



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 Policy Committee Meeting

Tuesday, January 2nd, 2024

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Janet Armstrong, Committee Chair
Linda Cleatus, Committee Member
Jennifer Walsh, Committee Member

Others:

Rex Weltz, Superintendent
Barb Ridgway, Chief of Staff
Gary Myers, Director of Technology
Bea Kaleva, District Legal Counsel
Josh McKay, Assistant Superintendent
Candice Delvaux, Executive Assistant
Joslyn Davidson, Curriculum Director
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Karen Ogden, Communications Officer
Kaitlyn Hess, Assessment & Federal Programs
Melissa Romano-Lehman, Instructional Coach
Tim McMahon, Activities Director
Hanna Warhank, Guest of the Public

I. CALL TO ORDER

The meeting was called to order at 12:05 p.m. by the Committee Chair, Janet Armstrong.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. REVIEW OF THE 12.05.2023 POLICY COMMITTEE MINUTES

The committee reviewed and approved the 12.05.2023 Policy Committee meeting minutes.

V. PRESENTATION OF POLICIES FOR SECOND READING

A. Policy 2100: Recognition of Native American Cultural Heritage

The committee reviewed and discussed Policy 2100: Recognition of Native American Cultural Heritage. This policy went before the full Board of Trustees for information with no recommended changes and the Policy Committee determined that Policy 2100: Recognition of Native American Cultural Heritage would go before the full Board of Trustees for action.

B. Policy 2103: Religion and Religious Activities

The committee reviewed and discussed Policy 2103: Religion and Religious Activities. This policy went before the full Board of Trustees for information with no recommended changes and the Policy Committee determined that Policy 2103: Religion and Religious Activities would go before the full Board of Trustees for action.

C. Policy 4015: Conduct on School Property

The committee reviewed and discussed Policy 4015: Conduct on School Property. This policy went before the full Board of Trustees for information with no recommended changes and the Policy Committee determined that Policy 4015: Conduct on School Property would go before the full Board of Trustees for action.

D. Policy 4030: Cooperative Programs with Other Districts and Public Agencies

The committee reviewed and discussed Policy 4030: Cooperative Programs with Other Districts and Public Agencies. This policy went before the full Board of Trustees for information with no recommended changes and the Policy Committee determined that

Policy 4030: Cooperative Programs with Other Districts and Public Agencies would go before the full Board of Trustees for action.

- E. Policy 4040: School, Student, Parent, Family and Community Engagement in Education
The committee reviewed and discussed Policy 4040: School, Student, Parent, Family and Community Engagement in Education. This policy went before the full Board of Trustees for information with no recommended changes, however, this policy has been revised and expanded since the policy and board reading to more comprehensively address all aspects of HB 676 and SB 518. Additionally, several more citations and cross references have been added. The additional language added on page two is referenced from the MTSBSA model policy. The committee discussed that schools are now required to present artifacts that show they are performing the duties outlined in the policy, and those artifacts will be reported to OPI yearly as part of the accreditation standards. Trustee Janet Armstrong suggested that the Board of Trustees be presented yearly with a summary of the reporting that is sent to the OPI. Trustee Armstrong suggested the words *if practical* be removed from line 81 of the policy. The Policy Committee determined that Policy 4040: School, Student, Parent, Family and Community Engagement in Education would come back to the Policy Committee for further discussion.
- F. Policy 5020: Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace
The committee reviewed and discussed Policy 5020: Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace. This policy went before the full board for information with no recommended changes. The Policy Committee determined that Policy Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace would go before the full board of trustees for action.
- G. Policy 7060: District Safety
The committee reviewed and discussed Policy 7060: District Safety. This policy went before the full board for information with no recommended changes. The Policy Committee determined that Policy 7060: District Safety would go before the full board of trustees for action.

VI. PRESENTATION OF POLICIES FOR FIRST READING

- A. Policy 3010: School Admissions: Entrance, Placement and Transfer
The committee reviewed and discussed Policy 3010: School Admissions: Entrance, Placement and Transfer. This policy has been revised to reflect changes in the definition of “exceptional circumstances” under House Bill 946 for students under 5 and over 19. Districts who currently are operating an early kindergarten should also include the criteria for students to be admitted for such program – the board must approve each student admitted for such program. The committee discussed that such programs will change pursuant to

House Bill 352 starting July 1, 2024, and changes will be made to this policy after next school year to reflect this change. The language also reflects the requirement from House Bill 396 that a district enroll a home school or nonpublic school student part-time at the request of the parent. The Policy Committee determined that Policy 3010: School Admissions: Entrance, Placement and Transfer would go before the full Board of Trustees for information.

B. Policy 5000: Equal Employment Opportunity and Nondiscrimination

The committee reviewed and discussed Policy 5000: Equal Employment Opportunity and Nondiscrimination. This policy has been revised to incorporate a cross reference to Policy 5015 - Bullying/Harassment/Intimidation Prevention Reporting which addresses retaliation, and some additional legal references were added. The Policy Committee determined Policy 5000: Equal Employment Opportunity and Nondiscrimination would go before the full Board of Trustees for information.

C. Policy 5040: Personnel Records

The committee reviewed and discussed Policy 5040: Personnel Records. Legal references were updated to reflect the transfer of evaluation language from an existing rule to a new rule in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules. The Policy Committee determined that Policy 5040: Personnel Records would go before the full Board of Trustees for information.

D. Policy 5065: Evaluation of Non-Administrative Staff

The committee reviewed and discussed Policy 5065: Evaluation of Non-Administrative Staff. This policy had a general update to align with updated model language. It has been revised to reflect a new rule adopted in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules regarding the evaluation of certified employees. The Policy Committee determined that Policy 5065: Evaluation of Non-Administrative Staff would go before the full Board of Trustees for information.

E. Policy 6020: District Organization: Building Administrators & Districts Administrators

The committee reviewed and discussed Policy 6020: District Organization: Building Administrators & Districts Administrators. Legal references were updated to reflect the transfer of evaluation language from an existing rule to a new rule in the accreditation standards in Chapter 10.55 of the Montana Administrative Rules. The policy also has updated language regarding access to the evaluation tool. The Policy Committee determined that Policy 6020: District Organization: Building Administrators & Districts Administrators would go before the full Board of Trustees for information.

F. Policy 8225: Tobacco and Marijuana Free Schools

The committee reviewed and discussed Policy 8225: Tobacco and Marijuana Free Schools. This policy has been revised to reflect House Bill 128 which prohibits the use of marijuana

products (as well as tobacco products) on district/school property. The Policy Committee had a robust conversation about CBD products and if those products would fall under the prohibited category outlined in this policy. The Policy Committee determined that Policy 8225: Tobacco and Marijuana Free Schools would come back to the Policy Committee for further review and discussion.

VII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

VIII. ADJOURNMENT

Committee Chair, Janet Armstrong, adjourned the meeting at 12:56 p.m.