
HHS/Resource	Galt, Vicki	\$293.37/day	\$293.37/day	10/25/2023
Kessler/Resource	Galt, Vicki	\$293.37/day	\$293.37/day	11/28/2023
Bryant/Resource	Anders, Diane	\$222.54/day	\$222.54/day	12/15/2023
Hawthorne/Grade 3	Christianson, Justine	\$239.23/day	\$239.23/day	01/02/2024
Bryant-Central/Speech Lang. Pathologist	Mitchell, Hillary	\$351.67/day	\$351.67/day	01/02/2024
Jim Darcy/Grade 5	McLees, Kimberly	\$265.20/day	\$265.20/day	10/31/2023
Bryant/Grade 1	Mech, Dene	\$222.54/day	\$222.54/day	10/23/2023
Four Georgians/Resource	Morgan, Carol	\$395.01/day	\$395.01/day	10/23/2023
Helena Middle School/Library	Trapp, Laura	\$437.22/day	\$437.22/day	08/28/2023

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

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Hawthorne/Kindergarten	Christianson, Justine	Temporary Assignment	12/01/2023
HHS/Resource	Galt, Vicki	Temporary Assignment	11/03/2023
Jim Darcy/Grade 5	McLees, Kimberly	Temporary Assignment	12/04/2023
Bryant/Grade 1	Mech, Dene	Temporary Assignment	11/03/2023
Four Georgians/Resource	Morgan, Carol	Temporary Assignment	10/27/2023
Hawthorne/Grade 3	Rudio, Kristyna	Resignation	12/22/2023

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
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CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
CRA/Custodian	Shewman, Logan	\$16.65/hr.	\$16.65/hr.	12/20/2023
HMS/Custodian	Stalaker, Cole	\$16.65/hr.	\$16.65/hr.	12/11/2023
CRA/Custodian	Vader, Dana	\$16.65/hr.	\$16.65/hr.	12/11/2023

**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>
HHS/Para Educator	Ruddell, Danette	Resignation	01/05/2024
Bryant/Para Educator	Wysocki, Gretchen	Deceased	12/02/2023

SUPPLEMENTARY CONTRACT ASSIGNMENT

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
Christensen	Reid	Basketball-6th Grade Boys Coach	CRA	\$594.00
Curry	Bryanna	Basketball-7th Grade Boys Coach	CRA	\$594.00
Curtis	Mikayla	Basketball-6th Grade Boys Coach	HMS	\$1,188.00
Forsman	Emily	Basketball-6th Grade Boys Coach	CRA	\$594.00
Fuhrman	Georgia	Basketball-7th Grade Boys Coach	HMS	\$1,188.00
Fuzesy	Dick	Basketball 6th Lead Boys Coach	CRA	\$641.00
McGinley	Matt	Basketball-7th Grade Boys Coach	CRA	\$1,188.00

McGinley	Mike	Basketball-7th Grade Boys Coach	CRA	\$594.00
Martin	Audrey	Speech-Asst Coach	HHS	\$938.60
Pattison	Michaela	Basketball-6th Grade Boys Coach	HMS	\$1,188.00
Richem	KC	Basketball-6th Grade Boys Coach	CRA	\$594.00
Ruether-Affor	Daniel J	Speech-Asst Coach	HHS	\$1,531.40
Sherdian	Jaymee	Basketball-7th Grade Boys Coach	CRA	\$594.00
Sheridan	James	Basketball-7th Grade	CRA	\$641.00
Sheridan	James	Basketball-7th Grade	CRA	\$594.00
Sumner	Aleisha	Basketball-7th Grade Boys Coach	HMS	\$594.00

Helena School District #1

Warrants November 1 to 30, 2023

Direct Deposits: \$3,405,362.32

Payroll Warrants: 70131659-70131694

Payroll Deduction: 69296695-69296723

Non-Check Payroll Deductions: \$5,445,436.25

Non-Check Accts Payable Deductions: \$1,404,431.17

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

Claim Warrants: 69296370-69296858

CRA Middle School Student Activity Checks: 17364-17367

HMS Middle School Student Activity Checks: 8734-8739

Capital High Student Activity Checks: 24421-24455

Helena High Student Activity Checks: 36397-36438

Cancelled Warrants: \$76,505.80

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
10	Flathead High School	Kalispell, MT	Capital 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 59601	Montana City
5	Helena, MT 59601	Clancy
7	Helena, MT 59602	Montana City
7	Helena, MT 59601	Clancy
8	Helena, MT 59601	Clancy

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			5			10
1	5	12			1			18
2	3	15			3			21
3	3	9						12
4	5	12						17
5	6	12						18
6	3	4						7
7	6	16	2		1			25
8	4	14			2		1	21
9		23		9		1		33
10		16		3				19
11		27		3		1		31
12		14						14
	39	175	2	15	12	2	1	246



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, November 14th, 2023
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Chair
Jennifer McKee, Vice Chair
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
Joslyn Davidson, Curriculum Director
Kaitlyn Hess, Assessment and Federal Programs
Tim McMahon, Activities Director
Dr. Rob Watson, SAM Executive Director
Many guests of the public as well as Helena School District staff

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

II. REVIEW AGENDA

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

III. SUPERINTENDENT’S REPORT

Superintendent Weltz stated that we lost a teacher, colleague, and friend with the unexpected death of Helena High School Teacher Dave McKim. Superintendent Weltz thanked everyone that came together to support the staff and students at Helena High School during this difficult time including:

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

Superintendent Rex Weltz presented his Superintendent Report to the Board of Trustees.

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-icing 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.

- 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
- 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
- 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

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

IV. GENERAL PUBLIC COMMENT

Ms. Tricia Rummel gave general public comment. Ms. Rummel is a teacher at Capital High School. Ms. Rummel commented, "I'm coming before you today to talk about how much I love Montana public schools and how deeply invested I am in Montana public schools. My brother is a Montana public school educator, my grandmother taught at Central School, and both my parents went to Helena High School. My grandfather and my father both went to Bryant. This is home for me in a deep, deep way.

This is four years now that I've been working here and I was hired the year COVID came so we had this kind of triage teaching that I had never experienced before, despite having worked overseas for ten years in China and Dubai and traveling in Africa and Eastern Europe. The COVID teaching was really something; it was this cascade of skills that we had to learn including trying to manage classrooms online and in person. It was devastating on students that we had. Students who had lost parents and grandparents and they had spikes in emotional abuses. There were all kinds of triage teaching that we experienced and really those effects are not over, and we still have those in our public schools today. I think it's been a challenging teaching time for me, and I guess there are questions I have as a new person to this district. I don't understand a contract that isn't fair for teachers given what they've just undergone, particularly, I know that there's been mismanagement of six million dollars in funds. I know some of the administration gave themselves a thirty percent raise after mismanaging six million dollars' worth of funds. And then to come and put teachers on the front line and to say that you have to take the bullets for that, you don't get to have a fair contract and you will pay the price for that. After what we've just experienced teaching it's astonishing to me. It's not a value system that I understand from my experience in Montana public schools. As somebody who worked in Bozeman public schools, who has travelled with administrators overseas, who is a product of this, I don't understand it. I was nominated as Educator of the Year by my colleagues last year as well as a Helena Education Foundation excellence educator. I have done my contract. I'm confident there's enough information to show you that I have held my contract. I hope you do yours and give us teachers a fair contract. Thank you."

Ms. Angela DeWolf King gave general public comment. Ms. DeWolf King is a resident of Helena and a mother to a student at Hawthorne Elementary School. Ms. DeWolf King commented, "I first want to thank the school board members who joined a group of parents at Hawthorne last week. Your time being with us was very helpful and we really appreciate your dedication coming to us and the information that you were able to provide at that meeting. Part of the information last week signaled that the future of some of our schools within the district was in question. Additionally, it was provided that this group and with others is working to put forward a master plan for Helena schools. As this body works to get a greater understanding of financial challenges and options and then uses that information to assist in developing a long-term master plan, I would encourage you to broaden the scope of that work to topics such as housing and population projections for our city and county, and most importantly, being sure that work is inclusive of student success. During the meeting it was shared that Helena's children have a history of strong academic support and performance, and alongside that success, I encourage you to investigate how proximity to schools, neighborhood environments, and community involvement positively impact our children's academic performance, but also positively support them in their personal development. The support of our young people in this town is all something that we can be really proud of and I hope that becomes a real cornerstone for the master plan going forward. Thank you."

Mr. Jim Malazia gave general public comment. Mr. Malazia is a Helena resident and a Hawthorne Elementary School parent. Mr. Malazia commented, "At the recent Hawthorne Parent Council meeting it was made clear by board members that the potential for a neighborhood elementary school closure is real and seriously being considered as part of the master facilities plan. During that meeting, we were told that the major headwind to Hawthorne School is operating costs, not facilities costs. However, information published by the Office of Public Instruction indicates that Hawthorne's per student expenditures are lower than the district wide averages, while the Hawthorne students have higher test scores. In fact, the same data shows that Hawthorne costs per student are \$3,500 less per year than Central Elementary. Given the performance of Hawthorne students, we need to understand how the closure of Hawthorne is in the best interest of the students. Are the costs of busing, the impacts of not

being able to walk, or the detriments of increased class sizes being considered? On a basic level, we need an analysis of how the board will reach its conclusions and why the sighted numbers do not mesh with what we're being told. Accordingly, I request public discussion on how and why closing Hawthorne or other schools solves our problem. Generally, I think Helena voters, me included, are strong supporters of public education. However, given the tax increases that we all just experienced, I do not think that piecemeal requests for taxpayer dollars that may have passed in recent years are going to see the same support without a broader vision. If multiple schools are potentially on the chopping block, this means that other schools face a significant increase in class sizes or there's going to be some big-ticket request coming from the Board of Education in the future. We, as voters need to have a clear picture of what the plans are, the metrics driving those plans, and the big picture cost of those plans, not just short-term needs. I know you all care about the public schools and the students, and I realize that you're in the unenviable position to even consider having to close schools. However, the utmost transparency is needed. A request on behalf of a growing coalition of the community that Helena school closures, the potential timing of those closures and the associated costs of potential plans beyond next year be added to the next board meeting agenda or one at the start of next year. Thank you.”

Ms. Susan Baranek gave general public comment. Ms. Baranek is an English teacher at Capital High School. Ms. Baranek commented, “I am here to reiterate how disheartening it is to be working without a contract. This year because of other budgetary cuts I have 33 more students than I've had in the past seven years, and I'm being asked to do more. I've been a teacher for 19 years and I've never experienced such a high volume of kids who are just dealing with so many things, so it's asking more of me as a person on a daily basis, in and out of the classroom. Our electricity is going up, our property taxes are going up and we're working without a contract and you're asking more of me, but not compensating me for my work. Thank you.”

Mr. Kim Barry gave general public comment. Mr. Barry is a special education para educator at Bryant Elementary. Mr. Barry commented, “I was previously a para educator at Ray Bjork Learning Center. That is where I got hired. When I started working for the district I started as a sub. I was a sub for several months before I took a full-time job with a program that I really fell in love with which was the special education program at Ray Bjork. Ray Bjork became a place that was a family to me. I think if you talked to anybody that worked at Ray Bjork they would talk about how close-knit and supportive everybody was. I am now at Bryant. I moved with a different program to the Trailhead Program at Bryant, and I think a lot of people may know what a boiling point Bryant is at right now. Every day I see multiple teachers crying during their lunch breaks. I know people personally that go to their cars to have a little breakdown. I had one myself today. It is hard to walk into a school where we all feel like we have been squished together. I have been in forums with other teachers from Bryant and it seems like a lot of the problems they have come from a lot of our programs that moved in from Ray Bjork which they feel were not adequately incorporated. Not enough thought was given to the school that was being moved and the schools that were being merged. We have got a huge problem with behaviors from students that get multiplied when you add in kids with different sorts of special and emotional needs. We have been short staffed on paras this entire year. Our classroom is supposed to operate with three paras, with the number of students that we have, and we have only had two this entire year. It makes things extremely difficult when, for example, our head teacher and another para is out. This happened last week to me, when I was the only full-time employee in our classroom all day. I had one sub to help me out with nine kids who need a lot of different emotional needs and physical needs. On top of that, my pay has been causing extra stress as we keep talking about how the cost of everything has increased. I used to be able to save a little bit of money each month, but every month my paycheck runs out, and I am waiting for my next paycheck before I am able to pay for things and do things that I need to do. I could take a second job, but I already feel burned out. When I get done

with work, I maybe have energy to make dinner and do dishes. I can barely get my house cleaned. I barely have the energy needed to support my partner at the end of the day. If I take a second job that's going to drain me more. I am not going to be an effective employee to help my students. I'm not going to be an effective employee to help my other coworkers in our environment and this is across our school, and it is causing a major problem. I know several teachers who are going to be leaving in the next couple of months and I think that number is only going to increase. Thank you.”

Ms. Maryssa Schwartz gave general public comment. Ms. Schwartz stated that her connection to the schools is through her partner who just gave general public comment, and she has coworkers who have children in Helena Public Schools. Ms. Schwartz commented, “My coworkers have children and seeing their stress makes me not want to have children. I'm 33 and I don't have children right now. It's something I've always wanted, but I don't want to raise children in Helena because I don't think the school district is good enough. It hasn't been good enough for a while, and when my partner comes home, and he can barely talk to me and ask me how I was, and I asked him how he was and he just can't even talk, that's not okay. And you keep talking about the teachers' contract. You better get that figured out because you still have para contracts to figure out. They are still part of the union, and they are still fighting. You need to figure something out because living here is not okay. Montana is not okay, and Helena is the worst. I don't want to live here and raise children here. Thank you.”

Ms. Moffie Funk gave general public comment. Ms. Funk is a Helena resident. Ms. Funk commented, “Listening to the other comments breaks my heart as I know it breaks all of your hearts because everything they say is true and with the decisions you all are going to have to make; this is the most thankless job in the world. I do want to give a shout out to Dr. Watson and the community discussions that he is facilitating. There is a representative from the Hawthorne School on that and I think it is bringing a level of understanding and some camaraderie. I am so proud of this community that they are feeling this passionate that yes, we need to do something, but we can't do it. It's up to the legislators because they have to change the funding formula. They had this convoluted, complex funding formula that worked for a while, but it's not working anymore. Every AA district across the state is struggling, as are the smaller schools, and they're going to review it after the 25th session-one year from now. That is when we really have to stand up and shout and make our voices heard about how you have to change this funding formula because it is not working anymore. I look forward to joining the voices that spoke tonight with such passion to get this done, because there should be no reason that we are not appropriately funded. Thank you for your work and thank you for your voices.”

Ms. Destry Arntson gave general public comment. Ms. Arntson is a second-grade teacher at Bryant Elementary. Ms. Arntson commented, “I am going to completely back a coworker of mine, Kim, who spoke recently on many of the struggles that we are dealing with at Bryant Elementary. With the amount of square footage that we have in our building, does it not determine the programs and the number of students that were put at that school? It is no fault to students or the specialty students and programs that we have there. I work across from one of those classrooms and my students are scared to go into the halls. They hear screaming all day long. We are constantly shutting our door, and we are constantly watching kids be put in holds. Our general population of Bryant is detrimental enough and has enough trauma and now what they are seeing there is no fault to their own, nor those students in that classroom because they do not have the bodies, they do not have the support there. I'm just going to back Kim as well on this-you are losing staff members and you are going to continue to lose them and unfortunately, I am one of them. I am not paid enough. I don't have a contract that shows the future of promising pay in this district and a promise to my fellow staff members. I am having to choose another career that is unknown because I'm choosing my mental health and the thing that kills me the most is I am having to give more abandonment to the highest population in this district and that's the most disheartening thing about this. So, I am on the agenda today because I am leaving and I am

unknown about my future. But I hope that you guys consider a fair contract for the future teachers that join this district and the teachers that are still in this district because it is only what is right and what needs to be done. Thank you.”

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

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

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

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

Public Comment: None.

Vote: 7-0 motion carries unanimously.

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

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 (SBITAs) Capitalization Threshold
11. Policy 7035 Fraud and Fraud Prevention

1. Fall Enrollment 2023/2024 Update

The Board of Trustees moved on to receive a fall enrollment 2023/2024 update from Mr. Josh McKay, Assistant Superintendent. Mr. McKay reviewed a chart that showed enrollment counts for each grade level from 2019 through fall of 2023, along with the total enrollment for each year. The chart also displays projected enrollment for each grade level for fall 2024 through fall 2031 and the projected total enrollment for each year. Mr. McKay stated that there was a total decrease of 144 students from 2022 to 2023. There was a decrease of 43 students in K-5 from 2022 to 2023, a decrease of 63 students in 6-8 from 2022 to 2023, and a decrease of 38 students in 9-12 from 2022 to 2023.

Mrs. Mickelson reviewed preliminary general fund budget projections based on fall enrollment counts with the Board of Trustees. Mrs. Mickelson also reviewed what the ANB amounts would be for the elementary, the middle schools, and the high schools for the following categories: FY2025 based on fall count, FY2024, FY 2023, and 3-year average. Mrs. Mickelson went into greater details about what the FY 2024 numbers and projected 2025 numbers would be for the BASE (Minimum) budget, the maximum budget, the highest budget with a vote, the highest voted amount, and the adopted budget. Mrs. Mickelson also reviewed these numbers for the high school district. Lastly, Mrs. Mickelson reviewed what the numbers would be in the elementary for the following categories: increase/(decrease)-no note, increase/(decrease)-vote, estimated increase/(decrease) in mills, the estimated impact on a \$100,000 home, and the estimated impact on a \$200,000 home. Mrs. Mickelson also reviewed these numbers for the high school district. Mr. McKay and Mrs. Mickelson proceeded to answer any questions the Board of Trustees had regarding the fall enrollment 2023/2024 update.

2. Budget Consensus Committee Update-Dr. Rob Watson

The Board of Trustees received a Budget Consensus Committee Update from Dr. Rob Watson, Executive Director of School Administrators of Montana. Dr. Watson is the facilitator for the Helena Public Schools Budget Consensus Committee. Dr. Watson stated that the complex problems our district is experiencing are very similar to what is happening in other districts. Those problems include things such as budget issues and declining enrollments. Dr. Watson shared that the purpose of the Budget Consensus Committee is to help the administration draft proposals for the board to consider and he anticipates that those proposals will contain several options for the board to consider. The committee has met several times and has 30 to 35 committee members. The goal is to wrap up their work no later than January so they can present the draft proposals to the Board of Trustees for consideration. Dr. Watson stated that they have not made any major decisions yet, but they have been building trust and educating the committee around school finance, which is not an easy task because school finance is one of the most

complicated things in our state. The committee began with a state level presentation by a gentleman that works with the legislature who described how school funding works in the state. Then Janelle Mickelson, Helena Public Schools Business Manager, did a great job of breaking that down to how it works in Helena and describing the different funds that we have. At the last meeting the committee took a deep dive into the general fund budget, not only how it's currently being spent, but also based on the preliminary numbers, what the budget might be for next year. Through the committee's consensus process, they developed budget value statements. It was their hope to have some value statements that could be used to make these difficult decisions or to make decisions around the budget. The committee started with the strategic plan for the Helena School District and looked at other budget value statements samples from other districts, and then came up with five statements. Dr. Watson stated at the last meeting in October they tried to get some consensus around these statements, and they are not quite there yet, and he knows the committee would appreciate the Board of Trustees' help and feedback on these statements. Dr. Watson stated if the Board has any specific written comments on the value statements, they can write them out and then those comments can be weaved into the next revision of the budget value statements. Dr. Watson stated when the budget proposals come before the Board, he hopes that they will use these value statements as a way to make decisions around the budget. Dr. Watson concluded by answering any questions the Board of Trustees had about the Budget Consensus Recommendation Committee.

3. Safety, Security, and Tech Levies Presentation

The Board of Trustees moved on to discuss the safety and security levy. Facilities Director Todd Verrill discussed the need for a 2024 safety and security levy and stated there is no "line-item" for safety and security funding. It is currently funded out of Facilities Maintenance (General Fund), or Facilities Building Reserve, and a voted levy will provide funding to sustain best practices. Mr. Verrill reviewed planning considerations which include two cost categories of materials and supplies and salaries and labor. Mr. Verrill reviewed the materials and supplies needs:

1. Materials and Supplies
 - a. Environmental Health, Safety, & Compliance
 - Air Conditioning and Filtration
 - b. SEC Report Recommendations
 - Classroom Window Coverings
 - c. Fire Safety
 - Updated Detection, Alarms, & Controls
 - d. Playground Safety (Elementary Only)
 - Equipment Repair/Replacement
 - e. Physical Security
 - Classroom Door Locks
 - f. Information Technology (IT)
 - Access Controls (key fobs, etc.)

Mr. Verrill moved on to review the salaries and labor needs under the proposed 2024 Safety and Security Levy.

2. Salaries and Labor
 - a. Mental and Physical Health
 - Mental Health Response Teams
 - Nurses and Counselors
 - b. Law Enforcement Support
 - SROs in Schools
 - Support to School Activities
 - c. IT Support (%)
 - Software Support
 - Access Hardware Support
 - d. Facilities Maintenance and Custodial (%)
 - Custodians
 - Grounds
 - Trades

Mr. Verrill reviewed the estimated total amounts for the elementary levy and the high school levy and what the annual and monthly tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Verrill concluded his presentation by answering any questions the trustees had regarding the safety and security levy discussion.

The Board of Trustees moved on to discuss the technology Levy. Mr. Gary Myers, Director of Educational Technology, discussed the need for a 2024 technology levy. Mr. Myers began his presentation by reviewing with the committee what technology in the district looked like back in 2005 compared to what technology in the district looks like now in 2023. In 2005 there was about one desktop computer per teacher, in an elementary school there was one cart of laptops for 450 students, and four to five wireless access points for the whole building. In 2005 in one of the middle schools there was one desktop computer per teacher, two computer labs for 700 students, a few projectors mounted, and the first carts of Chromebooks were added in 2015. In 2005 in one of the high schools there were around two to three computer labs and a few carts for over 1,200 students. There was one desktop computer per teacher, a TV in each room for announcements, and two to three teachers were using Moodle for classes. In 2023 there are over 1,000 teacher devices, over 7,800 student devices, student email, 4,000 average users at any time, 5Gb internet, 600 wireless access points, most of the curricular resources are online, projectors are in most learning spaces, there are powerful online tools, and millions of documents are created by students and teachers each year.

Mr. Myers stated that the technology needs in the district have expanded dramatically and include:

1. Device Replacement
 - Student devices-iPads and Chromebooks (5-7 year cycle)
 - Teacher/staff devices-laptops (5-7 year cycle)
 - Classroom devices-projectors, cameras, labs, phones (7-10 year cycle)
2. Network and Services
 - Internet connectivity
 - Software licensing
 - Curriculum resources
3. Support
 - Applications management
 - Network and administration

Mr. Myers reviewed what the K-8 tech levy amounts and high school tech levy amounts would need to be to meet our new tech needs, and what the annual tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Myers concluded his presentation by answering any questions the trustees had regarding the technology levy discussion.

4. Policy 1650 Public Charter Schools

Ms. Barb Ridgway, Chief of Staff, presented for information Policy 1650 Public Charter Schools to the Board of Trustees. This is a new policy regarding board obligations relating to the creation of public charter schools under House Bill 549. The 2023 Legislative session resulted in the passage of two Charter School bills – House Bill 549 and House Bill 562. The Governor signed both into law on May 18, 2023, but in June, a lawsuit was filed against House Bill 562 and a decision is likely months away. However, HB 549 is moving forward, and charter school applications are being accepted by the Montana Board of Public Education and are due no later than November 1, 2023. 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. Ms. Ridgway answered any questions the trustees had regarding Policy 1650 Public Charter Schools.

5. Policy 2423 Personalized Learning

Ms. Ridgway presented for information Policy 2423 Personalized Learning to the Board of Trustees. 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. This policy states, *“The District seeks to create personalized learning opportunities permitted by Montana law, including but not limited to work-based learning, proficiency-based learning, offsite instruction, and transformational learning, to fulfill the people’s goal of developing the full educational potential of each person. Personalized learning opportunities are offered to: Develop individualized pathways for career and postsecondary educational opportunities that honor individual interests, passions, strengths, needs, and culture; Support the student through the development of relationships among teachers, family, peers, the business community, postsecondary education officials, and other community stakeholders; Embed community-based, experiential, online, and work-based learning opportunities; Foster a learning environment that incorporates both face-to-face and virtual connections; and Support transformational learning through the development of individual learning plans for participating students.”* Ms. Ridgway answered any questions the trustees had regarding Policy 2423 Personalized Learning.

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

Ms. Ridgway presented for information Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy. Ms. Ridgway stated this is an existing and required policy and the only change in this policy right now is to the citations under the legal references. Ms. Ridgway answered any questions the trustees had regarding Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy.

7. Policy 3120 Compulsory Attendance

Ms. Ridgway presented for information Policy 3120 Compulsory Attendance. This policy has been 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. Ms. Ridgway did point out that we do have a process for alternative materials that meet the standards and proceeded to answer any questions the trustees had regarding Policy 3120 Compulsory Attendance.

8. Policy 3155 Part-time Attendance

Ms. Ridgway presented for information Policy 3155 Part-time Attendance. This policy was 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. Ms. Ridgway answered any questions the trustees had regarding Policy 3155 Part-time Attendance.

The Board of Trustees did not have paper copies to review Policy 4330 Community Use of Facilities, Policy 7014 Subscription Based Information Technology Arrangements (SBITAs) Capitalization Threshold, and Policy 7035 Fraud and Fraud Prevention. The Board of Trustees determined these final policies would come before the full board at a future meeting when they had paper copies they could review, rather than viewing them electronically.

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

C. REPORTS

1. Wellness Committee Report

Chief of Staff Ms. Barb Ridgway gave the Wellness Committee Report. At the Wellness Committee meeting Mr. Robert Worthy, Sodexo Manager, shared that he received a \$29,000 grant to purchase Montana bison, Montana Flathead cherries, and Montana carrots. Mr. Worthy is planning how he will incorporate those items into the school lunch program. At the meeting Mr. Worthy shared that there is a summer feeding program with 99 entities, including school districts and nonprofits, that participated in the program over this past summer, and Helena Public Schools served the most meals. Out of the AA districts Helena Public Schools served 63,178 meals, Kalispell served 35,000, Belgrade served 31,000, Missoula served 31,000, Billings served 29,000, Great Falls served 16,000, and Bozeman and Butte did not serve any (they were not part of the program). Mr. Worthy is working on a program where you can get Montana ranchers to donate domestic farm animals such as cattle to the school district, and then a producer outside of Bozeman will prepare that for the school district at no cost to the district and the rancher gets the tax deduction for donating the animals to the school district. Ms. Ridgway stated this coming summer the state will participate in the EBT program which is a huge thing for our families that struggle with food insecurity. Every family that is eligible will get \$40 per month per child to purchase food during the summer. At the Wellness meeting the committee discussed the recent food forum was great, but not well attended. They also discussed the importance of the facilities master plan incorporating a new central kitchen. At the meeting the Helena Food Share stated they are now preparing 1,200 kid packs a week for Helena and East Helena. They are preparing for a holiday distribution for all families. There are no requirements, families just need to sign up. The committee is looking at some grants that the district may be eligible for that provide some opportunities for expanding food resources.

2. Student Representatives Reports

Ms. Luna Hernandez, Capital High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Hernandez commented, “CHS recently completed the RBHI Screening process with almost all students. This year, we split up the endeavor by 2nd period teacher last name. The counseling staff and our partners from PureView met with (and supported) a lot of students post screening. In the middle of October was College Application Week and 153 seniors participated, 90 out of state applications were completed and 250 in-state applications were completed. The crosstown play *The Man Who Came to Dinner*- continues this week at 6:00 p.m. in the CHS Auditorium November 16-18. Over 30 drama students from both high schools will perform the 1939 George S. Kaufman classic. This comedy was made famous by the 1942 film with Bette Davis and Montey Woolley, and tells the story of the great radio orator, Sheridan Whiteside, who falls on the stoop of the Stanely’s home. He is forced to stay at their residence while he heals, but that doesn’t mean that he can’t have a little fun during his stay. Tickets are available at the door or online: VIP seating (orchestra chairs, not wooden chairs): \$15, regular seating for adults: \$10, and students/seniors: \$8. Congratulations to Mrs. Kidder and Mrs. Goody as they recently presented at the Montana MTSS Forum held in Helena. They presented on the following: “Integration of MTSS Pyramid, Literacy, and Instructional Framework.” The School Leadership Team focus for November is vocabulary, teacher clarity, and note-taking. All three areas will be examined/reviewed, and they are all found in our instructional framework.”

Ms. Willa Bishop, Helena High School Student Representative for the Board of Trustees, gave her Student Representative Report. “Every fall sport has wrapped up, with some notable endings from the boys’ cross country team placing 3rd at state and the girls’ volleyball team taking 5th. Helena High was proud to host the State Special Olympics over the weekend. One of our own, Ben Swift, who is the most diligent manager of the football team, took home first place alongside his basketball team. Helena High students and staff were notified on Thursday of last week that a beloved teacher, colleague, and friend, David McKim passed away. For many in the school, he was a friendly and energetic presence who was always finding a way to get involved. Speaking personally as one of his former students, he left an impact on everyone who entered his classroom, and even people who didn’t. The school is very grateful for the outpouring of support from across the district, whether it be through substitutes filling in for teachers or counselors making themselves available for any student who needed to talk, these actions have not gone unnoticed throughout Helena High. There will be a service to remember Mr. McKim tomorrow (11/15) at noon inside the Carroll College PE center as well as a student organized hike and vigil at Mt. Helena on Monday the 20th at 6.”

3. Helena Education Association Report

Ms. Jane Shawn, HEA President, gave the Helena Education Association Report. Ms. Shawn thanked the district for their very compassionate and coordinated response to the tragedy at Helena High last week. Assistant Superintendent Josh McKay, Lona Carter, Student Health, and Superintendent Rex Weltz pulled as many resources as possible to immediately support the staff and students at Helena High and continue to make sure that those resources are available to anyone who may be struggling with this trauma. Ms. Shawn also watched some of the kids take care of each other and that was amazing to see the kids really supporting each other. Ms. Shawn stated that while there are struggles

across the district, she is really pleased that Josh is always willing to sit down with her and hear what members are saying and brainstorm with the union for some possible solutions to some of the issues that we're having. Lastly, local, and statewide unions are pushing back against the proposal by the Superintendent of Public Instruction to virtually double their license fees. They are flooding the Board of Education with calls and emails to ask them to resist raising their fees.

4. Facilities and Maintenance Committee Report

Board Chair Siobhan Hathhorn gave the Facilities and Maintenance Committee Report. The Facilities and Maintenance Committee were given the same Safety, Security, and Tech Levies Presentation that the full board was given tonight by Facilities Director Todd Verrill and Gary Myers, Director of Educational Technology. They were then given an update from SMA Architecture on the progress of the Facilities Master Plan.

5. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. The Budget and Finance Committee were given the same Fall Enrollment 2023/2024 Update that the full board was given tonight by Assistant Superintendent Josh McKay and Business Manager Janelle Mickelson. The committee reviewed the budget to actual reports for the elementary general fund and high school general fund and there is a large difference from last month to this month in the budget balance for educator salaries in both the elementary and high school general fund. Mrs. Mickelson stated that we did not hire a large number of people between last month and this month, which leads her to believe this could possibly be a glitch in the system, and she is researching this extensively. Trustee Armstrong stated that in regard to the Budget Consensus Recommendation Committee, Dr. Watson hopes to have some proposals or recommendations to the board in January

6. Policy Committee Report

Trustee Janet Armstrong gave the Policy Committee Report. The Policy Committee reviewed all the policies that were presented to the full board this evening. Trustee Armstrong noted that there are a lot of policies that are going to impact the school district that we are currently reviewing, and she believes that reviewing policies is an important part of being a trustee.

7. Teaching & Learning Committee Report

The Teaching and Learning Committee meeting in November was postponed until December, so there was no report to give tonight.

8. Health Benefits Committee Report

The Health Benefits Committee meets later in the month, so there was no report to give tonight.

9. Montana School Boards Association Report

Board Chair Siobhan Hathhorn gave the Montana School Boards Association Report. At the meeting they reviewed topics that they may want to bring forward to promote to the legislature that included 6th grade funding and a cost-of-living recommendation. They also discussed that MTSBA would like to use a consensus process when making important decisions, much like the Budget Consensus process the Helena School District is currently using.

10. Parent Council Visit Reports

The Board of Trustees have started to attend various Parent Council meetings at schools across the district.

Trustee Beaver shared his report from his Parent Council visit at Jefferson Elementary School. Trustee Beaver stated at the meeting they reviewed the Safety, Security, and Tech Levies Presentation and the Jefferson Parent Council had some requests that they would like the district to be looking at. They would like us to organize the groundwork for the next Legislative Assembly and get to work on exactly what we want to propose to the legislature. Trustee Beaver stated that is surely something the district is already going to do and is in process at the present time. The Jefferson Parent Council want us to consider a process by which all Parent Council groups from all the schools across the district come together, and maybe even as far as consolidating their funds because they recognize at Jefferson it is easy for them to raise funds, but at other schools it is more difficult. They are willing to share their funds if all the Parent Council groups get together and recognize what needs there are within the district. The third item that the Jefferson Parent Council was adamant about was the fact that we must get into a boundary discussion and reconsider our boundaries as they exist today and modify them in some fashion.

Board Chair Siobhan Hathhorn and Board Vice Chair Jennifer McKee shared their report from their Parent Council visit at Hawthorne Elementary School. Chair Hathhorn shared that it was a hard visit because their Parent Council had gotten some information about the facilities master plan and the potential of closing some schools, but it went very well. Tim Meldrum from SMA Architecture also attended the meeting. At the meeting they discussed the facilities master plan and the structural problems that face every district in Montana because of the school funding formula, the lack of support for children with special needs, and the inability of local districts to ask their local taxpayers to make up the difference in the state. Trustee McKee stated that the district is doing everything they can to maximize every dollar, find new sources of income pool, working with other school districts to change the school funding formula, and prioritizing the things that are actually going to work. Chair Hathhorn added that it was a very respectful meeting even though they had a very hard discussion.

Trustee Janet Armstrong shared her report from her Parent Council visit to Jim Darcy Elementary School. Trustee Armstrong said it was a delight to meet with their Parent Council group, and they were very engaged and informed. Trustee Armstrong shared the story of the district such as how did we get here, how are we funded, and what are doing about it. Their Parent Council group shared that there were some improvements made to the playground equipment there which they thought cost a lot of money.

Trustee Armstrong expressed that she was thrilled with district administration because she emailed Facilities Director Todd Verrill about some of the concerns from the Jim Darcy Parent Council, and he was at Jim Darcy the next day addressing some of their concerns. The Jim Darcy Parent Council loved the idea of running the levies and suggested we get out early to educate the community.

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, November 28th, Board Work Session, 3:30 p.m., Capital High School
- Tuesday, December 5th, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Wednesday, December 6th, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, December 11th, Facilities & Maintenance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, December 12th, Executive Committee Meeting, 11:00 a.m., Lincoln Center
- Tuesday, December 12th, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, December 12th, Full Board Meeting, 5:30 p.m., Lincoln Center

VIII. BOARD COMMENTS

There were no further board comments.

IX. ADJOURNMENT

Board Chair Siobhan Hathhorn adjourned the meeting at 8:19 p.m.

Candice Delvaux, Recording Secretary Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.1

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action

1. Approval of HPS-Helena Secretaries Association Collective Bargaining Agreement

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

Board of Trustees

Approval of HPS –Helena Secretaries Association Collective Bargaining Agreement



VI. NEW BUSINESS

B. Items for Action

1. Approval and Ratification of the HPS-Helena Secretaries Association Collective Bargaining Agreement.

Background:

Pursuant MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The Helena School District and the Helena Secretaries Association Local #8500 of the Montana Federation of Public Employees (MFPE) reached a tentative agreement on November 16, 2023. The Secretaries ratified the tentative agreement to the contract and notified us on December 4, 2023. The District negotiation team recommends ratification.

The three (3) year agreement was open for wages only for July 1, 2023, through June 30, 2024. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The District shall continue to contribute to the employee cafeteria plan an amount of \$969.40 per month/\$11,632.80 per benefit year for 12-month staff and \$1,163.28 per month/\$11,632.80 per benefit year for 10-month staff.
- A one percent (1%) increase in each cell of the salary schedule. The Grade II base wage increases from \$17.98 to \$18.16 per hour and the Grade III base wage increases from \$18.66 to \$18.85 per hour for the 2023-2024 fiscal year.
- The total estimated salary cost of this settlement is approximately \$19,500 for the 2023-2024 fiscal year.

Considerations:

- HPS and the Secretaries have a collaborative relationship and productive negotiations history.
- This one-year wage agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

Approve and ratify the collective bargaining agreement as agreed upon between HPS and the Secretaries.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.2

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action

2. Approval of HPS-Craft Council (Plumbers and Mechanic) Collective Bargaining Agreement

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

Board of Trustees

Approval of HPS – Craft Council (Plumbers and Mechanic)
Collective Bargaining Agreement



VI. NEW BUSINESS

B. Items for Action

2. Approval and Ratification of the HPS-Craft Council (Plumbers and Mechanic) Collective Bargaining Agreement
-

Background:

Pursuant MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The Helena School District and the Craft Council (Plumbers and Pipefitters, Local Union #41 and International Association of Machinist and Aerospace Workers Local #88) reached a tentative agreement on November 27, 2023. The Plumbers (2 members) and Mechanic (1 member) ratified the tentative agreement to the contract. The District negotiation team recommends ratification.

A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The one (1) year agreement was open for wages and language for the fiscal year July 1, 2023, through June 30, 2024.
- The District shall continue to contribute to the employee cafeteria plan an amount of \$969.40 per month/\$11,628.80 per benefit year.
- A two and a half (2.5%) increase to base wages. For the mechanic, this would be an increase of \$.79 per hour to the base wage from \$31.62 to \$32.41 per hour for the 2023-2024 fiscal year. For the plumbers, this would be an increase of \$.91 per hour to the base wage from \$36.53 to \$37.44 per hour for the 2023-2024 fiscal year.
- The total estimated salary cost of this settlement is \$5,480 for the 2023-2024 fiscal year.

Considerations:

- HPS and the Craft Council have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on facilities projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

Approve and ratify the collective bargaining agreement as agreed upon between HPS and the Plumbers and Mechanic.

Policy Background
Board of Trustees Meeting
December 12, 2023

The following policies are being presented for Action:

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.

The following policies are being presented for Information:

2100 Recognition of Native American Cultural Heritage

Revised to reflect the requirement under House Bill 338 requiring the use of a certified staff member to provide instruction in American Indian studies if the District receives a Indian Education for All payment. Legal references were also updated to add citation to administrative rules incorporating education related to Native Americans.

2103 Religion and Religious Activities

Revisions are made to this policy to recognize the holding of the U.S. Supreme Court's decision in *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022). That was the case regarding the football coach praying after games. The Court's decision to permit such prayer was largely based on the school district's practice of allowing coaches after games to engage in personal activities despite the fact that they were still on duty, such as checking cell phones and talking to family. Revisions are also made to reflect House Bill 745 which clarified that students may choose to read the Bible or other religious materials during free reading time or if a course/classroom permits a student to self-select materials. Legal references were updated to reflect these laws.

4015 Conduct on School Property

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

4030 Cooperative Programs with Other Districts and Public Agencies

Revised to incorporate language from House Bill 214 which permits districts to enter into multidistrict agreements for a district to provide "culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program."

4040 School, Student, Parent, Family and Community Engagement in Education

Revised to reflect a new rule adopted in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules that incorporates family engagement goals. The language in the policy is updated to reflect the change made to the language previously in the accreditation rules.

5020 Tobacco Products, Marijuana, Drug and Alcohol- Free Workplace

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

7060 District Safety

Revised to reflect Senate Bill 213 and the requirement that safety/emergency plans be reviewed annually as well as incorporate threat assessment practices to include the adoption of protocols to be used for student threats towards others or property and identification of the threat assessment team as well as a requirement that the team meet at least monthly.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.3

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Action**
3. Policy 1650 Public Charter Schools

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

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: 12/12/2023

Item VI.B.4

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Action**
4. Policy 2423 Personalized Learning

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

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		

40 Cross References:	Board Policy 2422	Proficiency
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41
42
43 Policy History:

44 Adopted on:

45 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.5

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Action**
5. Policy 3005 Bullying, Intimidation, Harassment & Hazing Prevention & Reporting Policy

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

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: 12/12/2023

Item VI.B.6

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action
6. Policy 3120 Compulsory Attendance

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

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: 12/12/2023

Item VI.B.7

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action
7. Policy 3155 Part-time Attendance

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

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.8

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action
8. Policy 4330 Community Use of Facilities

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

2 **SCHOOL / COMMUNITY RELATIONS**

3 **Community Use of School Facilities**

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

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

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

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

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

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

23
24
25 Cross Reference;

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

31
32 Policy History:

33 Adopted on:
34 Revised on: 11.27.2018, 2.09.2021
35 Reviewed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.B.9

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: Item For Action

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

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

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.B.10

Meeting Date: 12/12/2023

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Action**
 10. Policy 7035 Fraud and Fraud Prevention

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

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:

Policy Background
Board of Trustees Meeting
December 12, 2023

The following policies are being presented for Action:

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.

The following policies are being presented for Information:

2100 Recognition of Native American Cultural Heritage

Revised to reflect the requirement under House Bill 338 requiring the use of a certified staff member to provide instruction in American Indian studies if the District receives a Indian Education for All payment. Legal references were also updated to add citation to administrative rules incorporating education related to Native Americans.

2103 Religion and Religious Activities

Revisions are made to this policy to recognize the holding of the U.S. Supreme Court's decision in *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022). That was the case regarding the football coach praying after games. The Court's decision to permit such prayer was largely based on the school district's practice of allowing coaches after games to engage in personal activities despite the fact that they were still on duty, such as checking cell phones and talking to family. Revisions are also made to reflect House Bill 745 which clarified that students may choose to read the Bible or other religious materials during free reading time or if a course/classroom permits a student to self-select materials. Legal references were updated to reflect these laws.

4015 Conduct on School Property

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

4030 Cooperative Programs with Other Districts and Public Agencies

Revised to incorporate language from House Bill 214 which permits districts to enter into multidistrict agreements for a district to provide "culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program."

4040 School, Student, Parent, Family and Community Engagement in Education

Revised to reflect a new rule adopted in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules that incorporates family engagement goals. The language in the policy is updated to reflect the change made to the language previously in the accreditation rules.

5020 Tobacco Products, Marijuana, Drug and Alcohol- Free Workplace

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property.

7060 District Safety

Revised to reflect Senate Bill 213 and the requirement that safety/emergency plans be reviewed annually as well as incorporate threat assessment practices to include the adoption of protocols to be used for student threats towards others or property and identification of the threat assessment team as well as a requirement that the team meet at least monthly.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.1.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**

1. Policy 2100 Recognition of Native American Cultural Heritage

2
3 **STUDENT INSTRUCTION**

4
5 Recognition of Native American Cultural Heritage

6
7 The District recognizes the distinct and unique cultural heritage of Native Americans and is committed
8 in the District’s educational goals to the preservation of such heritage.

9
10 In furtherance of the District’s educational goals, the District is committed to:

- 11
- 12 • Working cooperatively with Montana Tribes in close proximity to the District, when providing
13 instruction, when implementing educational goals or adopting rules relating to education of
14 students in the District;
- 15
- 16 • Periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native
17 Americans, which will include but not necessarily be limited to:
 - 18
 - 19 • Considering methods by which to provide books and materials reflecting authentic
20 historical and contemporary portrayals of Native Americans;
 - 21
 - 22 • Taking into account individual and cultural diversity and differences among students;
 - 23
- 24 • Providing necessary training for school personnel, with the objective of gaining an understanding
25 and awareness of Native American culture, which will assist the District’s staff in its relations
26 with Native American students and parents.
- 27

28 The Board requires certified staff to satisfy the requirements for instruction in American Indian studies
29 when required by Montana law.

30
31

32 Legal Reference:	Art. X, Sec. 1(2), Montana Constitution	
	§§ 20-1-501, et seq., MCA	Indian Education for All (<i>revised by House Bill</i>
		<u>338</u>)
	10.55.603 ARM	Curriculum and Assessment
	10.55.701 ARM	Board of Trustees
	10.55.803 ARM	Learner Access
	<u>10.55.901 ARM</u>	<u>Basic Education Program: Elementary</u>
	<u>10.55.902 ARM</u>	<u>Basic Education Program: Junior High, 7th and 8th</u>
		<u>Grade Program, or Middle School</u>
	<u>10.55.904 ARM</u>	<u>Basic Education Program Offerings: High School</u>

42
43 Policy History:

44 Adopted on: 3.9.2004

45 Reviewed on:

46 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.2.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**
2. Policy 2103 Religion and Religious Activities

2
3 **STUDENT INSTRUCTION**

4
5 Recognition of Religious Beliefs and Customs

6
7 ~~The District's curriculum may include the study of religions as ancillary to studies of human~~
8 ~~history and development and of various national, cultural, and ethnic groups. The study of~~
9 ~~religions shall give neither preferential nor derogatory treatment to any single religious belief or~~
10 ~~to religion in general. The study of religions shall be treated as an academic subject with no~~
11 ~~emphasis on the advancement or practice of religion.~~

12
13 Religion and Religious Activities

14
15 In keeping with the United States and Montana Constitutions and judicial decisions, the District
16 may not support any religion or endorse religious activity. At the same time, the District may
17 not prohibit private religious expression by students.

18
19 Student Prayer and Discussion

20
21 Students may pray individually or in groups and may discuss their religious views with other
22 students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer
23 does not include the right to have a captive audience listen or to harass other students. Students
24 may pray silently in the classroom, except when they are expected to be involved in classroom
25 instruction or activities.

26
27 Staff Members

28
29 Staff members may not encourage, discourage, persuade, dissuade, sponsor, participate in, or
30 discriminate against a religious activity or an activity because of its religious content while in the
31 course of performing official duties of that staff member's position(s) with the District.

32
33 Assemblies, Extracurricular and Athletic Events

34
35 District officials may not invite or permit members of the clergy, staff members, or outsiders to
36 give prayers at school-sponsored assemblies and extracurricular or athletic events. District
37 officials also may not organize or agree to student requests for prayer at assemblies and other
38 school-sponsored events. Furthermore, prayer may not be broadcast over the school public
39 address system, even if the prayer is nonsectarian, non-proselytizing, and initiated by students.

40
41 Student Religious Expression and Assignments

42
43 Students may express their individual religious beliefs in reports, tests, homework, and projects.
44 Staff members should judge their work by ordinary academic standards, including substance,
45 relevance, appearance, composition, and grammar. Student religious expression should neither

46 be favored nor penalized. A student may read the Bible or other religious material during free
47 reading time or when self-selected and consistent with a classroom or course requirements.

48 Graduation Ceremonies

49
50
51 In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays
52 for graduation ceremonies and retains ultimate control over their structure and content.

53
54 District officials may not invite or permit members of the clergy to give prayers at graduation.
55 Furthermore, District officials may not organize or agree to requests for prayer by other persons
56 at graduation, including requests from students. The District may not prefer the beliefs of some
57 students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any
58 endorsement of religion.

59
60 Students and their families may organize baccalaureate services, at which attendance must be
61 entirely voluntary. Organizers of baccalaureate services may rent and have access to school
62 facilities on the same basis as other private groups and may not receive preferential treatment.
63 The District may not be identified as sponsoring or endorsing baccalaureate services. District
64 funds, including paid staff time, may not be used directly or indirectly to support or subsidize
65 religion.

66 Religion in the Curriculum

67
68
69 Staff members may teach students about religion in history, art, music, literature, and other
70 subjects in which religious influence has been and continues to be felt. However, staff members
71 may not teach religion or advocate religious doctrine or practice. The prohibition against
72 teaching religion extends to curricular decisions which promote religion or religious beliefs.

73
74 School programs, performances, and celebrations must serve an educational purpose. The
75 inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a
76 historical or independent educational purpose which contributes to the objectives of the approved
77 curriculum. School programs, performances, and celebrations cannot promote, encourage,
78 discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot
79 be oriented to religion or a religious holiday.

80 Student Religious Clubs

81
82
83 Students may organize clubs to discuss or promote religion, subject to the same constitutionally
84 acceptable restrictions the District imposes on other student-organized clubs.

85 Distribution of Religious Literature

86
87
88 Students may distribute religious literature to their classmates, subject to the same
89 constitutionally acceptable restrictions the District imposes on distribution of other non-school
90 literature. Outsiders may not distribute religious or other literature to students on school
91 property, consistent with and pursuant to the District policy on solicitations.

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Religious Holidays

Staff members may teach objectively about religious holidays and about religious symbols, music, art, literature, and drama which accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

Legal Reference: *Kennedy v. Bremertson Sch. Dist.*, 142 S. Ct. 2407 (2022)
Art. II, Sec. 5, Montana Constitution - Freedom of religion
§ 20-7-112, MCA Sectarian publications prohibited, religious
materials allowed, prayer permitted (*revised*
by House Bills 744, 745)

Policy History:
Adopted on: 2.12.2013
Reviewed on:
Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.3.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**
3. Policy 4015 Conduct on School Property

2
3 SCHOOL/COMMUNITY RELATIONS

4
5 Conduct on School Property

6
7 In addition to prohibitions stated in other District policies, no person on school property shall:

- 8
- 9 • Possess, carry or store a weapon at any time;
- 10 • Injure or threaten to injure another person;
- 11 • Damage another’s property or that of the District;
- 12 • Violate any provision of the criminal law of the state of Montana or town or
- 13 county ordinance;
- 14 • Smoke or otherwise use a tobacco product, vapor product or alternative nicotine
- 15 product or marijuana product (tobacco includes, but is not limited to, cigarettes,
- 16 cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or
- 17 nicotine innovation); (marijuana products include but are not limited to edible
- 18 products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and
- 19 marijuana intended for use by smoking or vaping);
- 20 • Consume, possess, or distribute alcoholic beverages including powdered alcohol
- 21 or any alcohol innovations, illegal drugs, including or medical marijuana, ~~or~~
- 22 ~~possess dangerous weapons at any time;~~
- 23 • Impede, delay, or otherwise interfere with the orderly conduct of the District’s
- 24 educational program or any activity occurring on school property;
- 25 • Use vulgar or obscene language or gestures;
- 26 • Disregard the directives of school officials or security personnel;
- 27 • Enter upon any portion of school premises at any time for purposes other than
- 28 those which are lawful and authorized by the Board; or
- 29 • Violate other District rules and regulations.
- 30

31 “School property” means within school buildings, in vehicles used for school purposes, or on
32 owned or leased school grounds. These regulations are in effect year-round, and during all
33 District extra or co-curricular activities. District administrators will take appropriate action as
34 circumstances warrant, up to and including recommending that the individual violating this
35 policy be denied access to District property. If a recommendation is made to the Board to deny
36 access to District property to an individual, that individual will be notified of date, time and
37 place of the meeting of the Board as well as of the specific allegations to be presented to the
38 Board.

39
Legal References:

§ 16-11-302, MCA	Definitions
§ 20-1-206, MCA	Disturbance of school
§ 20-1-220, MCA	Use of tobacco products in public school building or on

§ 45-8-361, MCA public school property prohibited (revised by HB 128)
§§ 50-46-301 et seq., MCA Possession of a weapon in a school building
20 USC §§ 7101 et seq. Montana Marijuana Act
Safe and Drug Free Schools & Communities Act

40

41 Cross References:

42

43 Policy History:

44 Adopted on: 12.9.2014

45 Revised on: 9.10.2019

46 Reviewed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.4.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**

4. Policy 4030 Cooperative Programs with Other Districts and Public Agencies

2 **COMMUNITY RELATIONS**

3 Cooperative Programs with Other Districts and Public Agencies

4 Whenever it appears to the economic, administrative, and/or educational advantage of the
5 District to participate in cooperative programs with other units of local government, the
6 Superintendent will conduct an analysis of each cooperative proposal.

7 When formal cooperative agreements are developed, such agreements shall comply with
8 requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement
9 have legal authority to engage in the activities contemplated by the agreement.

10 The District may enter into interlocal agreements with a unit of the Montana University System,
11 public community college, and/or tribal college, which would allow students enrolled in the 11th
12 and 12th grades to attend and earn credit for classes not available in the District. Tuition and
13 fees, if assessed, will be provided for in the interlocal agreement.

14 The District may enter into an interlocal agreement providing for the sharing of teachers,
15 specialists, superintendents, or other professional persons licensed under Montana statute. If the
16 District shares a teacher or specialist with another district(s), the District’s share of such
17 teacher’s or specialist’s compensation will be based on the total number of instructional hours
18 expended by the teacher or the specialist in the District.

19
20 The District may enter a multidistrict agreement with one or more districts for a district to
21 provide culturally rooted instruction aligned to a learning environment for English language
22 learners or an Indian language immersion program to pupils of a district participating in the
23 multidistrict agreement.

24
25

Legal Reference: § 7-11-101, et seq., MCA Interlocal Cooperation Act
§ 20-3-363 Multidistrict agreements – fund transfers (revised HB 214)
§ 20-7-451 through 456, MCA Authorization to create full service education cooperatives
§ 20-7-801, et seq., MCA Public recreation

Policy History:
Adopted on: 11.11.2014
Approved on:

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28
29
30

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.5.

Recognitions

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Items For Action

Items For Information

Item Title: **Item For Information**

5. Policy 4040 School, Student, Parent, Family and Community Engagement in Education

2 **SCHOOL/COMMUNITY RELATIONS**

3 School, Student, Parent, Family and Community Engagement in Education

4 The ~~District's Board of Trustees~~ recognizes and supports the importance of engaging families in the
5 education of children. The Superintendent and staff shall undertake activities designed to:

- 6 (1) Encourage families to actively participate in the life of their children’s schools;
- 7 (2) Ensure families feel welcomed, valued, and connected to one another, school staff, and to
8 what students are learning and doing in class;
- 9 (3) Encourage families and school staff to engage in regular, two-way meaningful
10 communication about student learning;
- 11 (4) Ensure continuous collaboration between families and school staff to support student
12 learning and healthy development both at home and at school and have regular opportunities
13 to strengthen their knowledge and skills to do so effectively;
- 14 (5) Empower families to be advocates for their own and other children to ensure that students are
15 treated equitably and have access to learning opportunities that will support their success;
- 16 (6) Allow families and school staff to partner in decisions that affect children and families and
17 together inform, influence, and create policies, practices, and programs; and
- 18 (7) Encourage students, families and school staff to connect and collaborate with members of the
19 community to expand learning opportunities, community services, and civic participation.
- 20 (8) Encourage families and school staff to collaborate with members of the community to
21 connect students, families, and staff to post-secondary education opportunities, including
22 workforce training, apprenticeship opportunities, career pathways, and degree programs, and
23 encourage students to explore college and career planning tools (including Free Application
24 for Federal Student Aid completion) and incentives provided by post-secondary institutions.
25

26 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and
27 family engagement strategies with other relevant federal, state, and local laws and programs, including
28 but not limited to Title I programs.
29

Cross Reference: Board Policy 2035 Federal Funding and Title I

Legal References: ~~§ 10.55.701, ARM Board of Trustees~~
§ 10.55.722, ARM Family and Community
Engagement

Policy History:

Adopted On: 04.04.2006

Revised On: 01.14.2020

Reviewed On: 02.02.2021

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.6.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**

6. Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol- Free Workplace

3
4 **PERSONNEL**

5
6 Tobacco Product, **Marijuana**, Alcohol and Drug-Free Workplace

7
8 All District workplaces are tobacco product, marijuana, drug and alcohol product free. All
9 employees are prohibited from:

- 10
11 1. Smoking or otherwise using a tobacco product, vapor product, ~~or~~ alternative
12 nicotine product (tobacco includes, but is not limited to; cigarettes, cigars, snuff,
13 smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation)
14 (marijuana products include but are not limited to edible products, ointments,
15 tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for
16 for smoking or vaping) while on District premises or while performing work for the
17 District;
18 2. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under
19 the influence of a controlled substance while on District premises or while
20 performing work for the District; including employees possessing a “medical
21 marijuana” card and
22 3. Distributing, consuming, using, possessing, or being under the influence of alcohol
23 while on District premises or while performing work for the District.
24

25 Nothing herein prohibits an employee from using a smoking cessation product on school property.
26 Upon prior notice and approval by a building administrator, a teacher or other employee may possess
27 a tobacco product, vapor product, or alternative nicotine product in a classroom or otherwise on
28 school property as part of a lecture, demonstration, or educational forum concerning the risks
29 associated with the use of a tobacco product, vapor product, or alternative nicotine product.
30

31 For purposes of this policy, a controlled substance is one that is not legally attainable, being used in a
32 manner other than as prescribed, legally obtainable but has not been legally obtained or referenced in
33 federal or state controlled-substance acts.
34

35 For purposes of this policy, a controlled substance includes medical marijuana.
36

37 As a condition of employment, each employee will:

- 38
39 1. Abide by the terms of the District policy respecting a drug and alcohol free workplace;
40 and
41 2. ~~Any employee must notify~~ Notify his or her ~~their~~ supervisor of ~~his or her~~ their conviction
42 under any criminal drug statute, for a violation occurring on District premises or while
43 performing work for the District, no later than five (5) days after such conviction.
44

45 In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor
46 to:

1. Provide each employee with notice of the District drug and alcohol-free workplace policy;
2. Post notice of the District drug and alcohol-free workplace policy in a place where other information for employees is posted;
3. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
4. Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program. The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, ~~of \$5,000 or more~~, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction

Legal References:	20 USC 7101	Safe and Drug Free Schools & Community Act	§
	20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited	
		<u>(revised by House Bill 128)</u>	
	§ 50-46-101 <i>et al.</i> , MCA	Montana Medical Marijuana Act	
	§ 50-46-205(2)(b), MCA	Limitations of Medical Marijuana Act	
	10.57.601a, ARM	Definition of Immoral Conduct	

Cross References:

Policy History:

Adopted on: 8.12.2013

Revised on: 9.10.2019

Reviewed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 12/12/2023

Item VI.C.7.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Item Title: **Item For Information**
7. Policy 7060 District Safety

2 **OPERATIONAL SERVICES**

3 School District Safety

4

5 The Board recognizes that safety and health standards should be incorporated into all aspects of the
6 operation of the District. Rules for safety and prevention of accidents will be posted in compliance
7 with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and
8 accidents will be reported to the District office.

9

10 There will be at least eight (8) disaster drills a year. All teachers will discuss disaster drill procedures
11 with their class at the beginning of each year and will have them posted in a conspicuous place next
12 to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of
13 the day or evening to avoid distinction between drills and actual disasters. The Superintendent will
14 develop safety and health standards that comply with the Montana Safety Culture Act.

15

16 *Safety or Emergency Plans*

17

18 The Board shall review the District safety or emergency operations plan at least annually and
19 update the plan as determined necessary by the trustees based on changing circumstances
20 pertaining to school safety. Once the Board has made the annual certification to OPI, it may
21 transfer funds pursuant to Section 20-1-401, MCA to make improvements to school safety and
22 security.

23

24 The school District safety plan or emergency operations plan must include threat assessment
25 practices regarding the following:

26

- 27 1. The adoption of a threat assessment protocol, outlining policies and procedures for
28 implementation when there is notification of a student threat of harm to others or property; and
- 29 2. An identified threat assessment team, composed of key staff, that meets at least monthly and
30 may include behavioral threat assessment addressing students in need of academic and
31 behavioral supports or interventions.

32

33 *School Closure*

34

35 The Superintendent is authorized to close the schools in the event of hazardous weather or other
36 emergencies that threaten the safety of students, staff members, or school property. Specific
37 procedures for school closures may be found in the District's Safety Plan or Emergency Operations
38 Plan. ~~The Board shall periodically review the District's Safety Plan or Emergency Operations Plan~~
39 ~~and shall update the plan as necessary based upon changing circumstances regarding school safety.~~

40

41

42

43 *Hazardous and Infectious Materials*

44
45 The Superintendent shall take all reasonable measures to protect the safety of District personnel,
46 students, and visitors on District premises from risks associated with hazardous materials, including
47 pesticide, and infectious materials. Specific procedures for handling hazardous or infectious
48 materials may be found in the District’s Safety Plan.

49
50 *Safety Measures*

51
52 The Superintendent is authorized to adopt reasonable safety measures to protect the health and safety
53 of District personnel, students, and visitors on District premises and during school-related activities.
54 Reasonable safety measures include adoption of cleaning/sanitization plans, use of physical
55 safeguards/barriers, and required use of personal protective equipment (*e.g.*, face masks). Exceptions
56 to any requirements adopted by the Superintendent may be granted as required by law and on a case-
57 by-case basis.

58
59 Cross References:

60
61 Legal References: §20-1-401, MCA Disaster drills (revised by Senate Bill 213)
62 §20-1-402, MCA Number of disaster drills required
63 §20-1-801, et seq., MCA Emergency School Closure
64 §39-71-1501, MCA Montana Safety Culture Act
65 §50-71-111, et. seq., MCA Montana Occupational Health and Safety Act

Policy History:

Adopted on: 8.22.2013
Revised on: 8.11.2020, 2.14.2023