



*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, February 13<sup>th</sup>, 2024 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and  
via TEAMS

[Click here to join the meeting](#)

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## AGENDA

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

### II. REVIEW OF AGENDA

### III. RECOGNITIONS

#### A. United States Presidential Scholars Program-Capital High School

Congratulations to the following Capital High School students who are candidates for the United States Presidential Scholars Program. They are Katherine Berg, Aria Ehlert, and Liam McAdams. United States Presidential Scholars are recognized for their accomplishments as some of our nation's most distinguished graduating seniors. Thanks to all the educators that played a role in this recognition!

#### B. United States Presidential Scholars Program-Helena High School

Congratulations to the following Helena High School students who are candidates for the United States Presidential Scholars Program. They are Kai Moser and Annika Nehring. United States Presidential Scholars are recognized for their accomplishments as some of our nation's most distinguished graduating seniors. Thanks to all the educators that played a role in this recognition!

#### 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. Items For Information

1. Presentation of Recommendations from Budget Consensus Committee
2. Presentation of Draft Facilities Master Plan-Guiding Document
3. Policy 3050 Student Discipline
4. Policy 3080 Maintenance of Student Records
5. Policy 4040 School, Student, Parent, Family and Community Engagement in Education
6. Policy 8225 Tobacco and Marijuana Free Schools

##### B. 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. 01.09.24 Full Board Meeting Minutes
6. MTSBA FY25 Dues Revenue Estimate
7. Approval of Sabbaticals for 2024-2025 School Year

##### C. Items For Action

1. Call for Annual Election
  - a. Elementary Trustee Resolution Calling for the Annual Regular Election
  - b. High School Trustee Resolution Calling for the Annual Regular Election
2. Policy 3010 School Admissions: Entrance, Placement and Transfer
3. Policy 5000 Equal Employment Opportunity and Nondiscrimination
4. Policy 5040 Personnel Records
5. Policy 5065 Evaluation of Non-Administrative Staff
6. Policy 6020 District Organization: Building Administrators & District Administrators

**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
  - Trustee Linda Cleatus & Trustee Janet Armstrong-Capital High School
  - Board Chair Siobhan Hathhorn- C.R. Anderson Middle School
  - Board Chair Siobhan Hathhorn and Vice Chair Jennifer McKee- Hawthorne Elementary School

VII. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item III.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      Recognitions**

A. United States Presidential Scholars Program-Capital High School

B. United States Presidential Scholars Program-Helena High School

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item IV.**

Recognitions

Superintendent's Report

General Public Comment

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Items For Action

**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: February 13th, 2024*

- Recognition
  - Monday, February 5<sup>th</sup> through Friday, February 9<sup>th</sup> School Counselor Appreciation Week-Thank You for All That You Do For Our Students
  - Board of Trustees Work Session at Jefferson Elementary School- January 23<sup>rd</sup>, Thank You Principal Brice Burton & Jefferson Elementary Staff
  - Thank you to Lisa Cordingley and the Helena Education Foundation for hosting HEF's annual School Board Trustee Appreciation Lunch. We are grateful to HEF and our amazing Trustees.
  - Congratulations to Educator Heather Brown from Broadwater Elementary Schol who was selected as the 105.3 KMTX December Teacher of the Month.
  - Thank you to Helena High for hosting the 2024 NSDA National Qualifying Speech & Debate Tournament on Friday and Saturday, February 9-10. Competitors from across the state competed to determine who will represent Montana at the National Tournament. Thank you to the volunteers who judged at the event and congratulations to our HPS students who competed in the event.
  - Congratulations to first grader Elena Ferguson who won "The Strong Snack Challenge" with her healthy, package-free apples and yogurt recipe-winning a special cooking demonstration for all students at Central School. Thank you to Sodexo Manager Robert Worthy and his team for creating this great opportunity for students.
  - CRA Educators Shannon Thomas and Dick McMahan have worked for 30 years to get the Mann Gulch Overlook Trail on the National Recreation Trail registry. This week Thomas, McMahan, and their students made their mark on Montana history as the trail was formally recognized. Congratulations!
  - Thank you to the Helena Police Department and our team of School Resource Officers (SROs): Jessica Cornell (HMS), Scott Finnicum (CRA), Sean Schoenfelder (CHS) and Bret Haux (HHS) for delivery of 19 AEDs (Automated External Defibrillators)-life-saving devices that can restart a heart in the event of cardiac arrests to our schools. The Helena Police Department is replacing the devices, which are still in good working order, with newer models.

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- I'd like to recognize our high school principals, Steve Thennis (HHS) and Brett Zanto (CHS), for joining 38 other Montana principals in penning a recent opinion piece in the Independent Record and other newspapers across the state on the dangers of vaping.
  
- New Business
  - K-12 Vision Project Strategic Planning Meeting Postponed
  - Safety and Security Levy/Technology Levy/Draft FMP-Guiding Document Update
    - Across District-This Spring
  - District Wide, Staff, Student, & Family Survey
    - Culture, Facilities, Communication, Academic
  - Budget Recommendation Consensus Committee Update
  - Revenue Update
  - Consensus Based Negotiations: HSD – HEA Update
  - AA Schools Health Trust Feasibility Meeting
  - May Butler Center RFP Update
  - Update on HSD Charter Schools Applications
  - StopIt App Being Implemented- 24/7/365-day support for our students and staff
  - Examining Teacher Mentoring Program -
  
- Outreach/Meetings
  - Cabinet & Leadership
  - MQEC Board of Directors Meeting
  - AA Schools Health Trust Meetings
  - Board Leadership
  - AA Superintendents
  - Budget Consensus Recommendation Committee
  - HEA/HSD Meeting
  - HEF Board Meeting
  - HEF Executive Committee
  - Student Leaders Meeting
  - TV, Print, Radio Media
  - Teacher Advisory Committee
  - Parent Advisory Committee
  - SMA – Work Meeting
  
- Other
  - No School February 19<sup>th</sup> President's Day

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item V.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      General Public Comment**



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.1.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      Item For Information**

1. Presentation of Recommendations from Budget Consensus Committee

- A. **Background Information:** In the spring of 2023, the Helena School District convened a diverse group of nearly 40 stakeholders with the purpose to examine the district budget and make recommendations for potential reductions. Based on budget forecasting, the district anticipated a budget shortfall for the 2024/25 school year. The committee met approximately 12 times from May 2023 to February 2024. Stakeholders included parents, teachers, administrators, community members, and Board members. The committee used a facilitated consensus process to make decisions.
- B. **Budget Value Statements:** The committee examined several sources of information to create “budget value statements.” The purpose of these statements was to capture goals and objectives that could be used to evaluate potential budget reduction ideas. The statements were presented to the Board of Trustees at their October meeting.

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

1. Empower students with a dynamic and diverse education, foster the well-being and shared responsibility for life-long success and achievement. (Short title: student outcomes and achievement)
  2. Provide all students a well-rounded education that meets or exceeds (*or upholds*) accreditation standards in well-maintained, safe facilities that are equipped with relevant technology. (Short title: programs and environment)
  3. Build trust and support for additional funding by continuously adapting and maintaining a vibrant and well-connected community. (Short title: trust and engagement)
  4. Foster financial sustainability with a budget that is economically responsible, supported, and informed by the needs and aspirations of our community. (Short title: sustainability)
  5. Recruit and retain the highest quality staff through recognition of accomplishments, quality training, robust support, and market compensation. (Short title: staff)
- C. **Estimated Budget Forecast 2024-25 School Year:** Throughout the term that the budget committee met, participants were presented with several budget scenarios based on the most current information available. Each scenario was built on several assumptions. *The final scenario (dated January 10) shows a potential shortfall between \$660K to \$4.58M.* This range is built on several assumptions including: the outcome of HEA negotiations and the results of the spring levy elections. The numbers in the chart below will also change based on the second student enrollment count, the adjustment of the K8 operational levy as well as the potential addition of a HS operational levy.

*Estimated budget forecast, 2024-25 school year*

		UPDATED: 1/10/24	
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Helena School District, Budget Consensus Committee Recommendation, February 9, 2024

	<b>Projected Shortfall</b>		K-8 2.03M
			9-12 0.65M
			<u>Total K12 2.68M (1% 23/24 &amp; 1% 24/25)</u>
		Add 2% Salaries	1.20M (TBD, Negotiations)
		Add Insurance	0.70M (TBD, Negotiations)
		<b>Total</b>	<b>- 4.58M</b>
	<b>Potential Revenue</b>	K-8 GF Levy	0.32M (will change)
		Charter Schools	0.70M (confirmed, 1/18/24)
		Rental Revenue	0.25M (updated, 1/10/24)
		<b>Total</b>	<b>+1.27M</b>
		Safety Levy	1.65M (GF offset)
		Tech Levy	1.0M (GF offset)
		<b>Total</b>	<b>+3.92M</b>
	High Reduction	Middle Reduction	Low Reduction
	4.58M	3.31M (4.58 - 1.27)	0.66M (4.58 - 3.92)
K-5	2.02M	1.46M	0.29M
MS	0.92M	0.66M	0.13M
HS	1.65M	1.19M	0.24M

**D. Budget reduction ideas:** At the December committee meeting, the participants brainstormed several budget reduction ideas for each grade level band: K5, MS, HS. Each idea was discussed and clarified. A final list of ideas was forwarded to the administration to determine a cost estimate. Cost estimates were developed based on several assumptions, as described in the “Notes” section of the lists below.

**E. Methodology: Prioritizing Reduction Ideas**

- a. Using the Budget Value Statements, committee members evaluated each of the budget reduction ideas as they related to each budget value.
- b. Each idea was evaluated with regard to impact on (1) student outcomes and achievement (2) programs and environment (3) trust and engagement (4) financial sustainability (5) staff.
- c. For each idea, committee members rated each budget value statement on a scale of significant impact, minor impact, no impact, or positive impact.
- d. The average rating of all committee members was used to create a priority list. The items at the top of the list were rated as having minor or no impact on the

budget values. While the items at the bottom of the list were rated as having a significant impact on the budget values.

- e. It is the recommendation of the committee that the Board would use these prioritized lists when making budget decisions. The Board could consider the low impact items first (top of list) and use the significant impact items (bottom of list) only if needed to balance the budget.

**F. K5 Prioritized List: Ranked from least to most impactful**

	<b>K5 Budget Reduction Ideas</b>	<b>Est. Cost</b>	<b>Notes</b>
1	Eliminate the copy center	0\$ for 2024-2025, TBD for future	Current contract expires in 2025, costs would be shifted to building budgets in this scenario.
2	Reduce central office/department budgets by 10%	\$78K	
3	No (eliminate) cell phone stipends	\$93K	
4	Restructure PEAK program	\$224K	Current costs are \$304K. Concept is to serve student needs at their homeschool, keep 1 GT teacher
5	Eliminate iReady	\$61K	CoGat =\$9,500 Acadiane = \$8,300 iReady and MyPath = \$60,563 Curricular Assessments = \$15,000
6	Reduce "independent" positions	\$75K	Reduce position \$ allocation by 5% for k-8
7	Reduce all building discretionary budgets by 10%	\$28K	
8	Reduce custodial services	\$561K	11 FTE custodians = \$561,000
9	Close 1 K5 School or close more than 1	\$345K / Each	save 5 various FTE \$345,250
10	Reduce or eliminate field trips	\$0	Typically K5 field trips are \$42K. Currently not paid for from the general fund. Will need to find a future funding source.
11	Reduce nurses or hire LPN	\$66K / Each	Cannot recruit/hire LPN - none available. This cost is a reduction of an RN.
12	Larger class sizes.	\$759K	save 2 FTE in K = \$132, 000; save 2 FTE in 1st = \$132,000; no savings in 2nd grade; save 3 FTE in 3rd = \$198,000; save 1.5 FTE in 4th= \$99,000; save 3 FTE in 5th = \$198,000. TOTAL saved if every class went to accred max \$759,000

Helena School District, Budget Consensus Committee Recommendation, February 9, 2024

13	Rearrange insurance plan	TBD	Requires more discussion with District health insurance committee
14	Reduce instructional coaches	\$0	No impact to general fund. These positions are currently grant funded.
15	Reduce paras	\$396K	Reduce one per building, 11FTE = 396K
16	Teachers don't get raises, keep people and programs.	TBD	Determined in negotiations
17	Reduce K5 Principal FTE, by 1 or 2.	\$123K / each	Accrd Standards allow for part-time administrators. Concept would be to share admin for smaller schools.
18	Reduce the number of librarians	\$99K	0.5 FTE for 126 to 250 students in the school, 1.0 FTE for 251 to 500 students in the school. Save 1.5FTE
19	Budget cuts have to come from salaries	TBD	Determined in negotiations
20	Restructure elementary PE or Music.	\$1.0M	Those subjects taught by classroom teacher. 16 FTE, 8 PE and 8 Music
21	Reduce the number of counselors	\$119K	Accrd requires 1 Counselor per 400 students. 3478 K5 students / 400 = 8.7 FTE. Currently have 10.5 FTE
22	Reduce curriculum programs	TBD	Committee did not identify which programs. An example: New K5 Math program will cost \$300-400K
23	Reduce or consolidate special ed programs.	\$1.0M	7 self-contained classrooms, save 7 teachers, save 15 paras, total \$1,002,000
24	Fewer staff would get raises	TBD	Determined in negotiations
	<b>Other K5 Items Considered, Not Ranked</b>		
	Thrifty purchases		Already happening
	Reduce or eliminate CSCT		No general fund savings
	Review properties, sell or lease		Already happening
	Recruit kids for charter schools		Already happening
	Charge student fees		May not legal, FAPE
	Change technology programs		Google would increase costs

**G. Middle School Prioritized List: Ranked from least to most impactful**

	Middle School Budget Reduction Ideas	Est. Cost	Notes
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Helena School District, Budget Consensus Committee Recommendation, February 9, 2024

1	Balance boundaries between the two MS	\$121K	incrementatly shift the MS boundary to the west, goal of HMS 725-750, Save 1 Admin position, May not see a savings in 24/25.
2	Eliminate iReady	\$20K	
3	Reduce central office/department budgets by 10%	\$36K	Does not include Sped Funding
4	Reduce all building discretionary budgets by 15%	\$23K	
5	Reduce staff. Change the student/staff ratio	\$330K	current class ratio is 19 students to 1 FTE 1714/91 changing to 20 to 1 means a reduction of 5 FTE, 5 FTE for each increase in student to teacher ratio. 5 FTE = \$330,000
6	Elementary model for 6th grade (final 2 items had identical ranking)	\$376K	save 1 FTE if move cores to 30 class size in grade 6. If PE/ Music stays and other rotations are cut, then save 4.7 FTE for \$310,200 TOTAL \$376,200
6	Reduce elective offerings (final 2 items had identical ranking)	\$931K	4.7 FTE x 3 grades = 14.1 FTE reduction = \$930,600 TOTAL
	<b>Other Ideas: Not Ranked</b>		
	Four day school week.		No real GF savings.
	Retirement savings: Already built in budget		Already built in budget.
	Marketing to capture homeschool, private enrollment.		Already happening
	Increase facility rental fees		No impact to GF. Those fees go to O&M

**H. High School Prioritized List: Ranked from least to most impactful**

Rank	High School Budget Reduction Ideas	Est Cost	Notes
1	HS GF budget Admin \$ reduction	\$59K for 5%	i.e.. 5% categorical reduction. Need to determine which positions could be reduced.
2	Reduce secretaries & Independents	\$56K Sear. \$45K Indep.	i.e. 5% categorical reduction. Need to determine which positions could be reduced.
3	Reduce central office/department budgets by 15%	\$139K	Does not include Sped funding
4	Activity consolidation	\$10K	Combine some coaching positions

Helena School District, Budget Consensus Committee Recommendation, February 9, 2024

5	Share teachers across town	\$66K	When you have only enough classes for a partial teacher schedule you may be able to share it with another school and their partial needs to make a whole FTE
6	Reduce all building discretionary budgets by 15%	\$72K	TBD
7	Teach 6 out of 7, Keep 23 credits	\$1.5M	Keep a 7 period day, but each teacher would teach one extra class. We could reduce total teaching staff by 23FTE which is 1.5M. Grad requirements would stay at 23 credits as students still have an opportunity to take 7 classes each year.
8	Relocate PAL to HHS	\$300K	Item #7 would have to occur first so that there was space available at HHS to relocate PAL.
9	Reduce course offerings. Offer some classes every other year.	See #10	See #10
10	Schedule accreditation courses first, then electives	\$462 - 990K	Offering those courses required for graduation first and eliminating some electives with lower enrollment could save between 7 and 15 FTE. Also some savings by reducing counselors and administration
11	Schedule changes, block schedule, 6 period day, Teach 5 out of 6, reduce to 21 credits	\$1.5M	If students were required 21 to graduate and had a 6 period day, then we would not need as many FTE. A one seventh reduction (eliminating one class period) is 23 FTE which is \$1,518,000 saved, this equals 115 less class periods.
<b>Other Ideas: Not Ranked</b>			
	Look at boundaries.		No Savings
	4-day school week.		No real GF savings
	Assessment costs.		Currently ACT is free
	Eliminate PAL: Now a Charter School, Revenue		Now a charter, will generate new revenue

Helena School District, Budget Consensus Committee Recommendation, February 9, 2024

	Flip required course to senior year.	No real increase in revenue as any student who takes 4 or more is considered full time by state.
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I. **Communication to the Board from the Committee:** The following is a collective statement from the HSD Budget Consensus Committee to the HSD Board of Trustees. These statements were collected from committee members during their final meeting on February 7, 2024.

a. Prompt: *What would you like the Board to know about the committee?*

We worked hard and took the job seriously. The committee was diverse and represented many stakeholders. It was a good cross-section with all dedicated to schools. The diversity of the group was good. The committee was diverse, large, knowledgeable, curious, respectful, invested, intentional, and student centered.

We lost members as time went by, but we were inclusive about others joining. Attendance on the committee was varied. Inconsistent attendance made it a little difficult to have equal representation. We saw some attrition over time. It was difficult to incorporate some who joined after 4-5 meetings into the process, but all were heard.

The committee was representative of diverse stakeholders. We were respectful of others and their ideas. This was a very diverse group - parents, teachers, and community members. It was hard work to do, no one wants to make cuts. We remained very committed to students. The members of the committee should be commended for their time and willingness to participate in addressing the districts' challenge.

b. Prompt: *What would you like the Board to know about the process?*

The process was new for most. We went slow to go fast. Although frustrating, we acknowledge the process was slow in order to build trust and engagement to have frank conversations. The process was lengthy but positive. It was laborious, slow paced, humanistic, educational, and useful to get the end result. We worked intentionally to find solutions. The process allowed for reflection, perspective, and education. The process was fair, in-depth and extensive. The process led to a better understanding of why we need technology and safety levies. We considered all possibilities in good faith. No options were discarded.

c. Prompt: *What would you like the Board to know about the prioritized lists?*

There were assumptions made when creating the low, middle and high scenarios. Specificity is still needed on the list items, some compromises still need to be fleshed out. The lists were very difficult to make.

We tried to stick to the budget values. We used a methodology and tried to be consistent. We tried to evaluate all logically, based on the bottom line and on our



value statements. The lists represent all ideas. It is easy to be “general” for the decisions to make cuts, however we know the decisions are not general as they are personal and involve people. Every bullet point has people behind it. Someone will be affected by each decision and option.

The ideas were ranked in the best interest of our students. All the cuts will have an impact. Equal cuts doesn’t necessarily mean equal impact. We tried to minimize student impact as much as possible. We have quality people and quality programs, which makes the cuts painful.

- d. Prompt: *Any other advice for the Board in the decision making process?*  
Reducing building or department budgets can result in passing on costs to students and families, something that should be avoided. Carefully consider the ripple effect of the decisions.  
Weigh the good to the whole system - greater than the bad to the individual.  
Follow the value statements. The budget value statements should be your guide.  
Since this was a student first process, make this a student first decision.

Communicate to all stakeholders.

Decide soon about levies. Create direction for central administration regarding cuts. The decision is a “business decision” and needs to be made. We have a desire to see the Board act on the list. We are committed to a balanced budget with necessary cuts. Please don’t be afraid of the hard decisions.

We, as a group, are frustrated with the MT state education funding model. We need long-term solutions and advocacy at the state level.

Respectfully submitted for consideration on February 9, 2024

Rob Watson

Budget Consensus Committee Facilitator

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.2.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Information**  
2. Presentation of Draft Facilities Master Plan-Guiding Document



# FACILITIES MASTER PLAN

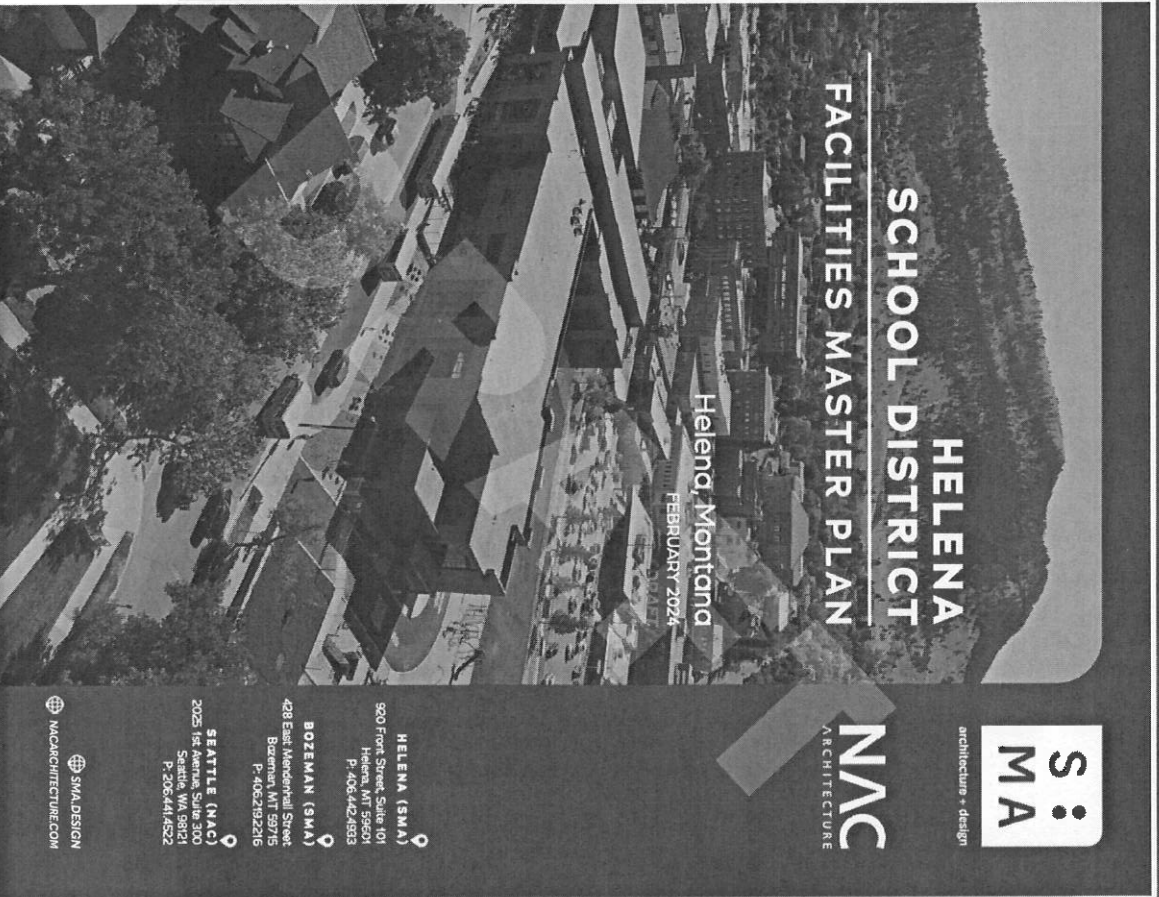
## Draft Document Presentation

FEBRUARY 2023



architecture  
+ design

**NMAC**  
ARCHITECTURE



**HELENA  
SCHOOL DISTRICT  
FACILITIES MASTER PLAN**

Helena, Montana  
FEBRUARY 2024



architecture + design



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SMA DESIGN  
MACARCHITECTURE.COM

**AGENDA**

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## B APPENDIX B | SURVEY RESULTS

## C APPENDIX C | MEETING NOTES

## D APPENDIX D | DEFERRED MAINTENANCE REPORT

# SCHEDULE

## FACILITIES MASTER PLAN SCHEDULE 2022-2024



Month	Activity	Year	Phase
AUGUST	08.22.22 - KICK-OFF MEETING HSD FACILITIES MASTER PLAN COMMITTEE	2022	PHASE 1
	10.22.22 - KEY STAKEHOLDER VISIONING MEETING #1 HSD FMP KEY STAKEHOLDER GROUP		
	11.02.22 - KEY STAKEHOLDER MEETING #1 HSD FMP KEY STAKEHOLDER GROUP		
SEPTEMBER	10.26.22 - DISTRICT TECHNOLOGY MEETING HSD EDUCATIONAL TECHNOLOGY DEPARTMENT	2022	PHASE 1
	11.16.22 - DISTRICT FOOD SERVICE MEETING GENERAL MANAGER - SODEXO, HSD FACILITIES DIRECTOR		
OCTOBER	11.26.22 - DISTRICT FACILITIES MEETING HSD FACILITIES DEPARTMENT	2022	PHASE 1
	12.07.22 - DISTRICT ENROLLMENT TRENDS MEETING HSD ADMINISTRATIVE STAFF		
NOVEMBER	12.15.22 - DISTRICT SPECIAL EDUCATION MEETING HSD SPECIAL EDUCATION DEPARTMENT	2022	PHASE 1
	12.20.22 - DISTRICT CURRICULUM MEETING HSD CURRICULUM AND INSTRUCTION DEPARTMENT		
DECEMBER	12.21.22 - DISTRICT ACTIVITIES & ATHLETICS MEETING HSD ACTIVITIES ADMINISTRATOR, HSD FACILITIES DIRECTOR	2022	PHASE 1
	01.03-05.22 - DISTRICT FACILITIES TOURS HSD ACTIVITIES ADMINISTRATOR, HSD FACILITIES DIRECTOR		
JANUARY	01.03-05.23 - DISTRICT FACILITIES TOURS HSD ACTIVITIES ADMINISTRATOR, HSD FACILITIES DIRECTOR	2023	PHASE 2
	01.31.23 - KEY STAKEHOLDER MEETING #2 HSD FMP KEY STAKEHOLDER GROUP		
FEBRUARY	02.21.23 - DISTRICT FACILITIES TOURS HSD FACILITIES MASTER PLAN COMMITTEE	2023	PHASE 2
	04.26.23 - KEY STAKEHOLDER MEETING #3 HSD FMP KEY STAKEHOLDER GROUP		
MARCH			
APRIL			
MAY			
JUNE			

# SCHEDULE

## FACILITIES MASTER PLAN SCHEDULE 2022-2024 (CONT.)



Month	Activity	Phase	Year
JULY	07.20.23 - FOCUS MEETING #1 HSD FACILITIES MASTER PLAN COMMITTEE	PHASE 2	2024
	08.16.23 - FOCUS MEETING #2 HSD FACILITIES MASTER PLAN COMMITTEE		
AUGUST	08.18.23 - HSD ADMINISTRATOR UPDATE HSD SCHOOL ADMINISTRATORS	PHASE 2	2024
	09.06-07.23 - BOARD OF TRUSTEES UPDATES HSD BOARD OF TRUSTEES		
SEPTEMBER	09.20.23 - HSD FMP MONTHLY PROGRESS MEETING HSD FACILITIES MASTER PLAN COMMITTEE	PHASE 2	2024
	09.25.23 - BOARD OF TRUSTEES WORK SESSION HSD BOARD OF TRUSTEES		
OCTOBER	10.16.23 - HSD FACILITIES AND CTE MEETING #1 HSD CAREER AND TECHNICAL EDUCATION STAFF	PHASE 2	2024
	10.17.23 - HSD FMP MONTHLY PROGRESS MEETING HSD FACILITIES MASTER PLAN COMMITTEE		
NOVEMBER	11.27.23 - HSD FACILITIES AND CTE MEETING #2 HSD CAREER AND TECHNICAL EDUCATION STAFF	PHASE 2	2024
	12.19.23 - DEFERRED MAINTENANCE MEETING HSD FACILITIES DEPARTMENT		
DECEMBER	12.20.23 - HSD FMP MONTHLY PROGRESS MEETING HSD FACILITIES MASTER PLAN COMMITTEE	PHASE 3	2024
	01.24 - HSD FMP MONTHLY PROGRESS MEETING HSD FACILITIES MASTER PLAN COMMITTEE		
JANUARY	02.12 - FACILITIES AND MAINTENANCE FMP PRESENTATION HSD FACILITIES AND MAINTENANCE COMMITTEE	PHASE 3	2024
	02.13 - BOARD OF TRUSTEES FMP PRESENTATION HSD BOARD OF TRUSTEES		

09.27.23 - KEY STAKEHOLDER MEETING #4  
HSD FMP KEY STAKEHOLDER GROUP

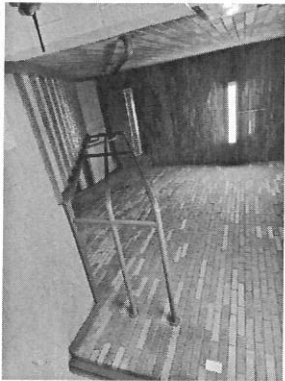
1  
DATA  
COLLECTION &  
ANALYSIS

# PART 1: DATA COLLECTION & ANALYSIS; COMMUNITY INPUT & SITE-BASED PLANNING

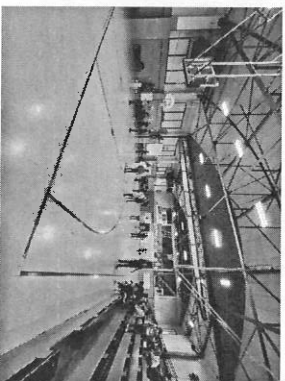




# SECTION 1.1 FACILITY NEEDS ASSOCIATED WITH 21ST CENTURY MODEL OF EDUCATION



CR Anderson Middle School Circulation



Helena Middle School Gymnasium

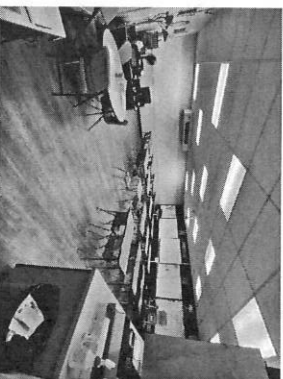
## MIDDLE SCHOOL NEEDS

- **Parking, Drop-off/ pick-up**
- **Special Education spaces are not conducive for needs of the programs and the needs of students.** Some program are located in poor quality classrooms with no windows, some general classrooms that are not sized adequately for the programs. No proper spaces for storage rooms).
- **Accessibility**
- **Poor Hallways / internal circulation** – Hallways are very congested, lockers in hallway congestion. Circulation at CR Anderson between academic areas and the lunch room pinched.
- **Inadequate power outlets / distribution in general,** particularly at classroom space
- **Career Technical Education (CTE) spaces and equipment reduce quality intended to be offered.**
- **Lunchroom at CR Anderson is undersized.** In a poor location with very inadequate kitchen and support spaces are too small for programs and uses, particularly at HMS.
- **Gym / Athletic spaces are too small for programs and uses, particularly at HMS.** and support spaces are poor, these are also used for HS events at HMS.
- **Student restrooms are in poor condition, several do not have proper accessibility area of high behavior issues.**

AVERAGE AGE of HSD FACILITIES	
ALL	65.00
K-12	59.94
K-8	58.77
K-6	55.73
6-8	75.50
9-12	65.00
non-ed	85.25
	W/O 3 NEW
ALL	75.59
K-12	72.62
K-6	63.25
K-8	74.75

## HIGH SCHOOL NEEDS

- **Athletics** – Athletic facilities are below the standards of AA schools statewide. This is limited the district's ability to facilitate hosting championship events and affects practice scheduling and facility rental.
- **Career Technical Education (CTE)** - Current CTE facilities are distributed among both high schools requiring duplicate programs, equipment, etc. It was also noted that CTE facilities at both high schools are aging, utilities are limiting expansion of upgrade of programs and the building construction does not meet current code.
- **Special Education** - It was noted at both high schools that lack of space is limiting Special Education services. Most of the spaces currently utilized for special education are not designed for those functions.
- **Safety and Security** - It was noted that the high school facilities are not up to the standards established with the safety and security upgrades that were completed at the elementary and middle schools.



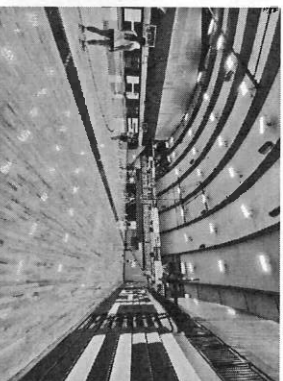
Capital High School Classroom



Capital High School Special Education Classroom



Helena High School Main Entrance



Helena High School Gymnasium

# EDUCATIONAL & FUNCTIONAL ADEQUACY FACILITY MATRIX

RESTROOMS	ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	HALLWAYS/CIRCULATION	GENERAL CLASSROOMS	STUDENT COLLABORATION SPACE	SPECIAL EDUCATION/SUPPORT SPACES	SCIENCE CLASSROOMS	GYM/ATHLETICS/PE	FOOD SERVICE/CAFETERIA	CTE CLASSR
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FACILITY NAME	2017 ENROLLMENT	ORIGINAL YEAR BUILT	YEAR(S) UPDATED	TOTAL SQ FOOTAGE	OVERALL FUNCTIONAL ADEQUACY	RESTROOMS	ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	HALLWAYS/CIRCULATION	GENERAL CLASSROOMS	STUDENT COLLABORATION SPACE	SPECIAL EDUCATION/SUPPORT SPACES	SCIENCE CLASSROOMS	GYM/ATHLETICS/PE	FOOD SERVICE/CAFETERIA	CTE CLASSROOMS	ART	MISC PERFORMANCE	LIBRARY	PLAY AREAS/PLAYFIELDS	
<b>ELEMENTARY SCHOOLS</b>																					
BROADWATER	235	1942	-42,20,2020	39,506	2.7	3	1	3	2.0	4	2	3	NA	2	2	NA	NA	4	4	4	6
BIRLAHT	235	2019		58,809	18	10	10	10	10	10	10	10	10	10	10	NA	NA	10	10	10	9
CENTRAL	291	2019		63,315	9.5	9	10	9	10	10	10	9	NA	10	8	NA	NA	10	9	9	10
FOUR GEORGIANS	457	1977	2020 (21 roof)	58,948	5.2	4	4	3	3.5	5	4	7	NA	7	5	NA	NA	NA	7	8	7
HAWTHORNE	198	1921	37, 89, 2020	27,281	3.0	3	1	2	4.0	5	2	5	NA	3	3	NA	NA	2	8	8	6
JEFFERSON	470	1948	70, 2021, 2022	34,965	9.6	3	3	4	4	3.5	2	4	NA	3	4	NA	NA	5	3	3	6
JIM DARCY	289	2019		64,135	8.5	9	8	7	9	9	10	9	NA	8	7	NA	NA	NA	6	9	1
KESLER	229	1985	18, 56, 84, 87, 2020	24,925	3.0	3	2	5	3	3	2	4	NA	3	2	NA	NA	NA	3	3	6
ROSSITER	419	1995	72, 2020	49,784	4.6	4	4	5	6	8	3	5	NA	5	3	NA	NA	5	8	7	7
SMITH	289	1965	2020	47,498	6.2	5	7	7	8	6	3	6	NA	8	0	NA	NA	NA	8	5	7
WARREN	307	1998	77, 91, 2020	31,903	3.0	5	7	4	3	3	3	2	NA	2	2	NA	NA	NA	1	1	5
<b>MIDDLE SCHOOLS</b>																					
CRANDISON	1056	1959	92, 2020	124,000	4.1	3	4	6	3.0	5	2	1	6	5	2	4	6	4	4	7	7
HEENA	721	1938	85, 2020	182,180	3.4	1	2	4	2.0	3	2	5	3	2	6	4	5	5	4	4	3
<b>HIGHSCHOOLS</b>																					
2.7	3	1	3	400	4.9	5	5	6	4.0	5	3	4	7	5	2	4	5	4	5	5	5
10	10	10	10		4.5	3	3	4	3.0	8	2	5	8	5	4	7	4	4	2	8	8
9.5	9	10	9		4.9	5	6	8	8.0	3	2	NA	2	NA	5	NA	5	NA	NA	NA	4
5.2	4	4	3		6.5	8	1	7	3.0	7	2	7	NA	10	NA	NA	NA	9	8	8	8
3.0	3	1	2		5.5	5	1	8	6.0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3.6	3	3	4		8.3	10	10	5	8.0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
8.5	9	9	7		2.5	2	2	3	3.0	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA
3.0	3	3	4		7.0	2	2	2	NA	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA
3.0	3	2	5		2.4	3	2	2	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3.0	3	2	5		3.3	3	4	3	NA	NA	NA	NA	NA	3	NA	NA	NA	NA	NA	NA	NA

1  
2020 COLLECTION #  
ANN 519

LEGEND
EXCELLENT
GOOD
FAIR
DEFICIENT
POOR

# EDUCATIONAL & FUNCTIONAL ADEQUACY FACILITY MATRIX

## EDUCATIONAL AND FUNCTIONAL ADEQUACY FACILITY MATRIX

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS UPDATED	TOTAL SQ FOOTAGE	ORIGINAL FUNCTIONAL ADEQUACY	RESTROOMS	ACCESSIBILITY	PREPARED/PERIODIC ACCESS	HALLWAYS/CIRCULATION	GENERAL CLASSROOMS	TITULANT/COMM. SPACE	SPECIAL EDUCATION/SUPPORT SPACES	SCIENCE CLASSROOMS	GYM/ATHLETICS/PE	FOOD SERVICE/CAFETERIA	CTE CLASSROOMS	ART	MUSIC PERFORMANCE	LIBRARY	PLAY/ARCADE PLAYFIELDS
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### ELEMENTARY SCHOOLS

BROADWATER	235	1982	42,70,2020	33,966	2.7	0	1	3	20	4	2	3	NA	2	2	NA	NA	4	4	6
BRYANT	255	2019		54,869	10	10	10	10	30	10	10	10	NA	10	10	NA	NA	10	10	9
CENTRAL	291	2019		69,315	9.5	9	10	9	10	10	10	9	NA	10	8	NA	NA	10	9	10
FOUR GEORGIANS	457	1977	2020 (21,000)	56,948	5.2	4	4	3	3.5	5	4	7	NA	7	5	NA	NA	7	8	7
HAWTHORNE	193	1921	37,89,2020	27,867	3.0	3	1	2	40	6	2	6	NA	3	3	NA	NA	2	2	0
JEFFERSON	470	1946	70,2021,2022	34,985	3.6	3	3	4	4	36	3	4	NA	3	4	NA	NA	5	3	6
JIM DARCY	289	2019		64,196	8.5	9	9	7	9	9	10	0	NA	6	7	NA	NA	8	9	0
KESSLER	229	1936	48,000,64,000,2020	24,906	3.0	3	2	6	3	3	2	4	NA	3	2	NA	NA	3	3	6
ROSSITER	419	1936	72,2020	43,793	4.8	4	4	6	8	5	3	8	NA	5	3	NA	NA	5	5	7
SMITH	269	1966	2020	41,458	6.5	5	7	7	8	8	3	9	NA	8	9	NA	NA	8	5	7
WARREN	307	1968	77,93,2020	31,903	9.0	5	7	4	3	8	3	2	NA	2	2	NA	NA	1	1	5

### MIDDLE SCHOOLS

CRANDALL	1056	1959	92,2020	124,000	4.1	3	4	6	30	5	2	1	5	5	2	4	6	4	7	3
HELENA	721	1998	86,2020	102,190	3.4	1	2	4	20	3	2	5	3	2	5	4	5	5	4	3

### HIGH SCHOOLS

CAPITAL	1349	1965	73,78,81,2021	243,400	4.9	5	5	8	40	5	3	4	7	5	2	4	8	4	9	
HELENA	1054	1955	62,81,97,2017 (11/9),2021	237,550	4.5	3	5	4	30	6	2	5	8	5	4	7	4	4	2	B
FRONT STREET LEARNING CENTER - PAL	66	1957	90	15,550	4.9	5	8	8	60	3	2	NA	2	NA	5	NA	5	NA	NA	4

### OTHER DISTRICT FACILITIES

PAV BLOK LEARNING CENTER	1959	1959	62,20,2021	22,294	6.5	8	1	7	30	7	2	7	NA	10	10	NA	NA	9	8	8
LINCOLN CENTER	1946	1946	56,60,2021	18,780	5.5	5	1	8	80	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
DISTRICT FACILITIES	2019	2019		12,490	8.3	10	10	5	60	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
NAVY BUTLER CENTER	1942	1942		9,800	2.5	2	2	3	30	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
7TH AVENUE GYM	1908	1908		9,800	2.0	2	2	2	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA
CENTRAL KITCHEN (at Capital HS)					2.4	3	2	2	3	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA
VIGILANTE STADIUM (at Hebron MS)					3.3	3	4	3	NA	NA	NA	NA	NA	3	NA	NA	NA	NA	NA	NA

### LEGEND

EAST SIDE
WEST SIDE

1  
DATA COLLECTION & ANALYSIS

### LEGEND

9	EXCELLENT
8	GOOD
7	GOOD
6	FAIR
5	FAIR
4	DEFICIENT
3	DEFICIENT
2	POOR
1	POOR

# EDUCATIONAL & FUNCTIONAL ADEQUACY FACILITY MATRIX

## LEGEND

### EDUCATIONAL AND FUNCTIONAL ADEQUACY FACILITY MATRIX

FACILITY NAME	2011 ENROLLMENT	ORIGINAL YEAR BUILT	YARDS IMPROVED	TOTAL SQ. FOOTAGE	OVERALL FUNCTIONAL ADEQUACY	RESTROOMS	ACCESSIBILITY	DOOR-GFI/ ANTIWAL	WALKWAY/ CIRCULARITY	GENERAL COLLABORATION	SPECIAL EDUCATION SUPPORT	SCIENCE CLASSROOMS	GYM/ ATHLETICS/ PE	FOOD SERVICE/ CATERING	CTE CLASSROOMS	ART	MUSIC PERFORMANCE	
<b>ELEMENTARY SCHOOLS</b>																		
<b>BROADWATER</b>	255	1942	42,200,000	33,546	2.7	0	1	0	0	0	0	0	0	0	0	0	0	0
IBRWAY	2019	2019		38,860		10	10	10	10	10	10	10	10	10	10	10	10	10
CENTRAL	291	2019		69,313	3.1	9	10	10	10	10	10	10	10	10	10	10	10	10
<b>HAWTHORNE</b>		1977	2020 (61 roof)	56,948	3.0	4	4	4	4	4	4	4	4	4	4	4	4	4
1921		1921	37,893,000	27,261		3	3	3	3	3	3	3	3	3	3	3	3	3
<b>JEFFERSON</b>		1948	70,200,100	34,965	3.6	3	3	3	3	3	3	3	3	3	3	3	3	3
2019		2019		64,136		8	8	8	8	8	8	8	8	8	8	8	8	8
<b>KESSLER</b>		1936	48,568,446,678,000	24,926	3.0	3	3	3	3	3	3	3	3	3	3	3	3	3
ROSKOFF	419	1936	72,200	48,734	3.8	4	4	4	4	4	4	4	4	4	4	4	4	4
SCOTT	776	1966	200	41,488	3.1	5	7	7	7	7	7	7	7	7	7	7	7	7
<b>WARREN</b>		1949	77,93,200	31,908	3.0	5	7	7	7	7	7	7	7	7	7	7	7	7
<b>MIDDLE SCHOOLS</b>																		
<b>HELENA</b>	1092	1959	92,200	124,000	3.4	2	4	4	4	4	4	4	4	4	4	4	4	4
1938		1938	66,200	162,160		2	2	2	2	2	2	2	2	2	2	2	2	2
<b>HIGH SCHOOLS</b>																		
<b>CAPITAL</b>	1349	1965	72,78,81,201	243,400	4.0	6	5	6	4.0	5	1	4						
HELENA	1054	1985	62,41,97,2017 (new, 2021)	227,550	4.5	3	5	4	3.0	8	2	5						
FRONT STREET LEARNING CENTER, PAI	56	1937	90	15,559	4.9	5	0	2	8.0	3	2	5						
<b>OTHER DISTRICT FACILITIES</b>																		
<b>PAY &amp; BUCKLEBARING CENTER</b>	1859	1945	62,20,2021	22,294	6.5	8	1	7	1.0	7	2	7	NA	NA	NA	NA	NA	NA
LINCOLN CENTER	1945	1945	55,60,2021	18,290	5.5	5	1	2	4.0	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>MAY BUTLER CENTER</b>	2019	2019		12,860	2.5	10	8	8	4.0	NA	NA	NA	NA	NA	NA	NA	NA	NA
7TH AVENUE GYM	1942	1942		9,380	2.0	2	2	3	2.0	NA	NA	NA	NA	NA	NA	NA	NA	NA
CENTRAL KITCHEN (at Capital HS)	1908	1908		9,300	2.4	3	3	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>VIGILANTE STADIUM (at Helena MS)</b>					3.3	4	4	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

**23 TOTAL**  
HSD FACILITIES  
**17**  
ARE RATED BELOW  
**6** OR FAIR

**23 TOTAL**  
HSD FACILITIES  
**10**  
ARE RATED BELOW  
**4** OR DEFICIENT

9	EXCELLENT
8	EXCELLENT
7	GOOD
6	GOOD
5	FAIR
4	FAIR
3	DEFICIENT
2	DEFICIENT
1	POOR

# FACILITY SITE ANALYSIS MATRIX

OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS & PARKING	SITE ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	PLAY AREAS/PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR ONSITE REPLACEMENT
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FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS IMPROVED	TOTAL SQ FOOTAGE	OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS & PARKING	SITE ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	PLAY AREAS/PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR ONSITE REPLACEMENT
<b>ELEMENTARY SCHOOLS</b>												
BROADWATER	238	1942	42,70,2020	28,566	3.1	2	3	1	3	7	2	4
BRYANT	235	2019		58,889	8.6	4	10	10	10	9	NA	NA
CENTRAL	241	2019		63,315	8.2	4	9	9	9	10	NA	NA
FOUR GEORGIANS	457	1977	2020 Q1 2021	56,648	4.8	7	4	4	3	7	3.5	5
HAWTHORNE	193	1921	37,88,2020	27,241	3.6	1	3	3	2	6	4	6
JEFFERSON	470	1948	70,307,3025	34,665	3.9	4	3	3	4	6	4	3
JIM DARCY	269	2019		64,156	8.2	8	10	10	7	8	NA	NA
KESSLER	229	1986	48,56,96,67,82,900	24,976	5.0	6	8	4	5	6	3	8
ROOSTER	419	1925	72,2000	43,793	6.0	10	4	4	8	7	6	5
SMITH	269	1966	2020	41,488	7.0	9	5	7	7	7	3	6
WARREN	307	1968	77,93,2020	31,908	7.0	10	5	8	6	5	8	8

**LEGEND**

9 EXCELLENT

8 GOOD

7 FAIR

6 DEFICIENT

5 POOR

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS IMPROVED	TOTAL SQ FOOTAGE	OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS & PARKING	SITE ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	PLAY AREAS/PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR ONSITE REPLACEMENT
<b>MIDDLE SCHOOLS</b>												
CR ANDERSON	1666	1959	92,2020	124,608	4.2	3	3	4	7	3	3	6
HELBIA	721	1938	88,2020	162,180	2.3	1	1	2	4	3	2	3

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS IMPROVED	TOTAL SQ FOOTAGE	OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS & PARKING	SITE ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	PLAY AREAS/PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR ONSITE REPLACEMENT
<b>HIGH SCHOOLS</b>												
CAPITOL	1349	1985	73,78,81,2021	248,400	5.0	5	5	5	8	8	4	4
HELBIA	1664	1955	62,81,97,2017,07-09,2021	237,250	4.6	3	3	5	4	8	3	3
FRONT STREET LEARNING CENTER, TXL	66	1957	99	15,550	5.8	5	5	8	8	4	8	8

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS IMPROVED	TOTAL SQ FOOTAGE	OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS & PARKING	SITE ACCESSIBILITY	DROP-OFF/ARRIVAL/ACCESS	PLAY AREAS/PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR ONSITE REPLACEMENT
<b>OTHER DISTRICT FACILITIES</b>												
PAY BROSKE LEARNING CENTER	1939	1939	62,20,2021	27,294	6.0	8	8	1	7	8	3	3
LINCOLN CENTER	1946	1946	56,80,2021	18,780	5.4	5	6	1	6	NA	6	6
DISTRICT FACILITIES	2019	2019		12,899	8.6	10	10	10	5	NA	8	8
MAY BUTLER CENTER	1942	1942		9,800	2.4	2	2	2	3	NA	3	3
7TH AVENUE GYM	1968	1968		9,100	2.0	2	2	2	2	NA	NA	NA
CENTRAL KITCHEN (at Capital HS)					2.6	3	3	2	2	NA	3	3
VIGILANTE STADIUM (at Helbua MS)					3.3	3	3	4	3	NA	NA	NA

**LEGEND**

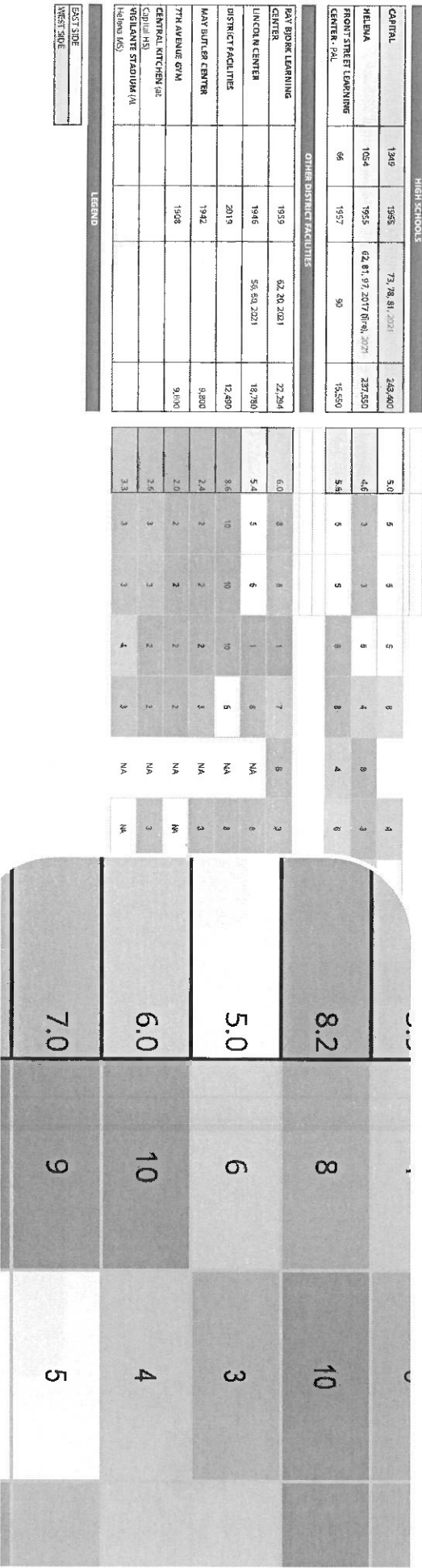
9 EXCELLENT

8 GOOD

7 FAIR

6 DEFICIENT

5 POOR



# FACILITY SITE ANALYSIS MATRIX

## FACILITY SITE ANALYSIS MATRIX

FACILITY NAME	201 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS UPDATED	TOTAL SQ FOOTING	OVERALL SITE ADEQUACY	SITE SIZE ADEQUACY	VEHICULAR ACCESS RATING	SITE ACCESSIBILITY	SEASONAL VEHICLE ACCESS	PLAY AREA/ PLAYFIELD	POTENTIAL FOR ADDITION	POTENTIAL FOR REPLACEMENT
---------------	----------------	---------------------	---------------	------------------	-----------------------	--------------------	-------------------------	--------------------	-------------------------	----------------------	------------------------	---------------------------

### ELEMENTARY SCHOOLS

BROADWATER	235	1942	42,70,2020	23,566	3.1	2	3	1	3	7	2	4
BRYANT	235	2019		58,869	8.0	4	10	10	10	9	NA	NA
CENTRAL	231	2019		63,315	8.2	4	9	9	9	10	NA	NA
FOUR GEORGIANS	457	1977	40,011,667	56,958	4.8	7	4	4	3	7	3.5	5
HANTHORNE	193	1921	30,884,2021	2,284	3.6	1	3	3	2	6	4	6
JEFFERSON	470	1948	70,304,2022	34,965	3.9	4	3	3	4	6	4	3
JIM DARCY	269	2019		64,138	8.2	8	10	10	7	6	NA	NA
KESLER	229	1935	48,54,50,64,67,82,000	24,925	5.0	6	3	4	6	6	3	8
MOSSTER	419	1946	72,7000	43,798	6.0	10	4	4	8	7	6	5
SMITH	269	1965	2020	41,492	7.0	9	6	7	7	7	8	5
WAGNER	307	1988	77,98,2020	31,909	7.0	10	6	8	5	8	8	6

### MIDDLE SCHOOLS

CK ANDERSON	1065	1668	92,2020	124,000	4.2	3	3	4	2	3	3	5
HELENA	721	1938	86,2020	162,180	2.3	1	1	2	4	3	2	3

### HIGH SCHOOLS

CAPITAL	1349	1955	73,78,81,2021	248,400	5.0	5	5	5	6	8	4	5
HELENA	1064	1955	62,81,97,2017,616,2021	227,550	4.6	3	3	5	4	8	3	6
FRONT STREET LEARNING CENTER, PAL	66	1957	90	15,550	5.6	5	6	8	8	4	6	3

### OTHER DISTRICT FACILITIES

BOY BODOR LEARNING CENTER		1659	62,20,2021	22,294	6.0	8	8	1	7	8	3	7
LINCOLN CENTER		1946	56,56,2021	18,750	5.4	6	5	1	6	NA	4	NA
DISTRICT FACILITIES		2019		12,480	8.6	10	10	10	5	NA	4	NA
MAY BUTLER CENTER		1942		9,880	2.4	2	2	2	3	NA	2	NA
7TH AVENUE GYM		1908		9,880	7.0	2	2	2	2	NA	NA	NA
CENTRAL KITCHEN (at Capitol HS)					2.6	1	8	2	2	NA	3	NA
VIGILANT STADIUM (at Helen HS)					3.3	3	3	4	3	NA	NA	NA

## FACILITY SITE ANALYSIS

LEGEND
9 EXCELLENT
8 GOOD
7 GOOD
6 FAIR
5 FAIR
4 DEICIENT
3 DEICIENT
2 POOR
1 POOR

### LEGEND

EAST SIDE
WEST SIDE

# FACILITY SITE ANALYSIS MATRIX

## FACILITY SITE ANALYSIS MATRIX

FACILITY NAME	201 ENROLLMENT	ORIGINAL YEAR BUILT	YEAR REPAIRED	TOTAL SQ FOOTAGE	OVERALL SITE AVERAGE	NET SQ ACCESSIBILITY	VEHICULAR ACCESS & PARKING	NET ACCESSIBILITY	PROPOSED ANNUAL ACCESS	PLAY AREA/ PLAY FIELDS	POTENTIAL FOR ADDITION	POTENTIAL FOR UPGRADE/REPLACEMENT
---------------	----------------	---------------------	---------------	------------------	----------------------	----------------------	----------------------------	-------------------	------------------------	------------------------	------------------------	-----------------------------------

### ELEMENTARY SCHOOLS

<b>BROADWATER</b>	235	1942	4/20/2020	23,566	3.1	2	3	1	3	7	1	1
BRYANT	255	2019		58,889	4.0	4	10	10	10	9	NA	NA
CENTRAL	281	2019		63,315	4.2	4	9	9	9	10	NA	NA
<b>HAUTHORNE</b>	457	1977	7/20/21 (new)	56,648	4.4	7	4	4	3	2	2	2
JEFFERSON	495	1921	5/7/88, 2/2/20	27,281	3.6	1	3	3	2	6	6	6
JIM DORR	470	1988	7/1/20/2022	34,415	3.9	4	3	3	4	6	6	6
KESLER	229	1936	4/8/58, 5/14/67, 5/7/2020	24,326	4.0	6	3	4	5	6	6	6
INDUSTRIAL	419	1936	7/2/2016	43,798	6.0	10	4	4	5	7	7	6
SMITH	209	1966	2020	41,488	7.0	9	5	7	7	7	7	8
WARREN	307	1988	7/1/83, 2023	31,265	7.0	10	5	8	5	5	5	6

### MIDDLE SCHOOLS

DR. ANDERSON	1056	1939	9/2/2020	124,000	4.2	5	3	4	7	7	3	5
<b>HELENA</b>	171	1938	8/1/2020	162,186	2.3	1	1	7	4	3	2	3

### HIGH SCHOOLS

CAPITAL	1349	1945	7/1/79, 8/1/2021	243,400	5.0	5	5	5	6	4	4	5
HELENA	1064	1955	9/2/81, 9/1/2017 (new), 2021	227,350	4.6	3	3	5	4	8	3	8
FRONT STREET LEARNING CENTER - PSL	66	1957	9/0	15,350	5.6	9	9	8	8	4	6	3

### OTHER DISTRICT FACILITIES

NAVY BLOK LEARNING CENTER	1959	1959	6/2/20/2021	22,284	6.0	8	8	1	7	8	3	7
LINCOLN CENTER	1946	1946	5/6/60/2021	18,790	5.4	5	5	1	3	NA	6	NA
<b>MAY BUTLER CENTER</b>	2019	2019		12,467	2.4	10	10	10	6	NA	8	NA
<b>7TH AVENUE GYM</b>	1942	1942		9,900	2.9	2	2	2	3	NA	3	NA
<b>CENTRAL KITCHEN (at Capital HS)</b>	1928	1928		9,860	2.6	1	1	1	2	NA	NA	NA
<b>VIGILANTE STADIUM (at Helena MS)</b>					3.3	3	3	4	3	NA	NA	NA

### LEGEND

EAST SIDE  
WEST SIDE

EXCELLENT

GOOD

FAIR

DEFICIENT

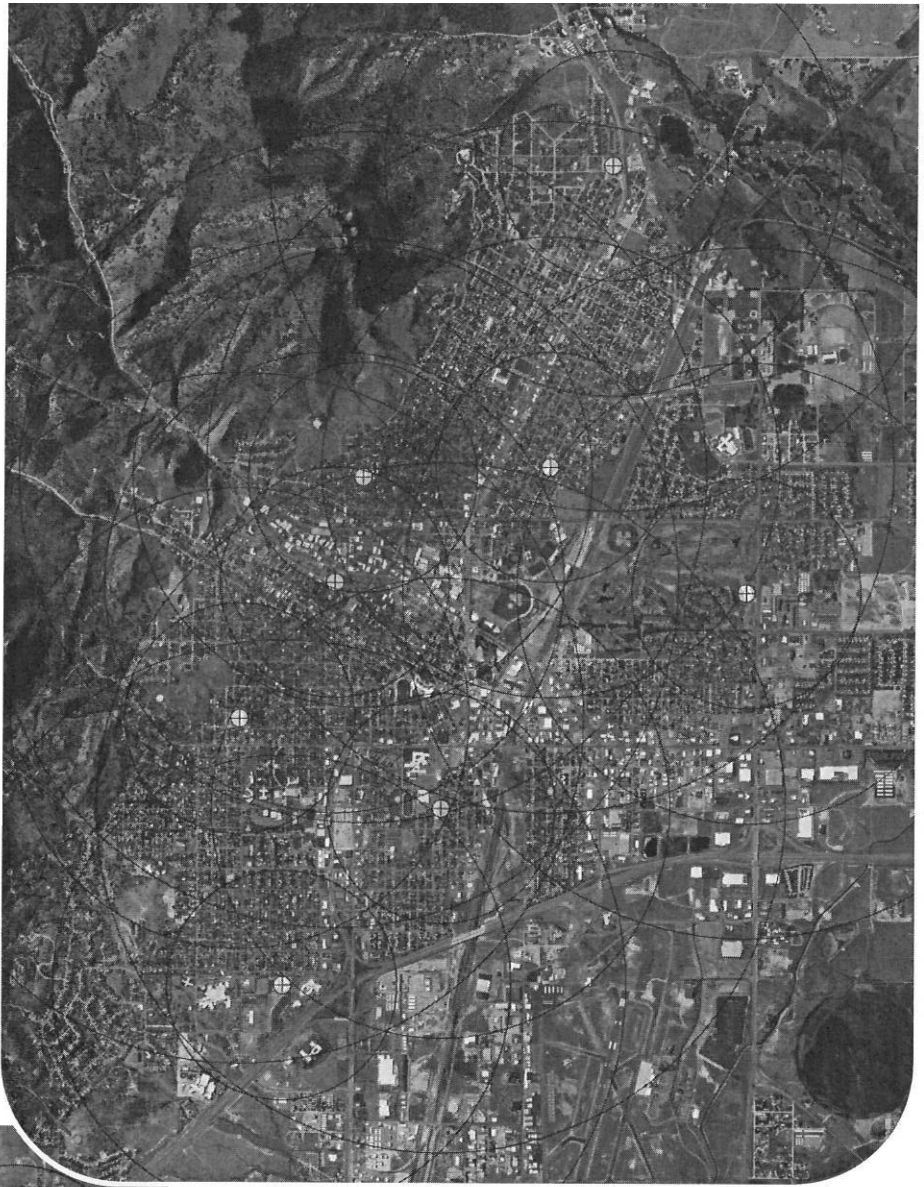
POOR

### LEGEND

23 TOTAL  
HSD FACILITIES  
**15**  
ARE RATED BELOW  
6 OR FAIR

23 TOTAL  
HSD FACILITIES  
**8**  
ARE RATED BELOW  
4 OR DEFICIENT

ELEMENTARY SCHOOLS LOCATION DIAGRAM





# SECTION 1.2 CURRENT TRENDS IN PUBLIC SCHOOL CURRICULA

## SECTION 1.2 CURRENT TRENDS IN PUBLIC SCHOOL CURRICULA

### INTRODUCTION

- State and Federal Requirements
- 21st Century Model of Education
- Increasing Special Education and Intervention needs
- Increasing mental health needs among students
- Increasing challenges of teacher support and retention (teacher mental health)
- Schools having a larger role in the support of equity issues, family needs (food, clothing, supplies)
- Hands on learning – project based, exploration
- W/IN programs and variable re-grouping of students beyond the standard set classroom

### CURRENT AND FUTURE DISTRICT CURRICULUM

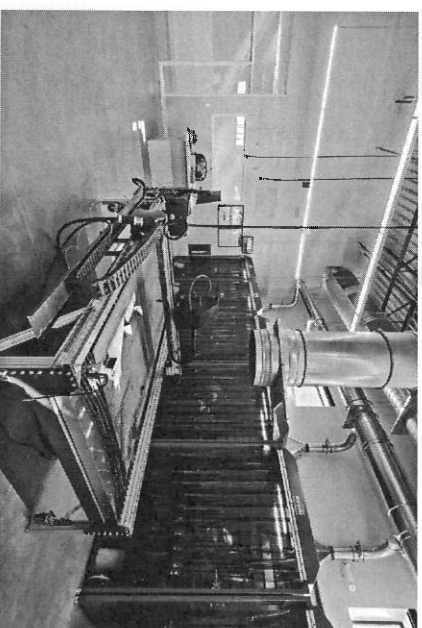
See Summary of District Curriculum Meeting (See Appendix C).

#### Elementary Educational Model:

- Collaboration and small group activities are identified as an important aspect of the Helena Elementary curriculum, spaces outside of the classroom are needed to accommodate this.
- Uses WIN (What I Need) periods that re-groups students from different classroom to provide small groups of common proficiency in a given subject. The pods and shared areas at the 3 new elementary schools support this well.
- Moving to more of a push-in model for support of specific needs per IEP.
- Increasing specialists need office and meeting spaces and adequate space in the classroom for differentiated learning.



Shared Space, Central Elementary School



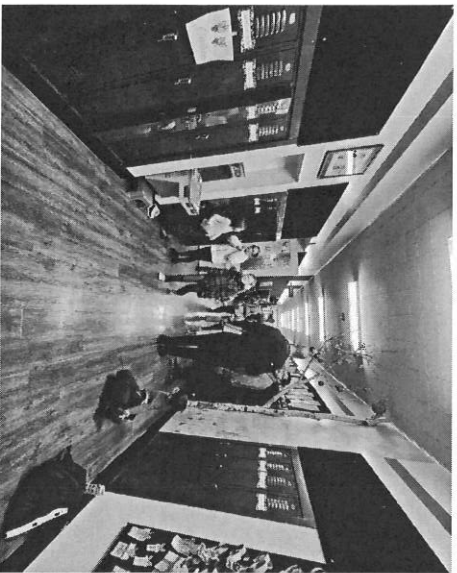
CTE, East Helena High School

#### Middle and High School Educational Model:

- Curriculum standards for social studies and science are based on an inquiry model. Facilities don't support the collaborative work.
- Some programs run integrated classes (e.g. English and History) - pairing of classrooms is beneficial for this.
- CTE learning is an import part of the curriculum – new statewide standards will emphasize CTE more.
- CTE facilities often do not support current Shop spaces, modern technology and current real life skills.
- Consideration for central skills center - has benefit of pooling resources. Separately there are benefits of having CTE programs integrated more closely with rest of academic curriculum.
- Developing a sense of community and school pride within the school: having space for all school assemblies, community events and large scale activities that help build community.

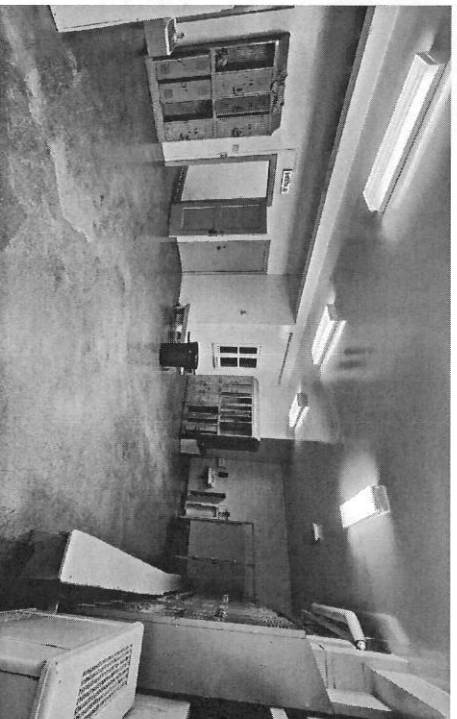
**FACILITY CONTRAST EXAMPLES**

**CIRCULATION | HALLWAYS**



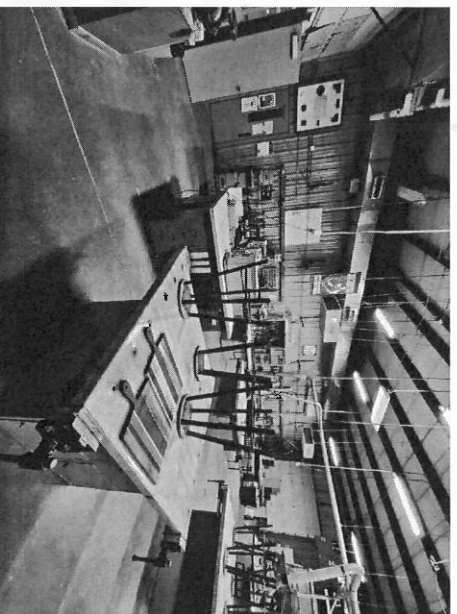
**JEFFERSON ELEMENTARY SCHOOL**

**LOCKER ROOMS**



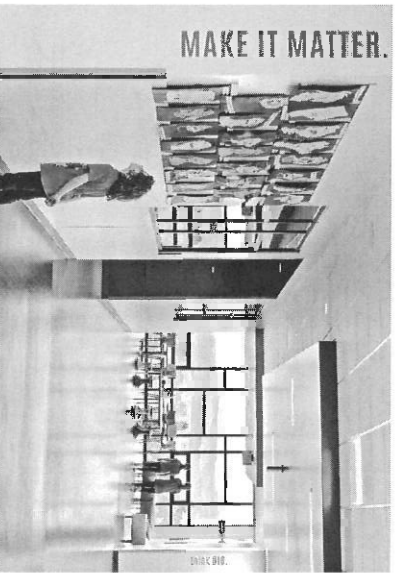
**HELENA MIDDLE SCHOOL**

**WOOD SHOP | CTE**

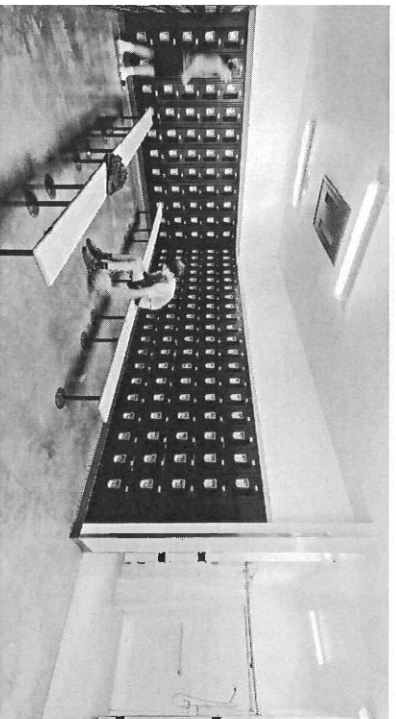


**CAPITAL HIGH SCHOOL**

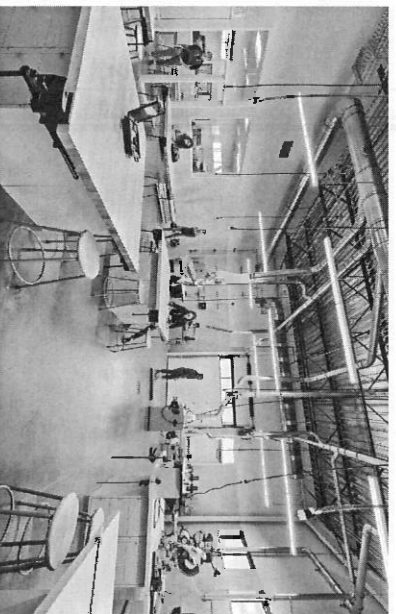
**MAKE IT MATTER.**



**CENTRAL ELEMENTARY SCHOOL**



**EAST MIDDLE SCHOOL**



**EAST HELENA HIGH**

# SECTION 1.3 FACILITY NEEDS OF CURRENT TECHNOLOGY, PROJECTED TECHNOLOGY PURCHASES, IMPLEMENTATION AND FUTURE TRENDS

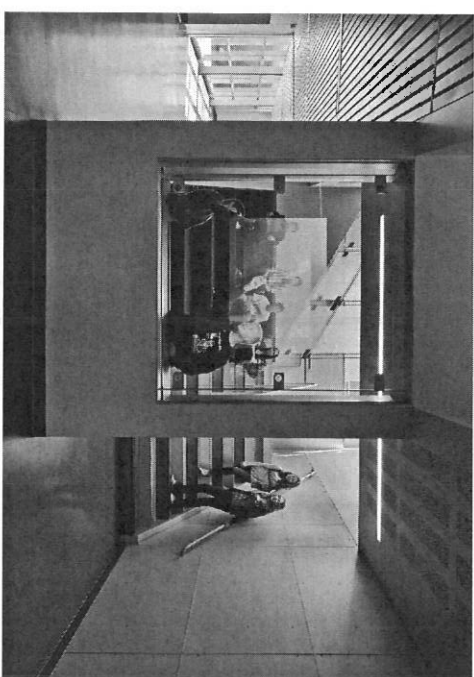
## SECTION 1.3 FACILITY NEEDS OF CURRENT TECHNOLOGY, PROJECTED TECHNOLOGY PURCHASES, IMPLEMENTATION AND FUTURE TRENDS INTRODUCTION

### TECHNOLOGY & 21ST CENTURY LEARNING

- The increases in communication and collaboration that are core to 21st Century learning are facilitated by technology. The District's 1:1 technology program is a significant part of this, but upcoming advances enabling new ways for students to work together will continue to push technological boundaries, as will methods for teachers to review and interact with student work.
- District-provided 1:1 devices have been shown to decrease the achievement gap and to help teachers differentiate instruction to meet students' needs.
- Classroom technology needs to not only allow students to receive content, but also to cast content from their device to a shared screen for presentation and interactively participate in both small and large groups.
- To be effective, new technology needs to be paired with robust teacher training programs.

### CURRENT AND FUTURE TECHNOLOGY NEEDS

- Summary of District Technology Meeting (Reference Meeting Notes in Appendix C)
- Current and Future Technology Trends
  - Flexibility is the key.
  - Moving toward cloud-based services instead of on-site.
- The District had a technology plan prior to COVID that was to be updated. COVID created a shift to mobile technology, laptops instead of desktop computers.
- Student technology: Chromebook on a 5-year replacement cycle (potentially 6). The District has 1:1 technology currently, but will need to pass a technology lay to continue 1:1. High School share the top priority, then middle schools, then elementary. The Master Plan should reflect this goal of continuing 1:1.
- Technology maintenance and licensing need to be addressed and how that relates to fiscal and administrative departments. Technology levels need to be considered.
- Energy conservation strategies can include LED lighting and occupancy sensors and integrated controls.



Teacher's Station, Bellevue High School

### SUMMARY OF TECHNOLOGY NEEDS

- Overall District Needs
  - The process for procurement of equipment and systems should be streamlined to make supporting technology easier.
  - Educational technology includes presentation equipment. An optimal classroom will include either an interactive projector or touch panel display and a document camera. Consistency across the District is desired.
  - WAPs need to be provided at all facilities support student technology. A WAP is needed at each classroom and WAP locations should be accessible (not above ceilings). There are currently no exterior WAPs, but these have been requested at HHS concessions.
  - Distance learning can be accommodated by classrooms that can be broadcast out, using integrated camera and microphone systems. This would likely be one or two classrooms per facility. For new classrooms constructed, it is worth providing infrastructure for future distance learning programs.
  - Safety and security is undergoing upgrades with prior bond funding, including cameras and access control. An external consultant's recommendations will be forthcoming. We will need to review the recommendations and determine how they will be incorporated into the Master Plan. Potential use of Raptr system for visitor check-in and a future goal for student check-in.
- For new construction and renovations, consider power locations and capacity. Are there ways to charge all devices without a cart? Look at options for charging stations; these need to be adaptable to changing technology.

# SECTION 1.4 DEMOGRAPHIC DATA, DISTRICT ENROLLMENT PROJECTIONS & TRENDS FOR FACILITY NEEDS

Fall Student Counts Summary (Net AB)

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50						
Kinder/PreK	497	497	496	540	545	533	552	558	578	543	572	602	575	542	583	539	581	587	529	604	590	590	590	590	590	590	590	590	590	590	590	590	590	590			
First Grade	577	509	505	500	350	394	347	341	353	376	351	372	365	348	358	377	351	385	371	359	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390		
Second Grade	531	565	494	524	526	519	380	349	345	399	360	340	370	367	373	369	386	345	363	387	379	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390	
Third Grade	546	553	567	498	526	537	552	571	358	347	338	367	334	331	369	384	358	360	325	362	387	359	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390
Fourth Grade	530	553	563	577	519	529	551	559	306	342	343	354	365	309	369	360	378	388	374	362	387	359	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390
Fifth Grade	587	535	559	572	587	520	544	550	362	376	386	351	353	335	350	383	335	329	362	367	387	359	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390
Sixth Grade	575	583	560	550	579	603	518	552	356	359	378	350	362	342	350	385	335	329	362	367	387	359	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390
Seventh Grade	575	595	593	574	547	594	604	541	362	367	367	382	351	349	367	371	359	375	375	355	375	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390	390
Eighth Grade	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
Ninth Grade	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
Tenth Grade	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
Eleventh Grade	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
Twelfth Grade	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590

Helena School District Redfishes Master Plan | HELENA, MONTANA 1.16

AGE: 0-100 YEARS

**Population Projection**  
Regional Economic Models Incorporated (REMI)

**2021**  
data vintage year

MONTANA  
DEPARTMENT OF COMMERCE

- Trend
- Age Pyramid
- Change Map
- Table

Adjust the figures below by selecting a custom age range, gender and race. Select one or more counties to display in the county figures.

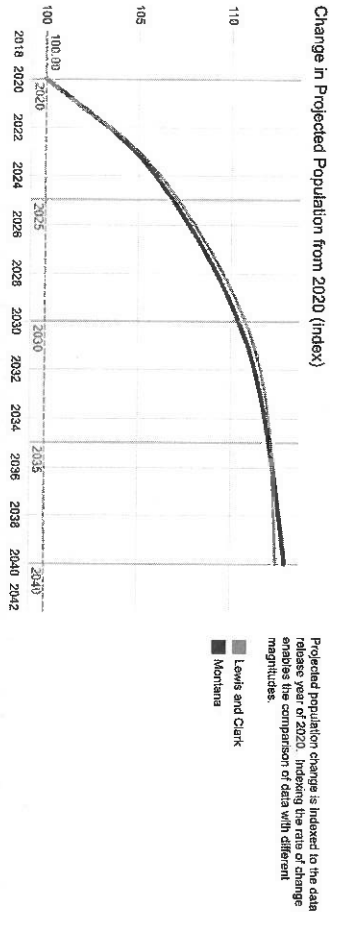
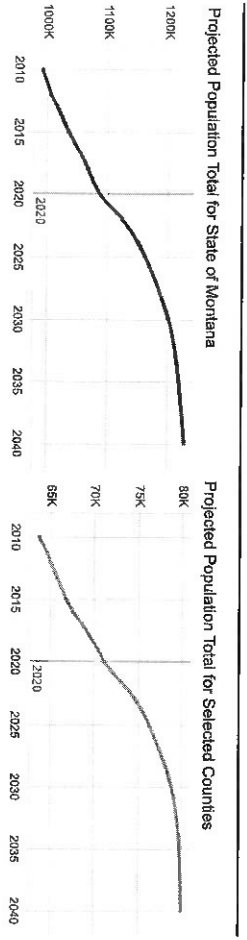
**Population Projection - Trends**

Select State and Counties (Multiple values)

Select Age Range  0 100

Select Genders (All)

Select Races (All)



Data Source: eRemi, Montana State and County Population Projection by Gender, Race and Age from Regional Economic Models Incorporated (REMI) compiled by Montana Department of Commerce.

CEIC

AGE: 0-18 YEARS

**Population Projection**  
Regional Economic Models Incorporated (REMI)

**2021**  
data vintage year

MONTANA  
DEPARTMENT OF COMMERCE

- Trend
- Age Pyramid
- Change Map
- Table

Adjust the figures below by selecting a custom age range, gender and race. Select one or more counties to display in the county figures.

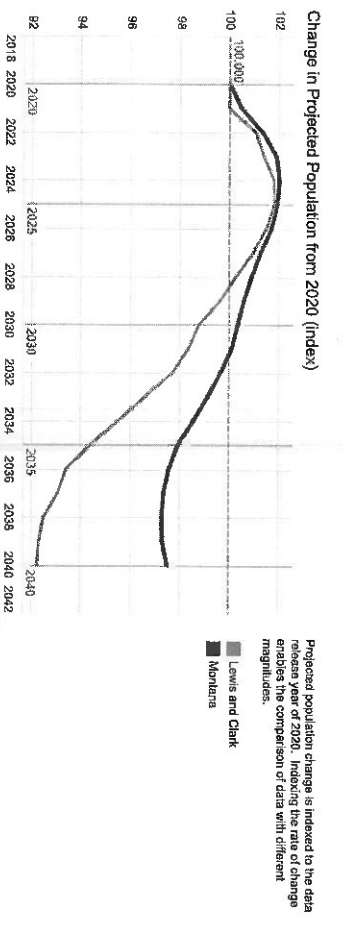
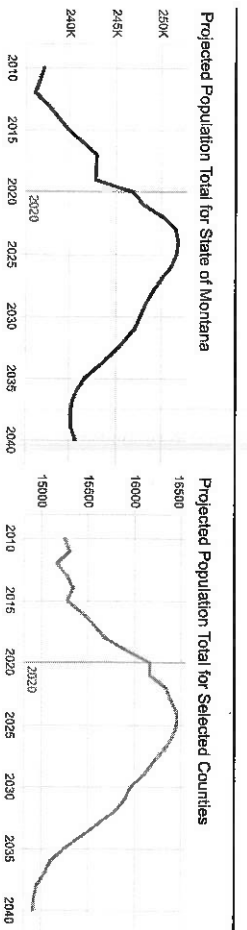
**Population Projection - Trends**

Select State and Counties (Multiple values)

Select Age Range  0 18

Select Genders (All)

Select Races (All)



Data Source: eRemi, Montana State and County Population Projection by Gender, Race and Age from Regional Economic Models Incorporated (REMI) compiled by Montana Department of Commerce.

CEIC

# % CHANGE IN POPULATION FROM 2020 TO 2035 | LEWIS AND CLARK COUNTY

## AGE: 0-100 YEARS

**Population Projection**  
Regional Economic Models Incorporated (REMI)

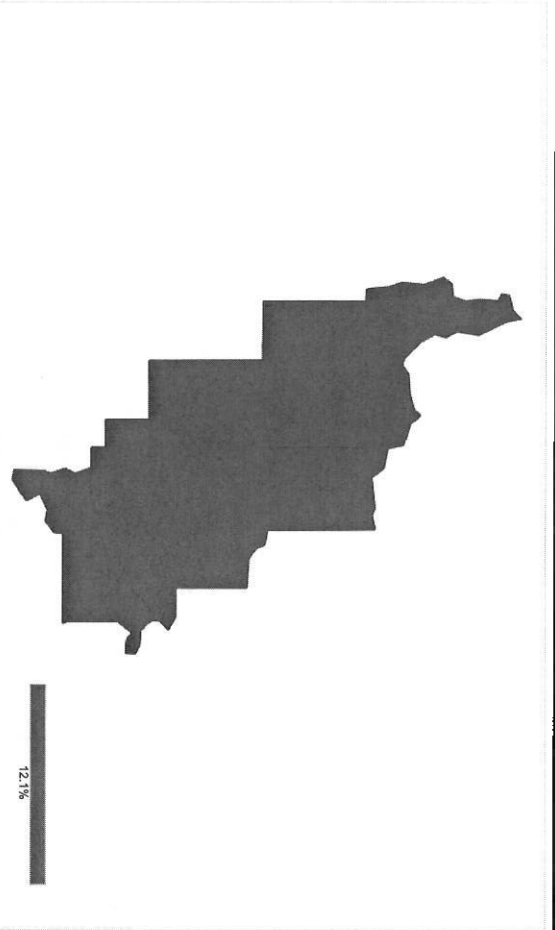
**2021**  
data vintage year

MONTANA  
DEPARTMENT OF COMMERCE

Trend    Age Pyramid    Change Map    Table

### Percentage Change in Population from 2020 to Future Target Year

This map shows change in projected population from 2020 to a selected future target year. Select age ranges, genders, and race categories to customize the map. Hover over a county to explore detailed statistics.



Data Source: eRemi Montana State and County Population Projection by Gender, Race and Age from Regional Economic Models Incorporated (REMI) compiled by Montana Department of Commerce.

12.1%

## AGE: 0-18 YEARS

**Population Projection**  
Regional Economic Models Incorporated (REMI)

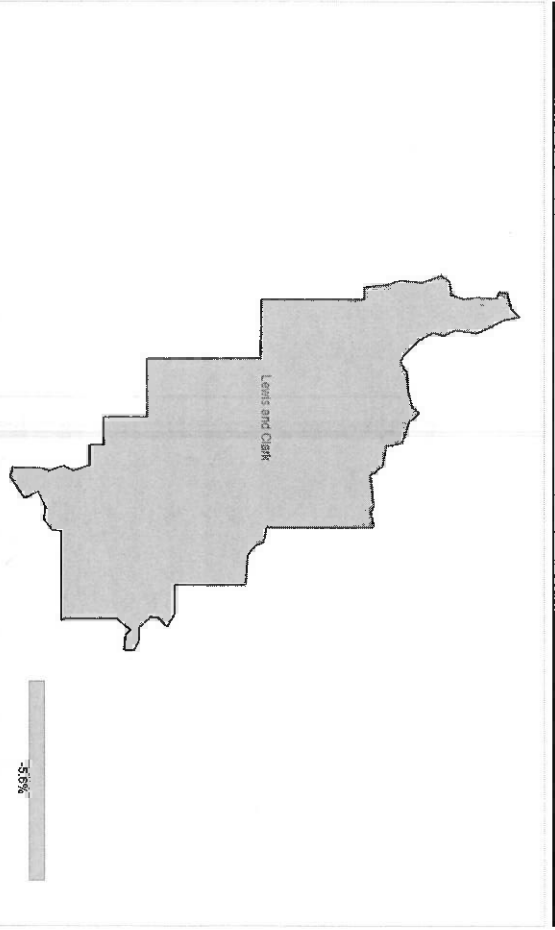
**2021**  
data vintage year

MONTANA  
DEPARTMENT OF COMMERCE

Trend    Age Pyramid    Change Map    Table

### Percentage Change in Population from 2020 to Future Target Year

This map shows change in projected population from 2020 to a selected future target year. Select age ranges, genders, and race categories to customize the map. Hover over a county to explore detailed statistics.



Data Source: eRemi Montana State and County Population Projection by Gender, Race and Age from Regional Economic Models Incorporated (REMI) compiled by Montana Department of Commerce.

-5.6%

# SECTION 1.5 DEFERRED MAINTENANCE ASSESSMENT, REAL ESTATE MARKET ANALYSIS

1  
TOTAL  
COLLECTION &  
ANALYSIS

CONTROL SYSTEMS	ELECTRICAL SYSTEMS	SAFETY AND SECURITY SYSTEM	WINDOWS	DOORS	EXTERIOR ENVELOPE	ROOF	ACCESSIBILITY
-----------------	--------------------	----------------------------	---------	-------	-------------------	------	---------------

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS/UPDATED	TOTAL SQ FOOTAGE	OVERALL BUILDING CONDITION	PLAYGROUND SURFACE/ SIDERAIL REPAIR	HVAC SYSTEMS	PLUMBING SYSTEMS	FIRE SUPPRESSION SYSTEM	CONTROL SYSTEMS	ELECTRICAL SYSTEMS	SAFETY AND SECURITY SYSTEM	WINDOWS	DOORS	EXTERIOR ENVELOPE	ROOF	ACCESSIBILITY
<b>ELEMENTARY SCHOOLS</b>																	
BROADWAY	235	1942	42/20/2020	33,556	3.7	2.5	4	4	10.0	4	2.5	4	5	1	1	NA	2.6
BRYANT	255	2019		58,869	10	10	10	10	10	10	10	10	10	10	10	10	10
CENTRAL	291	2019		69,315	10	10	10	10	10	10	10	10	10	10	10	10	10
FOUR GEORGIAN	457	1977	2020 (21 roof)	56,948	4.7	4	2.5	4	1	4	2.5	4	10	2.5	5	10	7
HAWTHORNE	193	1921	37.89/2020	27,261	3.5	4	4	7	10	2.5	2.5	4	4	4	2.5	4	2.5
JEFFERSON	470	1948	70.20/1/2022	34,965	5.6	4	4	1	1	10	10	4	4	7	10	10	10
JIM DARCY	269	2019		64,136	10.0	10	10	10	10	10	10	10	10	10	10	10	10
KESSLER	229	1936	48.56/8/6/7/8/2020	24,926	3.4	5	4	4	1	2.5	2.5	2.5	4	1	2.5	5	7
ROSTHER	419	1996	72.20/20	43,793	3.3	2.5	2.5	4	1	2.5	2.5	2.5	7	1	2.5	7	4
SMITH	269	1966	2020	41,498	3.4	2.5	2.5	2.5	1	4	2.5	2.5	4	10	1	7	1
WARREN	307	1968	77.93/2020	31,903	2.5	2.5	2.5	4	1	2.5	2.5	4	2.5	1	1	2.5	4

**MIDDLE SCHOOLS**

GRANDERSON	1056	1959	92.20/20	124,000	3.5	4	4	4	15.0	2.5	2.5	4	4	1	2.5	2.5	1
				162,180	3.6	4	2.5	4	10	2.5	2.5	4	2.5	4	4	2.5	10

4	4		10.0														
				243,400	2.8	2.5	2.5	4	10	1	2.5	1	4	1	7	2.5	4
0	10		10	237,550	2.1	2.5	1	1	10	1	2.5	1	1	2.5	2.5	2.5	7
				15,550	3.1	4	2.5	4	10	4	2.5	1	10	1	4	1	2.5
0	10		10	22,294	4.6	4	2.5	4	10	2.5	2.5	4	10	10	7	7	1
				18,780	5.5	4	10	10	10.0	10	2.5	4	4	1	4	NA	1
5	4		1	12,490	7.3	2.5	2.5	2.5	5.0	10	NA	10	10	10	10	NA	10
				9,800	2.8	4	4	2.5	5.0	2.5	4	1	1	2.5	4	1	2.5
				9,800	3.4	10	5	2.5	5.0	2.5	4	2.5	1	2.5	1	NA	1
4	7		1.0		7.9	10	10	10	NA	10	7	4	NA	1	7	NA	10

**LEGEND**

9	EXCELLENT
8	GOOD
7	FAIR
6	FAIR
5	FAIR
4	DEFICIENT
3	DEFICIENT
2	DEFICIENT
1	POOR

# BUILDING CONDITION MATRIX

## BUILDING CONDITION MATRIX OF MAJOR BUILDING SYSTEMS

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS(S) UPDATED	TOTAL SQ FOOTAGE	OVERALL BUILDING CONDITION	SITE/PARKING PAVED AND SIDEWALK REPAIR	HVAC SYSTEMS	PLUMBING SYSTEMS	FIRE SUPPRESSION SYSTEM	CONTROL SYSTEMS	ELECTRICAL SYSTEMS	SAFETY AND SECURITY SYSTEM	WINDOWS	DOORS	EXTERIOR ENVELOPE	ROOF	ACCESSIBILITY
---------------	-----------------	---------------------	------------------	------------------	----------------------------	--	--------------	------------------	-------------------------	-----------------	--------------------	----------------------------	---------	-------	-------------------	------	---------------

### ELEMENTARY SCHOOLS

BROADWATER	235	1942	42, 20, 2020	83,566	3.7	2.5	4	4	10.0	4	2.5	4	5	4	1	NA	2.5
BRYANT	255	2019		58,869	10	10	10	10	10	10	10	10	10	10	10	10	10
CENTRAL	291	2019		69,315	10	10	10	10	10	10	10	10	10	10	10	10	10
FOUR GEORGIANS	457	1977	2020 (21 roof)	56,948	4.7	4	2.5	4	1	4	2.5	4	10	2.5	5	10	7
HAWTHORNE	193	1921	37, 89, 2020	27,261	3.5	4	4	7	10	2.5	2.5	4	4	4	2.5	4	2.5
JEFFERSON	470	1948	70, 2021, 2022	94,965	5.5	4	4	1	1	10	4	4	7	7	10	NA	10
JIM DARCY	269	2019		64,136	10.0	10	10	10	10	10	10	10	10	10	10	10	10
KESSLER	229	1936	48, 56, 64, 67, 87, 2020	24,926	3.4	5	4	4	1	2.5	2.5	2.5	4	1	2.5	5	7
ROSSITER	419	1986	72, 2020	49,793	3.3	2.5	2.5	4	1	2.5	2.5	2.5	7	1	2.5	7	4
SMITH	269	1966	2020	41,498	3.4	2.5	2.5	2.5	1	4	2.5	2.5	4	10	1	7	1
WARREN	307	1989	77, 93, 2020	31,903	2.5	2.5	2.5	4	1	2.5	2.5	4	2.5	1	1	2.5	4

### MIDDLE SCHOOLS

CR ANDERSON	1056	1959	92, 2020	124,000	3.5	4	4	4	10.0	2.5	2.5	4	4	4	2.5	2.5	1
HELENA	721	1938	86, 2020	162,180	3.6	4	2.5	4	10	2.5	2.5	4	2.5	4	4	2.5	10

### HIGH SCHOOLS

CAPITAL	1349	1965	73, 78, 81, 2021	243,480	2.8	2.5	3.6	4	10	1	3.5	1	4	1	7	2.5	4
HELENA	1054	1955	62, 81, 97, xx(f'n), 2021	237,550	2.1	2.5	1	1	10	1	4.5	1	1	2.5	2.5	2.5	7
FRONT STREET LEARNING CENTER - PAL	66	1957	90	15,550	3.1	4	2.5	4	10	4	2.5	1	10	1	4	1	2.5

### OTHER FACILITIES

RAY BLOK LEARNING CENTER		1959	62, 20, 2021	22,294	4.6	4	2.5	4	10	2.5	2.5	4	10	10	7	7	1
LINCOLN CENTER		1946	56, 60, 2021	18,790	5.5	4	10	10	6.8	10	2.5	4	4	1	4	NA	1
DISTRICT FACILITIES		2019		12,490	7.5	2.5	2.5	2.5	5.0	10	NA	10	10	10	10	NA	10
MAY BUTLER CENTER		1942		9,800	2.8	4	4	2.5	5.0	2.5	4	1	1	2.5	4	1	2.5
7TH AVENUE GYM		1908		9,800	3.4	10	5	2.5	5.0	2.5	4	2.5	1	2.5	1	NA	1
CENTRAL KITCHEN (at Capital HS)																	
VIGILANTE STADIUM (at Helena MS)					7.7	10	10	10	NA	10	7	4	NA	1	7	NA	10

### LEGEND

EAST SIDE	
WEST SIDE	

### LEGEND

9	EXCELLENT
8	GOOD
7	GOOD
6	FAIR
5	FAIR
4	DEFICIENT
3	DEFICIENT
2	POOR
1	POOR



# BUILDING CONDITION MATRIX

FACILITY NAME	2021 ENROLLMENT	ORIGINAL YEAR BUILT	YEAR(S) UPDATED	TOTAL SQ FOOTAGE	OVERALL BUILDING CONDITION	SITE / PARKING / PLAYGROUND SURFACE / STORMWATER REPAIR	HVAC SYSTEMS	PLUMBING SYSTEMS	FIRE SUPPRESSION SYSTEM	CONTROL SYSTEMS	ELECTRICAL SYSTEMS	SAFETY AND SECURITY SYSTEM	WINDOWS	DOORS	EXTERIOR ENVELOPE	ROOF
<b>ELEMENTARY SCHOOLS</b>																
<b>BROADWATER</b>		1942	42,70,2020	33,566	3.7	2.5	4	4	10	4	2.5	4	9	1	1	NA
BRYANT	255	2019		58,869	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
CENTRAL	291	2019		69,315	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
FOUR GEORGIANS	457	1977	2002, 01, 2022	56,948	4.7	4	4	4	10	4	2.5	4	10	2.5	5	1.0
<b>HAWTHORNE</b>		1921	37, 89, 2020	27,261	3.5	4	4	4	4	4	4	4	4	4	2.5	4
1948			70, 2021, 2022	34,965	3.4	4	4	4	4	4	4	4	7	7	10	NA
2019				64,138	3.4	4	4	4	4	4	4	4	10	10	10	10
<b>KESSLER</b>		1936	48,56,58,64,67,87,2020	24,928	3.3	4	4	4	4	4	4	4	4	4	2.5	5
<b>ROSSITER</b>		1936	72, 2020	48,793	3.4	4	4	4	4	4	4	4	7	1	2.5	7
<b>SMITH</b>		1966	2020	41,898	3.4	4	4	4	4	4	4	4	7	1	2.5	7
<b>WARREN</b>		1988	77, 93, 2020	31,903	2.5	4	4	4	4	4	4	4	4	1	1	7
<b>MIDDLE SCHOOLS</b>																
<b>CR ANDERSON</b>		1959	92, 2020	124,000	3.5	4	4	4	4	4	4	4	4	4	4	2.5
<b>HELENA</b>		1938	86, 2020	162,187	3.6	4	4	4	4	4	4	4	4	4	4	2.5
<b>HIGH SCHOOLS</b>																
<b>CAPITAL</b>		1965	73, 78, 81, 2021	249,400	2.8	2.5	2.5	4	4	4	4	4	4	4	4	4
<b>HELENA</b>		1955	62, 81, 97, 2021	237,556	2.1	2.5	4	4	4	4	4	4	4	4	4	4
<b>FRONT STREET LEARNING CENTER - PAL</b>		1957	90	15,540	3.1	4	4	4	4	4	4	4	4	4	4	4
<b>OTHER FACILITIES</b>																
<b>RAY BJORCK LEARNING CENTER</b>		1959	62, 20, 2021	22,294	4.6	4	4	4	4	4	4	4	4	4	4	4
<b>LINCOLN CENTER</b>		1946	56, 60, 2021	18,750	5.5	4	4	4	4	4	4	4	4	4	4	4
<b>MAY BUTLER CENTER</b>		2019		12,493	2.8	2.5	2.5	4	4	4	4	4	4	4	4	4
<b>7TH AVENUE GYM</b>		1942		9,804	2.8	4	4	4	4	4	4	4	4	4	4	4
<b>VIGILANTE STADIUM (AKA HELENA MS)</b>		1908		9,800	3.4	1.0	5	2.5	5.0	2.5	4	2.5	4	1	1	NA
<b>LEGEND</b>																
EAST SIDE					7.7	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
WEST SIDE					7.7	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

**23 TOTAL HSD FACILITIES**  
**17**  
 ARE RATED BELOW  
**6 OR FAIR**

**23 TOTAL HSD FACILITIES**  
**13**  
 ARE RATED BELOW  
**4 OR DEFICIENT**

## LEGEND

- 9 EXCELLENT
- 8 GOOD
- 7 GOOD
- 6 GOOD
- 5 FAIR
- 4 FAIR
- 3 DEFICIENT
- 2 DEFICIENT
- 1 POOR

# SECTION 1.6 COMMUNITY PARTNERSHIPS FOR DISTRICT FACILITY NEEDS

## INTRODUCTION

### KEY COMMUNITY PARTNERS

Helena Public Schools is surrounded by an incredible network of community partnerships, industries, and institutions that form the fabric of the city. As the School District continues to grow, it is important that we continue to build on these partnerships. The Key Stakeholder Meetings, as part of Phase 1, have been the first step in engaging with possible groups to offer strategic advice, perspectives, or establish future ones.

Partnerships that can contribute to enhancing Helena Public Schools' already robust academic and extracurricular offerings will be an important next step for creating a comprehensive Facilities Master Plan. Current and future organizations that can bolster the School District's offerings include all other facilities and organizations, healthcare or mental health providers, higher education institutions, industry partners, and beverage and other school care providers.

Many of these groups were represented at the Key Stakeholder Group Meetings during Phase 1, and will continue to be engaged throughout the master planning process. Further investigation will be required to understand the nature of the partnerships and how they can be further enhanced or engaged.

### KEY STAKEHOLDER MEETINGS

#### Summary of Meetings (referenced Meeting Notes in Appendix C)

Helena Public Schools are a core to the Helena Community. Our schools are critical to the educational, social, recreational and economic future of Helena. As such, it is important that the Master Planning effort reach out to the district's community partners to identify opportunities for the facility master plan to strengthen community partnerships and support the well-being of our community as a whole.

The district's current and potential community partners are numerous and varied. For the scope of our Phase 1 Master Plan efforts, we have identified four general groups that will be engaged for input and identifying areas of collaboration and partnership to determine the highest community use of district facilities moving forward:

- Healthcare and Mental Health Partners
- Higher Education Institutions
- Recreational and Athletic Programs
- Industry and Business Partners
- Beverage and Other School Care Providers

During Phase 1 of the Master Plan our team worked with the district facilities and Maintenance committees to identify a group of community members that represented these various groups. We established a Key Stakeholders Group and conducted four meetings to introduce the Facilities Master Plan and gain input on the district's needs of the current facilities and how the Master Plan can best address those needs but also enhance the district's role in the success of our vibrant community. The presentations and notes from the Key Stakeholder Meetings are included in Appendix C of this document.



# SECTION 1.7 ENGAGE ALL STAKEHOLDERS

## SECTION 1.7 ENGAGE ALL STAKEHOLDERS

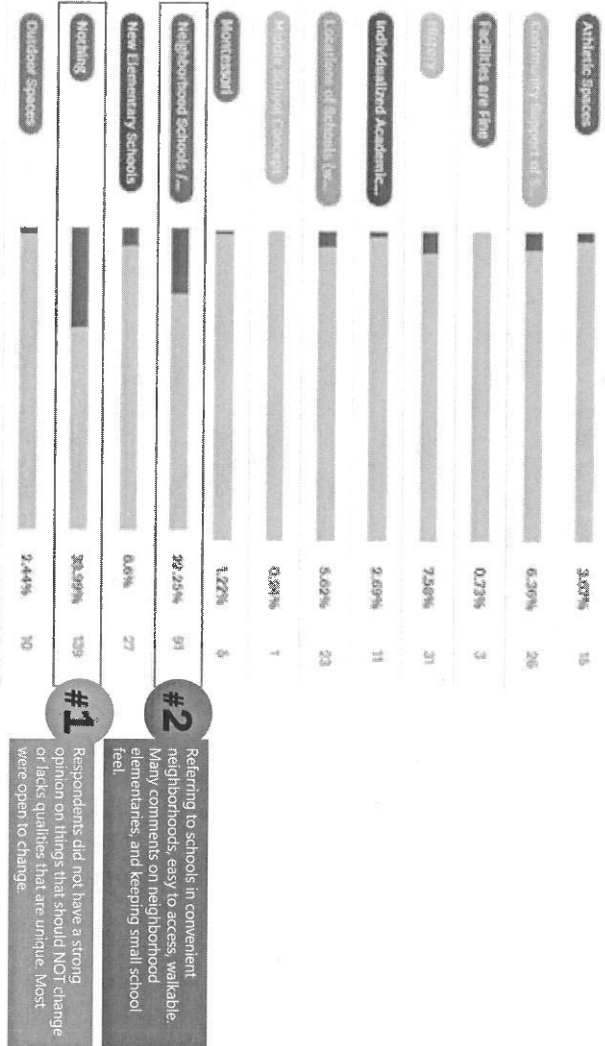
### SUMMARY OF STAKEHOLDER ENGAGEMENT

Throughout the Facilities Master Planning process, a group of key community stakeholders, referred to as the Key Stakeholder Group, was engaged. This group is composed of individuals representing a cross-section of Helena's community: healthcare, business, higher education, non-profits, athletics and school administrators. During Phase 1, the Key Stakeholder Group convened twice to focus on high-level discussions centered around the overall process of the master plan and developing the future vision of Helena Public Schools. Notes from these meetings can be referenced in Appendix C.

### PHASE 1 SURVEYS

During Phase 1 of the Facilities Master Planning process, our team intended to survey large groups. Four survey groups were surveyed: Staff, District Board and Administration, Students, and the Helena Community. The survey was open for two weeks from March 13 through March 24, 2023. 644 responded to the Community Survey, 630 responded to the Student Survey, 14 to the Board and District Administration Survey, and 241

Q8 What is one thing about the existing facilities that you feel is unique to Helena's Schools and you would never want to change?



In regards to how the community perceives how Helena Schools is meeting 21st Century Education principals in their facilities, most categories scored average, while Special Education scored N/A.

Next, the community was asked what they felt was unique about existing facilities and should not be changed. The most common theme was "Nothing", or open to change. Another common theme was the small school feel, easy access to schools, and neighborhood type schools. When asked what should be changed, modernizing facilities was the most common theme, with space and enrollment accommodations and high school needs coming in as second most common comment.

When asked what the School District should focus on in the coming 5, 10 and 15 years, respondents felt that the focus should be foremost on academics, followed by safety and security and then CTE/VOTEC.

Top additional comments as they pertain to the master plan were high school needs, boundaries/redistricting/consolidation and in third, middle school needs.

### STAFF SURVEYS

Staff Survey summaries have been provided in the Appendix Part B, separated by each school. Questions 4 and 5 also show a weighted average for each question to show comparison school by school and comparison by levels (elementary, middle and high school).

#### Question 4: Facility's Overall Rating at Supporting Educational Delivery

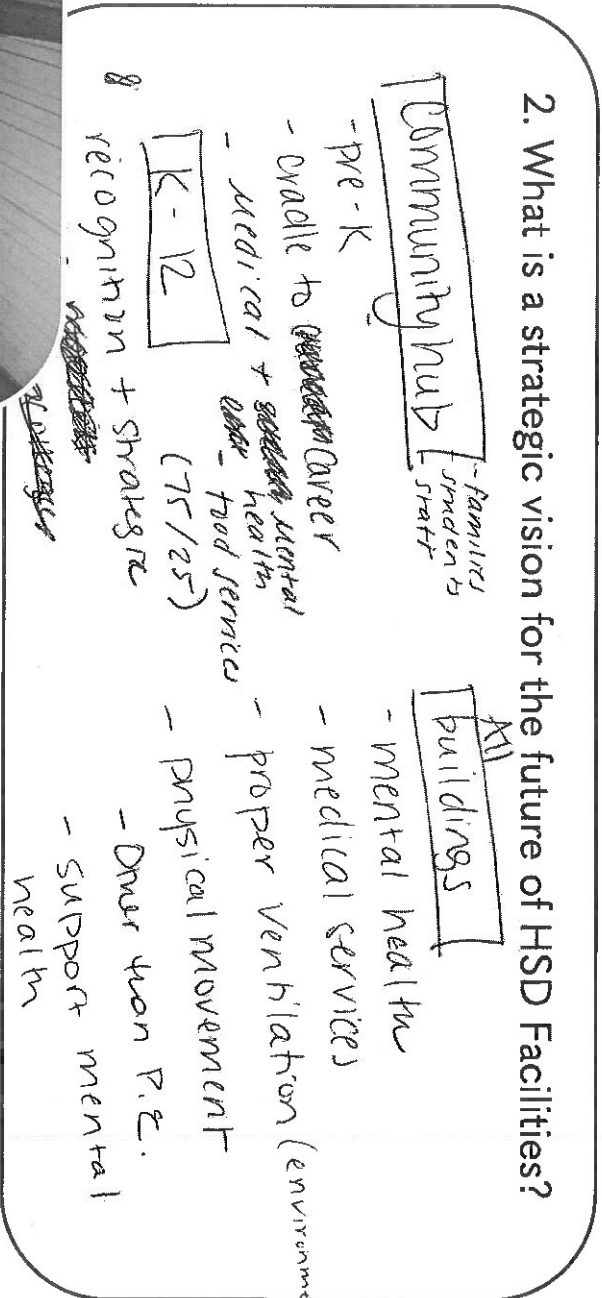
##### 5.0-3.0 (EXCELLENT TO AVERAGE):

- Bryant Elementary
- Central Elementary
- Jefferson Elementary
- Jim Darcy Elementary

##### 3.0-1.0 (AVERAGE TO VERY POOR):

- Broadwater Elementary
- Four Georgians Elementary
- Hawthorne Elementary
- Kessler Elementary
- Kossiter Elementary
- Warren Elementary
- CR Anderson Middle School
- Helena Middle School
- Capital High School
- Helena High School
- Project for Alternative Learning (PAL)
- May Butler Center
- Ray Bjork Center

2. What is a strategic vision for the future of HSD Facilities?



.....  
**11.02.22 - KEY STAKEHOLDER VISIONING MEETING #1**  
 .....  
 HSD FMP KEY STAKEHOLDER GROUP

.....  
**01.31.23 - KEY STAKEHOLDER MEETING #2**  
 .....  
 HSD FMP KEY STAKEHOLDER GROUP

.....  
**04.26.23 - KEY STAKEHOLDER MEETING #3**  
 .....  
 HSD FMP KEY STAKEHOLDER GROUP

.....  
**09.27.23 - KEY STAKEHOLDER MEETING #4**  
 .....  
 HSD FMP KEY STAKEHOLDER GROUP



2

LONG RANGE  
MASTER PLAN  
OPTIONS

# PART 2:

DEVELOPMENT OF  
COMPREHENSIVE  
LONG RANGE  
FACILITIES MASTER  
PLAN OPTIONS,  
REQUIREMENTS &  
OPTIONS

# SECTION 2.1 PROPOSALS FOR RENOVATIONS/ADDITIONS TO EXISTING FACILITIES

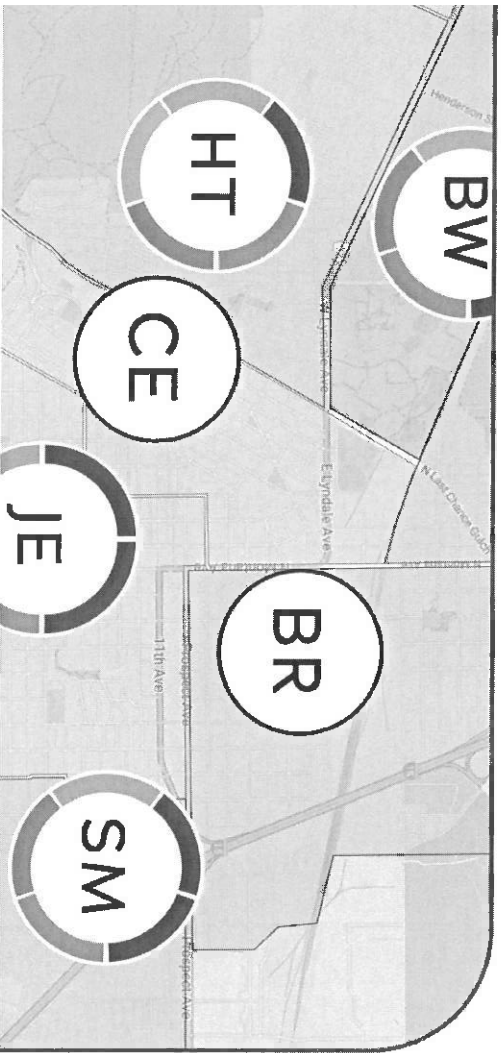
## ELEMENTARY SCHOOL

### OPTION 1

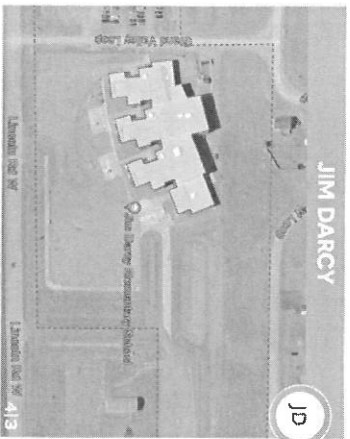
#### MAINTAIN | UPDATE CURRENT SCHOOLS

Maintain all 11 current elementary school sites and make necessary improvements to each facility based on the identified needs determined during Phase 1 of the Master Plan.

ELEMENTARY SCHOOLS	MEP UPGRADES	COMMONS CAFETERIA ADDITION	SHARED SPACES	ENVELOPE UPGRADES	REPLACEMENT   NEW BUILD	SITE LIMITATIONS   POTENTIAL ADDITION	VEHICULAR TRAFFIC UPGRADES
BW Broadwater	•	•	•	•	•	•	•
BR Bryant	•	•	•	•	•	•	•
CE Central	•	•	•	•	•	•	•
4G Four Georgians	•	•	•	•	•	•	•
HT Hawthorne	•	•	•	•	•	•	•
JE Jefferson	•	•	•	•	•	•	•
JD Jim Darcy	•	•	•	•	•	•	•
KS Kessler	•	•	•	•	•	•	•
RO Rossiter	•	•	•	•	•	•	•
SM Smith	•	•	•	•	•	•	•
WA Warren	•	•	•	•	•	•	•



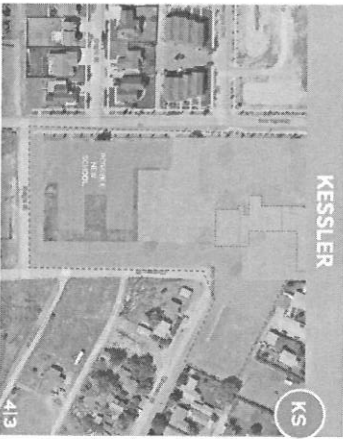
ELEMENTARY SCHOOL



JD

- Potential site circulation, pick-up and drop-off improvements will be evaluated for the Jim Darcy site.
- No other building or site improvements are being proposed.

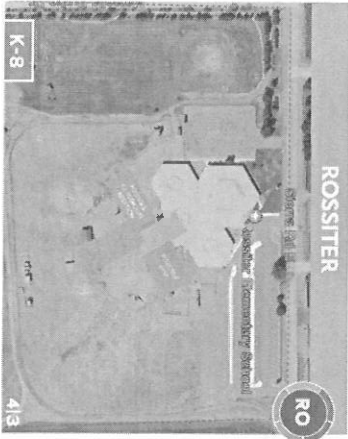
SITE SIZE: 983 ACRES  
 RENOVATION AREA: 0 SF  
 ADDITION AREA: 0 SF  
 BUILDING AREA TOTAL: 44,136 SF



KS

- Due to the overall condition and adequacy of the existing Kessler School, Option 1 proposes to replace the existing school with a new facility on the same site. Possible revisions include:
- New school developed on the upper play field area
  - Site circulation, drop-off, pick-up, and parking improvements
  - Playground and play field updates at site of existing school after completion of demolition

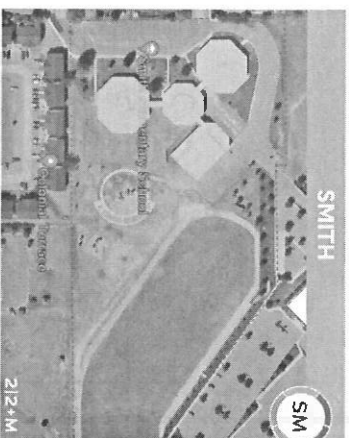
SITE SIZE: 388 ACRES  
 DEMOLITION AREA: 24,928 SF  
 NEW CONSTRUCTION AREA: 65,000 SF



RO

- Based on its locations and site size, Rosstter Elementary was identified as a potential K-8 campus. In addition to an addition to accommodate 6-8 classrooms and support spaces, the scope of work will include building removal of areas that are in poor condition and inadequate functionality. Possible revisions include:
- Remodel of classroom spaces to improve functionality.
  - Remodel of classroom and circulation spaces to provide shared breakout spaces
  - Improved Special Education and support spaces
  - Remodel of existing gymnasium to function as a commons
  - Upgrades to HVAC, plumbing and electrical systems
  - Upgrades to building envelope systems - doors, windows, etc.
  - Construct a new gymnasium and support spaces.
  - Construct new 6-8 grade classroom addition

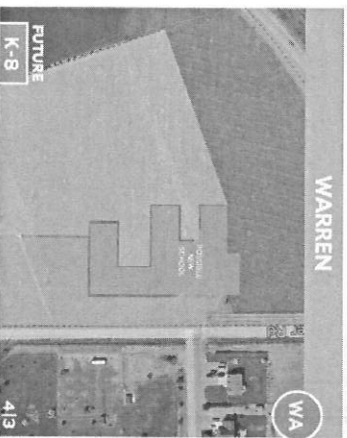
RENOVATION AREA: 43,793 SF | ADDITION AREA: 42,500 SF  
 SITE SIZE: 3151 ACRES  
 NEW BUILDING AREA TOTAL: 86,293 SF



SM

- Building remodel of areas that are in poor condition and inadequate functionality. Possible revisions include:
- Remodel of classroom spaces to improve functionality
  - Remodel of classroom and circulation spaces to provide shared breakout spaces
  - Improved Special Education and support spaces
  - Upgrades to HVAC, plumbing and electrical systems
  - Upgrades to building envelope systems - doors, windows, etc.
  - Construct a new commons and support spaces

SITE SIZE: 11.66 ACRES  
 RENOVATION AREA: 41,498 SF  
 ADDITION AREA: 4,000 SF  
 NEW BUILDING AREA TOTAL: 45,498 SF



WA

- Based on its location and site size, Warren Elementary was identified as a potential K-8 campus. Option 3 proposes to replace the existing school with a new facility on the same site. Possible revisions include:
- New school developed on the north play field area
  - Site circulation, drop-off, pick-up, and parking improvements
  - Playground and play field updates at site of existing school after completion of demolition

SITE SIZE: 16.64 ACRES  
 DEMOLITION AREA: 31,903 SF  
 NEW CONSTRUCTION AREA TOTAL: 86,000 SF



WA

2 | 2 + M

SITE SIZE: 11.66 ACRES  
 RENOVATION AREA: 41,498 SF  
 ADDITION AREA: 4,000 SF  
 NEW BUILDING AREA TOTAL: 45,498 SF

- Based on its location and site size, Warren Elementary was identified as a potential K-8 campus. Option 3 proposes to replace the existing school with a new facility on the same site. Possible revisions include:

- New school developed on the north play field area
- Site circulation, drop-off, pick-up, and parking improvements

MIDDLE SCHOOL

OPTION 1

MAINTAIN CURRENT ENROLLMENT PATTERNS, BOUNDARIES



CR ANDERSON MIDDLE SCHOOL

- Building addition to increase capacity and replace portions of building that are in poor condition and inadequate functionality.
- Possible new areas include:
  - Classrooms, Science and CTE program spaces
  - Special Educational and support spaces
  - Collaboration / Small group spaces
  - Gym, Lockers and support
  - Commons and food service
  - Administration / Office
- Remodel / Modernize existing building areas to remain
- Improve parking, drop-off, and circulation
- Upgrade HVAC

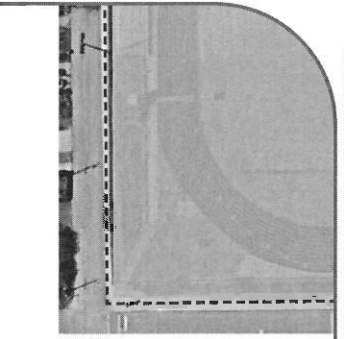
SITE SIZE: 973 ACRES  
 DEMOLITION AREA: 70,400 SF  
 EXISTING UNRENOVATED AREA: 5,100 SF  
 RENOVATION AREA: 48,500 SF  
 ADDITION AREA: 79,000 SF  
 NEW BUILDING  
 AREA TOTAL: 132,600 SF



HELENA MIDDLE SCHOOL

- Building remodel areas that are in poor condition and inadequate functionality. Possible revisions include:
  - Remodel to combine small classrooms to create larger classroom plus collaboration / small group spaces
  - Improve Special Educational and support spaces
  - Remodel old multi-purpose to serve as Commons and food service
- Upgrade HVAC
- Construct new classroom addition to compensate for reduction of existing classrooms that are combined into larger rooms
- Construct new Gym, locker rooms and support spaces
- Improve parking, drop-off, and circulation

SITE SIZE: 13.88 ACRES  
 DEMOLITION AREA: 2,000 SF  
 EXISTING UNRENOVATED AREA: 49,180 SF  
 RENOVATION AREA: 111,190 SF  
 ADDITION AREA: 25,000 SF  
 NEW BUILDING  
 AREA TOTAL: 185,280 SF



SITE SIZE: 13.88 ACRES  
 DEMOLITION AREA: 2,000 SF  
 EXISTING UNRENOVATED AREA: 49,180 SF  
 RENOVATION AREA: 111,190 SF  
 ADDITION AREA: 25,000 SF  
 NEW BUILDING  
 AREA TOTAL: 185,280 SF

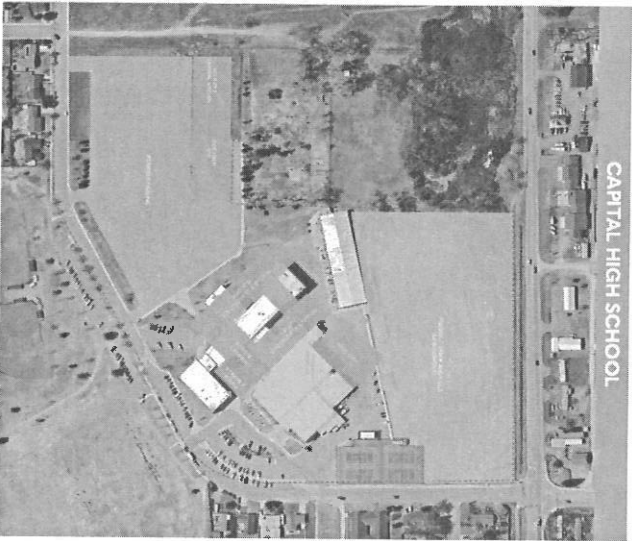


# HIGH SCHOOL OPTIONS

## HIGH SCHOOL

### OPTION 2A

#### PARTIAL REPLACEMENT



CAPITAL HIGH SCHOOL

- This option partially renovates and partially replaces Capital High School in place, in phases while occupied
- Possible elements include:
  - New Main Gym addition, with remodeled Auxiliary Gym and locker rooms.
  - New CTE Facility, possibly connected to Central Kitchen or move Central Kitchen to Helena High School campus.
  - Partially reconfigured, expanded parking
  - Entry, Admin, Commons, Library and classrooms are replaced with new construction in the area of the existing building.
  - Possible track and field improvements

**SITE SIZE: 24.52 ACRES**  
**DEMOLITION AREA: 125,000 SF**  
**RENOVATION AREA: 118,400 SF**  
**ADDITION AREA: 158,000 SF**  
**NEW BUILDING AREA TOTAL: 276,400 SF**  
**NEW CTE AREA: 25,000 SF**  
**NEW CENTRAL KITCHEN: 12,500 SF**



HELENA HIGH SCHOOL

- This option replaces Helena High School almost entirely on the Berner Park site. Possible elements include:
  - New stadium/athletic complex on the existing high school site.
  - District-wide Skills Center expands existing CTE program possibly combined with new Central Kitchen.
  - Reconfigured parking and drop-off.
  - Improved Admin office

- Oversight of school entry and eliminating uncontrolled entries would benefit security.
- Improved wayfinding, parking, drop-off circulation.
- New main gym and remodel existing gym to Aux Gym.
- Possible new Performing Arts Center.
- Possible new PAL building to consolidate campuses.

**SITE SIZE: 30.21 ACRES**  
**DEMOLITION AREA: 185,000 SF**  
**RENOVATION AREA: 24,800 SF**  
**NEW CONSTRUCTION/ADDITION AREA: 220,000 SF**  
**NEW BUILDING AREA TOTAL: 264,800 SF**  
**NEW PAL: 25,000 SF**  
**NEW CTE AREA: 25,000 SF**  
**NEW SKILLS CENTER: 25,000 SF**

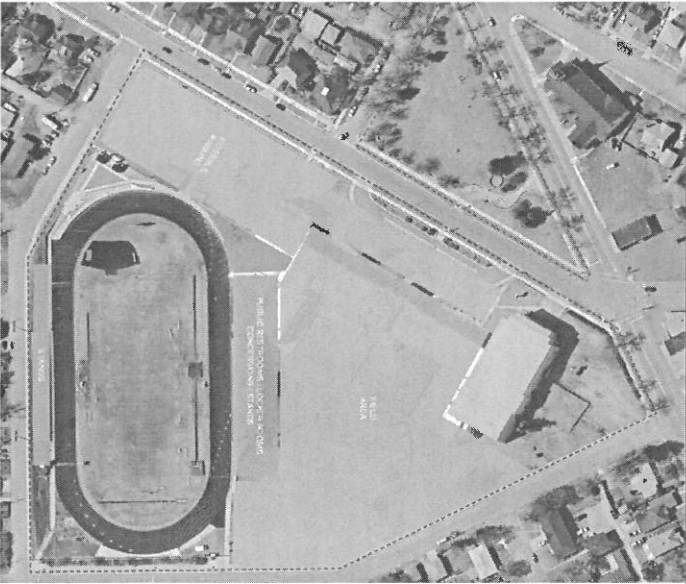


**SITE SIZE: 24.52 ACRES**  
**DEMOLITION AREA: 125,000 SF**  
**RENOVATION AREA: 118,400 SF**  
**ADDITION AREA: 158,000 SF**  
**NEW BUILDING AREA TOTAL: 276,400 SF**  
**NEW CTE AREA: 25,000 SF**  
**NEW CENTRAL KITCHEN: 12,500 SF**

DISTRICT ATHLETICS FACILITIES

OPTION 1

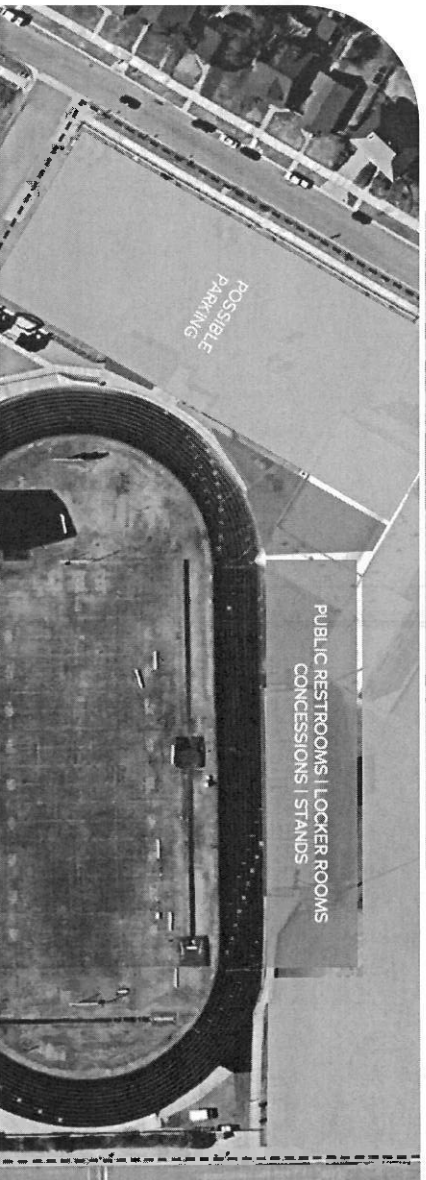
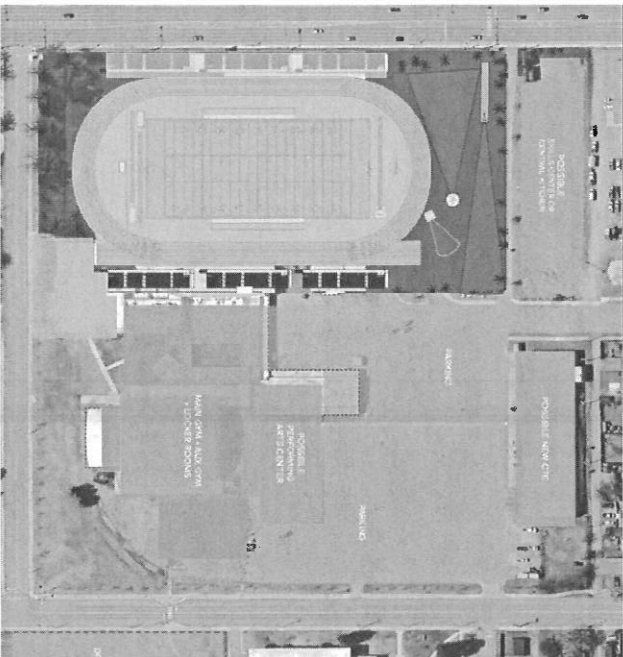
VIGILANTE STADIUM



- This option retains Vigilante Stadium on the Helena Middle School site. Possible elements include:
  - Demolition of the existing Helena Middle School building with the exception of the Auditorium and supporting spaces.
  - Possible new locker rooms, restrooms, concessions, spectator stands, stadium lighting, field improvements/turf.
- Site improvements including accessibility, parking, improved field space for throwing events, practice fields.

OPTION 2

HELENA HIGH SITE



# SECTION 2.2 PROPOSALS FOR BEST PRACTICES FOR NEW FACILITY CONSTRUCTION

## SECTION 2.4 SALE, TRADE, MAINTENANCE, DISPOSAL OF CURRENT FACILITIES

EDUCATIONAL +  
FUNCTIONAL  
ADEQUACY

FACILITY SITE  
ANALYSIS

DEFERRED  
MAINTENANCE  
COST (BASED ON 12-21-  
22 DEFERRED  
MAINTENANCE REPORT)

RENOVATION +  
ADDITION COST  
TOTAL

RENOVATION  
COST/STUDENT

REPLACEMENT  
COST TOTAL  
(INCLUDES DEMOLITION  
OF EXISTING)

REPLACEMENT  
COST/STUDENT

RENOVATION/  
ADDITION COST AS  
A PERCENTAGE OF  
REPLACEMENT COST

IS COST OF  
RENOVATION/  
ADDITION LESS  
THAN 85%  
REPLACEMENT  
VALUE

FACILITY NAME	2022 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS UPDATED	DEFERRED MAINTENANCE COST	FUNCTIONAL ADEQUACY	RENOVATION COST	ADDITION COST	REPLACEMENT COST	REPLACEMENT COST/STUDENT	RENOVATION/ADDITION COST AS A PERCENTAGE OF REPLACEMENT COST	IS COST OF RENOVATION/ADDITION LESS THAN 85% REPLACEMENT VALUE	RECOMMENDATION	COMMENTS
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**ELEMENTARY SCHOOLS**

BROADWAY	254	1942		42,710,000	33,566	4.2	2.8	3.1	\$1,897,011	\$23,365,610	\$30,294	\$26,502,490	\$104,344	97%	N	RENOVATION + ADDITION	LEASE BY OPERATOR COST; ASB TRO BEAK; IF SCHOOL RETAINED, SITE SIZE WOULD BE REPLICATED
BRYANT	291	2019		58,469	58,469	10	10	8.6	NA	NA	NA	NA	NA	NA	N	NO WORK REQ.	COMPLETED IN 2019
CENTRAL	319	2019		69,315	69,315	10	9.4	8.2	NA	NA	NA	NA	NA	NA	N	NO WORK REQ.	COMPLETED IN 2019
FOUR GORHAM	496	1977		54,984	54,984	4.7	5.4	4.6	\$1,565,664	\$23,602,390	\$3,1792	\$20,854,220	\$67,662	77%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
HAWTHORNE	202	1921		27,661	27,661	3.5	3.1	3.6	\$2,378,316	\$15,901,995	\$73,792	\$18,008,915	\$91,133	83%	Y	RENOVATION	LEAVE IN OPERATION COSTS ARE TOO HIGH IF SCHOOL RETAINED, SITE SIZE WOULD BE REPLICATED & ADDITION
JEFFERSON	233	1948		34,955	34,955	6.3	3.5	3.9	\$643,809	\$14,030,755	\$55,459	\$13,924,475	\$73,219	76%	Y	RENOVATION + ADDITION	RECENT HVAC UPGRADES & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
JILL DARCY	471	2019		64,136	64,136	10	8.4	8.2	NA	NA	NA	NA	NA	NA	N	NO WORK REQ.	COMPLETED IN 2019
KESSLER	238	1996		28,925	28,925	3.4	3.1	4.0	\$1,281,975	\$15,687,210	\$65,413	\$15,371,890	\$77,201	85%	N	NEW CONSTRUCTION	POOR FACILITY CONDITION PAIRED WITH 63.5 FUNCTIONAL ADEQUACY; SITE IS ADEQUATELY SIZED FOR REPLICATED
ROSSITER	390	1998		43,793	43,793	3.3	5	6.0	\$9,122,456	\$25,774,155	\$66,088	\$18,371,890	\$47,113	84%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
SALTI	290	1966		41,498	41,498	3.4	6.9	7.0	\$3,021,980	\$21,752,890	\$75,010	\$26,627,470	\$91,892	82%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
WARREN	304	1968		31,893	31,893	2.5	3	7.0	\$2,983,585	\$23,396,095	\$76,959	\$26,420,545	\$87,100	88%	N	NEW CONSTRUCTION	INADEQUATE BUILDING SIZE, POTENTIAL TO MATCH STUDENTS IN NEW SCHOOL, SITE IS ADEQUATELY SIZED FOR NEW ADDITION

**MIDDLE SCHOOLS**

CE ANDERSON	1056	1959		124,000	124,000	3.5	4.8	4.2	\$6,268,729	\$47,968,990	\$45,083	\$57,110,090	\$53,675	84%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
HELENA	721	1998		162,180	162,180	3.4	3.5	2.3	\$5,119,366	\$41,207,890	\$59,808	\$44,393,790	\$62,214	92%	N	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, SIGNIFICANT HISTORIC ARCHITECTURE

**HIGH SCHOOLS**

CAPITAL	1369	1965		248,410	248,410	2.8	5.1	5.0	\$10,025,747	\$90,299,000	\$67,019	\$154,032,500	\$107,255	78%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION & USABLE EXISTING BUILDING REPAIR TRANSLATES INTO 21ST CENTURY LEARNING SPACES
HILBLA	1084	1955		232,580	232,580	2.1	4.8	4.6	\$16,075,668	\$64,004,450	\$79,071	\$746,398,625	\$136,051	75%	Y	NEW CONSTRUCTION	REPLACEMENT TO CONSTRUCT DEFERRED MAINTENANCE COST
FRONT STREET LEARNING CENTER - PAL	66	1957		15,550	15,550	3.1	5.3	5.6	\$1,206,141	\$6,424,250	\$147,999	\$12,362,500	\$215,132	86%	N	SELL	PAVING LOT BEHIND PAL A NEW BUILDING SITE IN A DESIRABLE LOCATION FOR COMMERCIAL DEVELOPMENT

**OTHER DISTRICT FACILITIES**

DAY BRINK LEARNING CENTER	1959		62,201,2021	22,294	4.6	7.0	6.0	NA	\$1814,928	NA	NA	NA	NA	NA	NA	LEASE	CURRENTLY BEING SAID BY ST. PETERS HEALTH
LINCOLN CENTER	1966		56,601,2021	18,780	5.5	8.5	5.4	NA	\$334,803	NA	NA	NA	NA	NA	NA	REMAIN AS ADMIN OFFICES	
DISTRICT FACILITIES	2019			12,480	7.3	8.3	8.6	NA	\$227,990	NA	NA	NA	NA	NA	NA	REMAIN AS FACILITIES OFFICES	OPPORTUNITY TO MOVE TO A NEW FLEET OR PROPERTY SERVING BUILDING USE AS ATHLETIC OFFICES
MARY BUTLER CENTER	1942			9,800	2.8	2.5	2.4	NA	\$601,206	NA	NA	NA	NA	NA	NA	LEASE	OFFICE IN WDC COULD MOVE TO ANOTHER DISTRICT BUILDING, NO SIGNIFICANT WDC FOR BUILDING
7TH AVENUE GYM	1988			9,800	3.4	2.0	1.0	NA	\$1,780,210	NA	NA	NA	NA	NA	NA	LEASE	CURRENTLY BEING LEASED BY QUINN CITY FOOTBALL CLUB
CENTRAL KITCHEN (at Central HS)					SEE CHS	2.4	2.6	NA	SEE CHS COST	NA	NA	\$6,400,000	NA	NA	NA	NEW CONSTRUCTION	30% CONSTRAINTS ON CHSBS SPACE AND OPPORTUNITY TO COMBINE WITH SMITHS CENTER
VIGILANTE STADIUM (at Federal MS)					7.7	3.3	3.2	NA	\$139,690	NA	NA	\$10,000,000	NA	NA	NA	NEW CONSTRUCTION	LOCATOR LIMITED EDUCATIONAL APPLICATION FOR THIS MOVE TO NEW LOCATION WITH ADEQUATE SPACE

# FACILITIES ASSESSMENT & RECOMMENDATIONS

## FACILITIES ASSESSMENT & RECOMMENDATIONS

FACILITY NAME	2022 ENROLLMENT	ORIGINAL YEAR BUILT	YEARS UPDATED	TOTAL SQ FOOTAGE	FACILITIES CONDITION	EDUCATIONAL + FUNCTIONAL ADEQUACY	FACILITY SITE AVALUATION	DEFERRED MAINTENANCE COST (BASED ON 20 DEFERRED REPORT)	RENOVATION + ADDITION COST TOTAL	RENOVATION COST (CONSTRUCTION)	REPLACEMENT COST TOTAL (INCLUDING REPAIRS)	REPLACEMENT COST (CONSTRUCTION)	RENOVATION / ADDITION COST AS PERCENTAGE OF REPLACEMENT COST	IS COST OF RENOVATION LESS THAN REPLACEMENT VALUE	RECOMMENDATION	COMMENTS
<b>ELEMENTARY SCHOOLS</b>																
BROADWATER	264	1942	42/0/2020	33,566	4.2	2.8	3.1	\$1,897,011	\$23,061,610	\$90,794	\$26,503,499	\$104,344	87%	N	RENOVATION + ADDITION	LEASE IF OPTION COSTS ARE TOO HIGH. IF SCHOOL RETAINED, SITE SIZE HINDER REPLACEMENT
BRYANT	291	2019		58,669	1.0	1.0	8.6	NA	NA	NA	NA	NA	NA	NA	NO WORK REQ.	COMPLETED IN 2019
CENTRAL	319	2019		69,315	1.0	8.4	8.2	NA	NA	NA	NA	NA	NA	NA	NO WORK REQ.	COMPLETED IN 2019
FOUR GEORGIANS	458	1977	2022 (21,000)	56,948	4.7	5.4	4.8	\$1,593,654	\$23,803,580	\$51,782	\$30,854,220	\$67,653	77%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, A USABLE EXISTING BUILDING
HARTHOLME	202	1921	87, 89, 2020	27,261	3.5	3.1	3.6	\$2,578,315	\$15,201,935	\$75,732	\$18,408,915	\$91,133	83%	Y	RENOVATION	LEASE IF OPTION COSTS ARE TOO HIGH. IF SCHOOL, RETAINED, SITE SIZE HINDER RENOVATION & ADDITION
JEFFERSON	253	1948	70, 2021, 2022	34,965	6.3	3.6	3.9	\$848,809	\$14,030,775	\$55,438	\$18,524,475	\$73,219	79%	Y	RENOVATION + ADDITION	RECENT HVAC, UPDATES, A USABLE EXISTING BUILDING, RMO TRANSLATES INTO 21ST CENTURY LEARNING SPACES
JIM DANCY	471	2008		64,138	1.0	8.4	8.2	NA	NA	NA	NA	NA	NA	NA	NO WORK REQ.	COMPLETED IN 2019
KESLER	238	1938	48,56,58,54,67,87,2020	24,625	3.4	3.1	4.0	\$1,281,975	\$15,687,210	\$65,913	\$18,373,890	\$77,201	83%	N	NEW CONSTRUCTION	POOR FACILITY CONDITION, HAZARD WITH ED, & STRUCTURAL INADEQUACY. SITE IS ADEQUATELY SIZED FOR REPLACEMENT
ROSSITER	391	1956	72, 2020	43,793	3.2	5	6.0	\$3,122,456	\$25,774,155	\$65,088	\$18,373,890	\$427,113	84%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, A USABLE EXISTING BUILDING
SMITH	290	1966	2020	47,689	3.4	6.9	7.0	\$3,021,060	\$21,752,830	\$75,010	\$26,622,470	\$97,802	82%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, A USABLE EXISTING BUILDING
WARREN	304	1968	77, 93, 2020	31,609	2.5	3	7.0	\$2,355,565	\$23,236,005	\$76,763	\$26,478,545	\$87,100	88%	N	NEW CONSTRUCTION	HAZARDOUS BUILDING, NOT OPTIMAL TO ATTEND TO BUILDING BY NEW SCHOOL, SITE IS ADEQUATELY SIZED FOR REPLACEMENT
<b>MIDDLE SCHOOLS</b>																
CR ANDERSON	1056	1959	92, 2020	124,090	3.5	4.3	4.2	\$6,258,729	\$47,986,500	\$45,083	\$57,110,000	\$53,675	84%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, A USABLE EXISTING BUILDING
HELENA	721	1998	84, 2020	162,181	3.4	3.5	2.8	\$5,113,206	\$41,207,500	\$59,808	\$44,992,200	\$65,214	92%	N	RENOVATION + ADDITION	RMO TRANSLATES INTO 21ST CENTURY LEARNING SPACES TYPE OF BUILDING CONSTRUCTION, SIGNIFICANT HISTORIC ARCHITECTURE
<b>HIGH SCHOOLS</b>																
CAPITAL	1349	1965	79, 78, 81, 2021	243,403	2.8	5.1	5.0	\$10,025,747	\$55,239,000	\$67,019	\$154,003,500	\$107,265	79%	Y	RENOVATION + ADDITION	TYPE OF BUILDING CONSTRUCTION, A USABLE EXISTING BUILDING
HELENA	1054	1955	62, 81, 97, 2017 (8-9), 2021	237,559	2.9	4.8	4.6	\$16,675,668	\$84,004,280	\$78,071	\$146,390,625	\$136,051	75%	Y	NEW CONSTRUCTION	REPLACEMENT DUE TO CONSIDERABLE DEFERRED MAINTENANCE COST, PAVED WITH ED, ARCHITECT & USABLE BUILDING, LIFE PAV WOULD BE BETTER SERVED IN A NEW BUILDING, SITE IS A DESIRABLE LOCATION FOR DOWNTOWN DEVELOPMENT
FRONT STREET LEARNING CENTER, PAL	66	1957	90	15,559	8.4	5.3	5.6	\$1,206,141	\$8,434,250	\$147,989	\$12,282,800	\$215,132	86%	N	SELL	
<b>OTHER DISTRICT FACILITIES</b>																
RAY BLOOR LEARNING CENTER	1959	1959	62, 20, 2021	22,294	4.8	7.0	6.0	\$1,814,928	NA	NA	NA	NA	NA	NA	LEASE	CURRENTLY BEING LEASED BY ST. PETERS HEALTH
LINCOLN CENTER	1946	1946	56, 80, 2021	18,780	5.5	5.5	5.4	\$334,803	NA	NA	NA	NA	NA	NA	RETAIN AS ADMIN OFFICES	
DISTRICT FACILITIES	2019	2019		12,490	7.3	8.3	8.6	\$227,950	NA	NA	NA	NA	NA	NA	RETAIN AS FACILITIES OFFICES	OPPORTUNITY TO MOVE TO A NEW SPACE OF IMPROVING EXISTING BUILDING USE & AESTHETICS OFFICES
MAH BUTLER CENTER	1942	1942		9,893	2.8	2.5	2.4	\$660,206	NA	NA	NA	NA	NA	NA	LEASE	OFFICES IN BLDG COULD MOVE TO ANOTHER OFFICE BUILDING, NO SIGNIFICANT NEED FOR BUILDING
7TH AVENUE GYM	1908	1908		9,800	3.4	2.0	2.0	\$1,790,270	NA	NA	NA	NA	NA	NA	LEASE	CURRENTLY BEING LEASED BY QUINN CIVIC/SPORTAL CLUB
CENTRAL WITCHER (at Capital HS)					5.8	2.4	2.6	SEE CHS COST	NA	NA	\$6,400,000	NA	NA	NA	NEW CONSTRUCTION	SIDE CONTRACTOR ON CURRENT SPACE AND OPPORTUNITY TO COMBINE WITH STUDENT CENTER
VIGILANTE STADIUM (at Helena MS)					7.7	3.3	3.3	\$136,680	NA	NA	\$10,000,000	NA	NA	NA	NEW CONSTRUCTION	LOCATION LIMITS EXPANSION, DESIRE OF HAVE MOVE TO NEW LOCATION WITH ADEQUATE SPACE

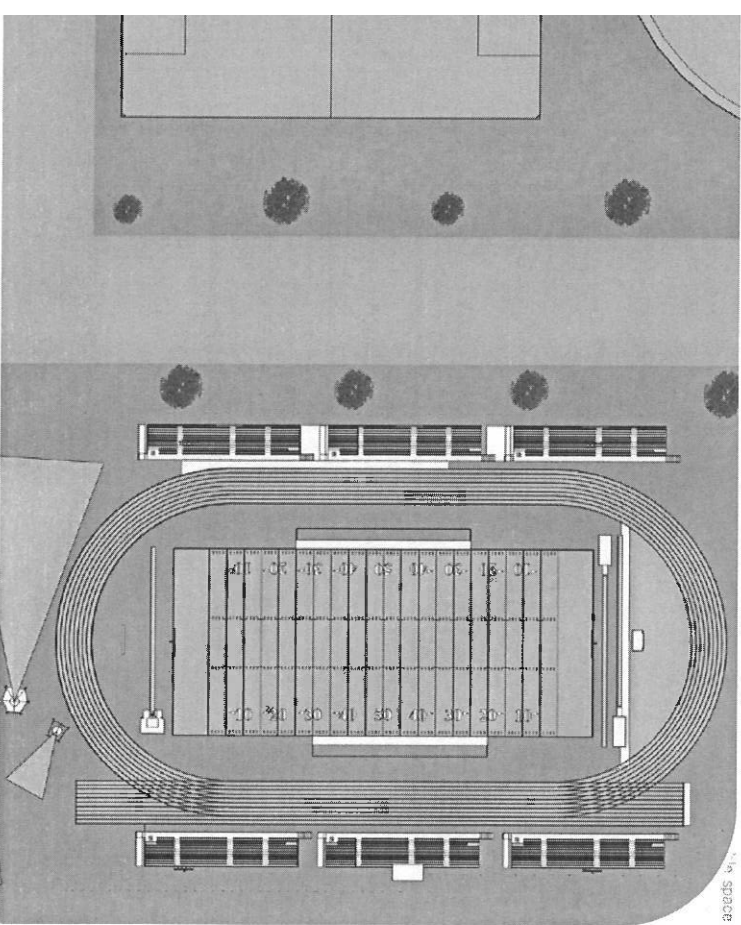
# SECTION 2.3 NEW SITE/FACILITY ACQUISITION

## SECTION 2.3 NEW SITE/FACILITY ACQUISITION

As the design team assessed existing properties within the school district, they noted the available open space for potential development and identified shortcomings in the shared athletics facilities. This analysis highlighted the necessity of acquiring new property for future school expansion. Additionally, relocating the district facilities office, shop, and cold storage to a larger site would optimize operational space and alleviate congestion at Helena High School. Furthermore, there's an opportunity to provide administrative, shop, and covered parking facilities to the district's transportation provider, potentially generating income at the new site and centralizing transportation operations.

Helena Middle School faces challenges in expanding and enhancing its facilities to meet modern educational standards due to limitations imposed by Vigilante Stadium's location. Proposed additions and modifications are constrained by the stadium's presence and the spatial requirements of throwing events like javelin, shot put, and discus. Inefficient area for these events, including overlapping landing sectors, has prevented the Helena School District from hosting a state track meet.

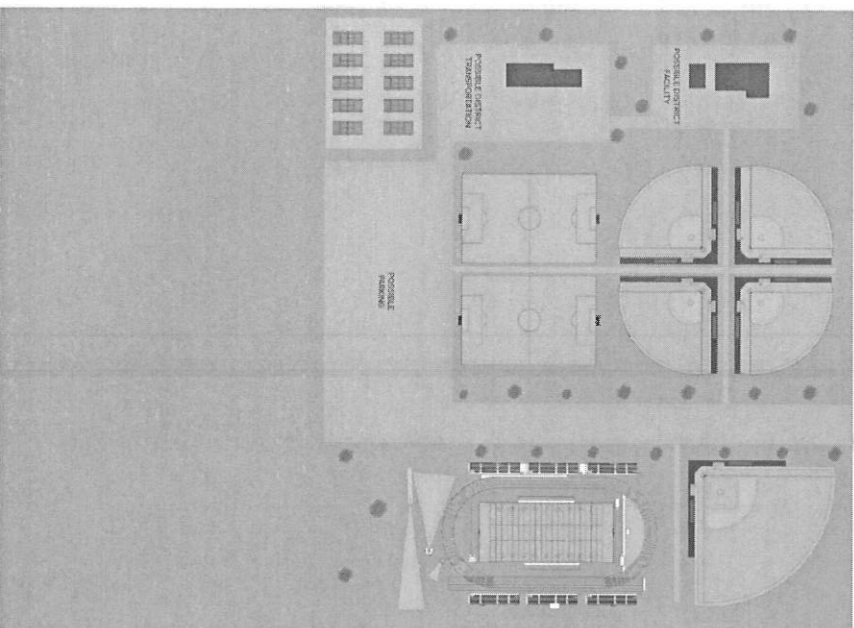
Many of the district's athletics facilities are either rented or inadequate for use by both Helena High and Capital High teams. The recent inclusion of high school baseball as a sanctioned MHSAA sport has further highlighted



### DISTRICT TRANSPORTATION FACILITY

- ADMINISTRATIVE/OFFICES
- SHOP SPACE
- COVERED PARKING

### POSSIBLE FUTURE SCHOOL



# SECTION 2.5 COST BENEFIT ANALYSIS

## TASK 2.5 COST/BENEFIT ASSESSMENT OF ALL FACILITIES OPTIONS

Cost benefit analysis is a process of analyzing and evaluating option of remodeling and existing building or replacing it. This process considers anticipated construction cost, long term operational cost, and overall functionality to help determine the overall best value for the money spent. This approach does not evaluate all factors and there may be other factors that drive a preferred options separate than the cost benefit analysis

An additional factor to the cost benefit analysis related the viability of construction. While smaller portion of work can be done within the school buildings during the summer (when the school is not occupied) a large-scale remodels would interrupt the school activities. Cost related to relocating students or programs needs to be factored for a potential remodel. Available land is also an important aspect of viability for an addition or replacement option; site constraints on some of the Helena school properties are a factor in the Cost Benefit analysis.

School Buildings at Helena Public schools have been evaluated for physical condition, deferred maintenance and educational adequacy. The following shows the option(s) for each school that to have the cost benefit analysis for each school. The district may select an option different from the proposed option listed below due to other factors or priorities that were not accounted for in the Cost Benefit Analysis process.

### ELEMENTARY SCHOOLS

Broadwater, Warren, Hawthorne, and Kessler are the lowest rated schools in the district for functionality (all rated as poor). These 4 schools are also rated as poor for physical condition. The cost benefit analysis indicates a capital investment to improve the physical conditions will not be an effective use of fund due to the due to poor functionality. The limitations of the existing condition and or site constraints hamper the potential of these schools meeting functionality standards.

Kessler and Warren require significant upgrades. Since they are occupied schools, a remodel would be very disruptive and would displace students, leading to high cost to provide temporary classrooms. These schools have adequate area on site, a full replacement of the schools is merited. Cost Benefit analysis shows the best long-term value is to construct a new building on-site while keeping the existing school occupied during construction, then demolishing that to allow for adequate play and parking area.

Hawthorne and Broadwater require significant upgrades, yet a replacement a less viable because they have smaller sites with topography challenges. A cost benefit analysis indicates to replace these school on a different site, and or repurpose these facilities for a different use.

Four Georgiana, Smith, Rossiter are rated fair for educational adequacy and poor for Physical condition. Jefferson rated poor for educational adequacy though good for physical condition. The cost benefit analysis indicates that remodel and additions at these schools is a good use of capital funds to improve the educational environment and extend the life of the facilities.

These sites have reasonable area for a potential addition to improve the functionality. The extent of remodel is likely to extend beyond what can be completed in the summer yet is likely to be manageable with limited disruption of school activities so that students are not fully displaced.

Byvant, Central, and Jim Darcy are in good to excellent condition physically and functionally. Some minor corrections may be merited, though overall investment should be minimal.

### MIDDLE SCHOOLS

CR Anderson - The older portion of the school is generally in poor condition and has poor functionality. The newer classroom wing (west) and gym addition (north) are in fair to good condition and generally function well. The cost benefit analysis indicates that a partial replacement is merited. There is adequate area on the north part of the site for new construction to occur without displacing students. A partial replacement would provide a new addition to replace the older, falling portion of the school. This would allow improved educational spaces, improved functionality, and reduced long term operational cost.

Helena Middle School received an overall "poor" rating for physical condition and educational adequacy. A significant remodel is needed to improve the condition and functionality. The cost benefit analysis indicates different options are possible, and the variables are such that decisions related to the stadium and high school affect the potential preferred option.

- This school may be improved with a significant remodel and some additions. This school has some excess space that combined with the addition would allow the school to vacate one area for construction. Construction would have multiple phases such that the construction activities would move to a different portion of the building in each phase and the school functions move at each phase.
- A second option is to build a replacement school on a separate site. This reduces many of the logistical challenges of building within the occupied school yet has the added challenge of having an alternate site to move to.
- Partial replacement on site is possible if the stadium moved to another site.

### HIGH SCHOOLS

Helena High School - The Physical condition is the lowest rated in the district, the functional rating is fair. The extent of construction to improve the facility would be very disruptive with no alternate place to move the students. Depending on variable of other decisions in the district there may be different options considered.

- Construction of a partial replacement on the Ramey Park site across the street will allow construction without disrupting school activities. Upon moving in the new building, the old building could be demolished to provide new sports fields. The existing gym may remain with the sports fields.

Capital High School rated poor for Physical condition and fair for functionality. The low rating number is driven primarily by building systems such as HVAC, electrical and fire protection while the building envelope is sound. This leads to a Cost Benefit analysis showing merit in a remodel with Addition to improve functionality. ■

# SECTION 2.6 SUSTAINABLE/ENERGY CONSERVATION ANALYSIS

## WATER

A significant contributor to water use at schools is irrigation. Native and drought-tolerant plantings at landscaped areas can help reduce irrigation water use. Irrigation efficiency can be helped with a climate-based or soil-based control system.

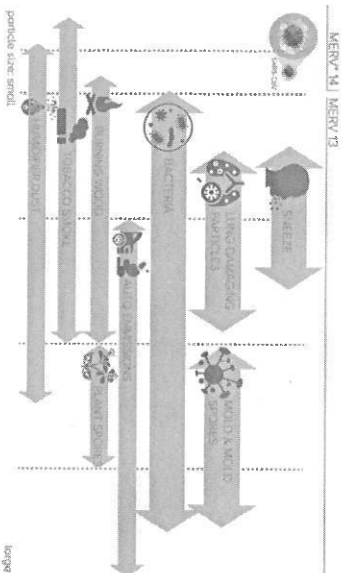
Inside buildings, consider:

- low-flow or waterless plumbing fixtures
- rainwater harvesting

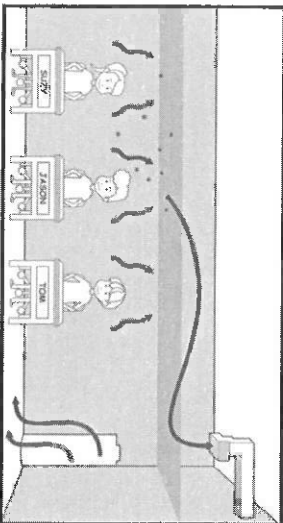
## INDOOR ENVIRONMENTAL QUALITY

Careful consideration of ventilation and filtration systems will help to reduce spread of airborne pathogens and inhalation of smoke particulate.

### AIRBORNE PARTICLES & FILTRATION EFFICIENCY RATINGS



The system best suited for high indoor air quality in classrooms is thermal displacement ventilation.



CO2 sensors can help assure adequate ventilation without wasting energy.

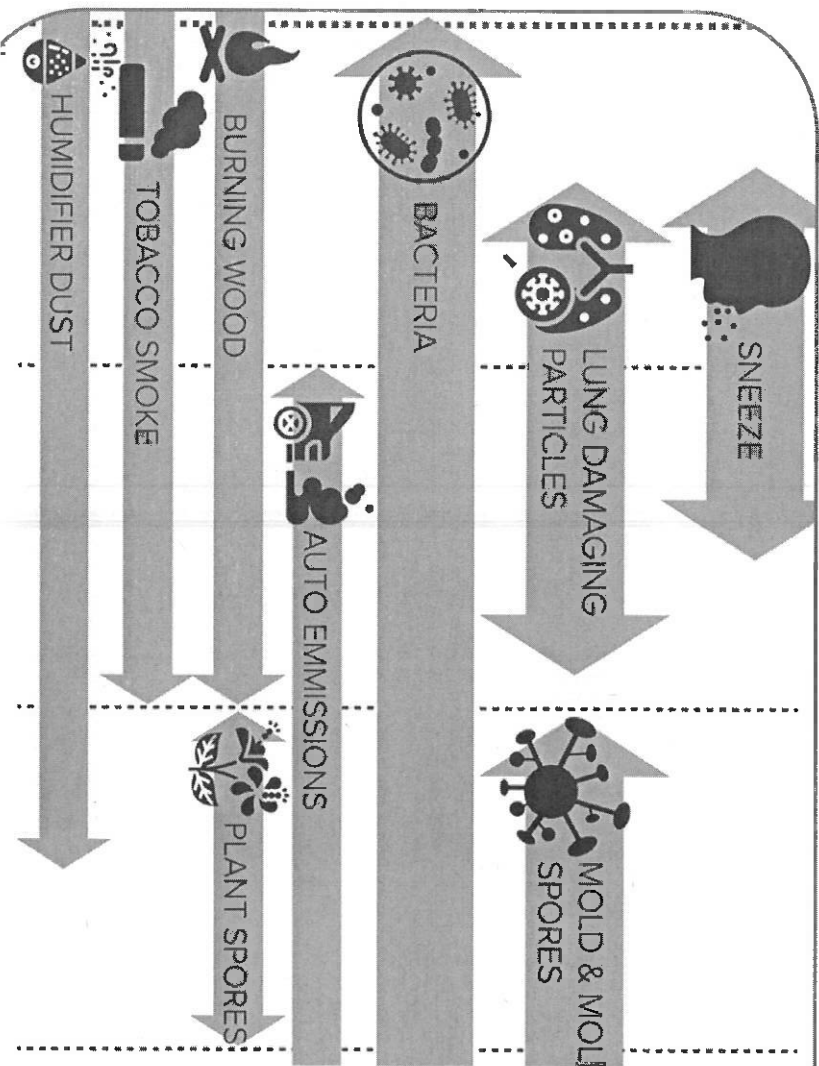
- Low- or no-VOC finish materials (carpet, wall panels, adhesives, sealants, paint) and furniture reduces offgassing in interior spaces.

Careful detailing and construction of the exterior envelope prevents mold formation.

Include a flush-out period in the construction schedule to further reduce pollutants prior to occupancy.

In addition to indoor air quality, other aspects of the indoor environment are:

- Daylight abundant and controllable, without glare
- Views: views to green spaces are particularly beneficial to learning
- Lighting fixtures: high quality dimmable LEDs with adequate brightness for tasks; consider tunable white
- Acoustics: sound absorption and containment



# SECTION 2.7 OPTIONS/ALTERNATIVES FOR COMPREHENSIVE LONG RANGE MASTER PLAN

FUNDING PHASING

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
High School				
Elementary and Middle Schools				
Other District Facilities				
Reserve Maintenance				
Capital Replacement				
Other District Facilities				
BONDING TOTALS	\$200,000,000	\$200,000,000	\$200,000,000	\$200,000,000

TYPE OF DISTRICT FACILITY/PROJECT

CRITICAL PATH

CRITICAL PATH





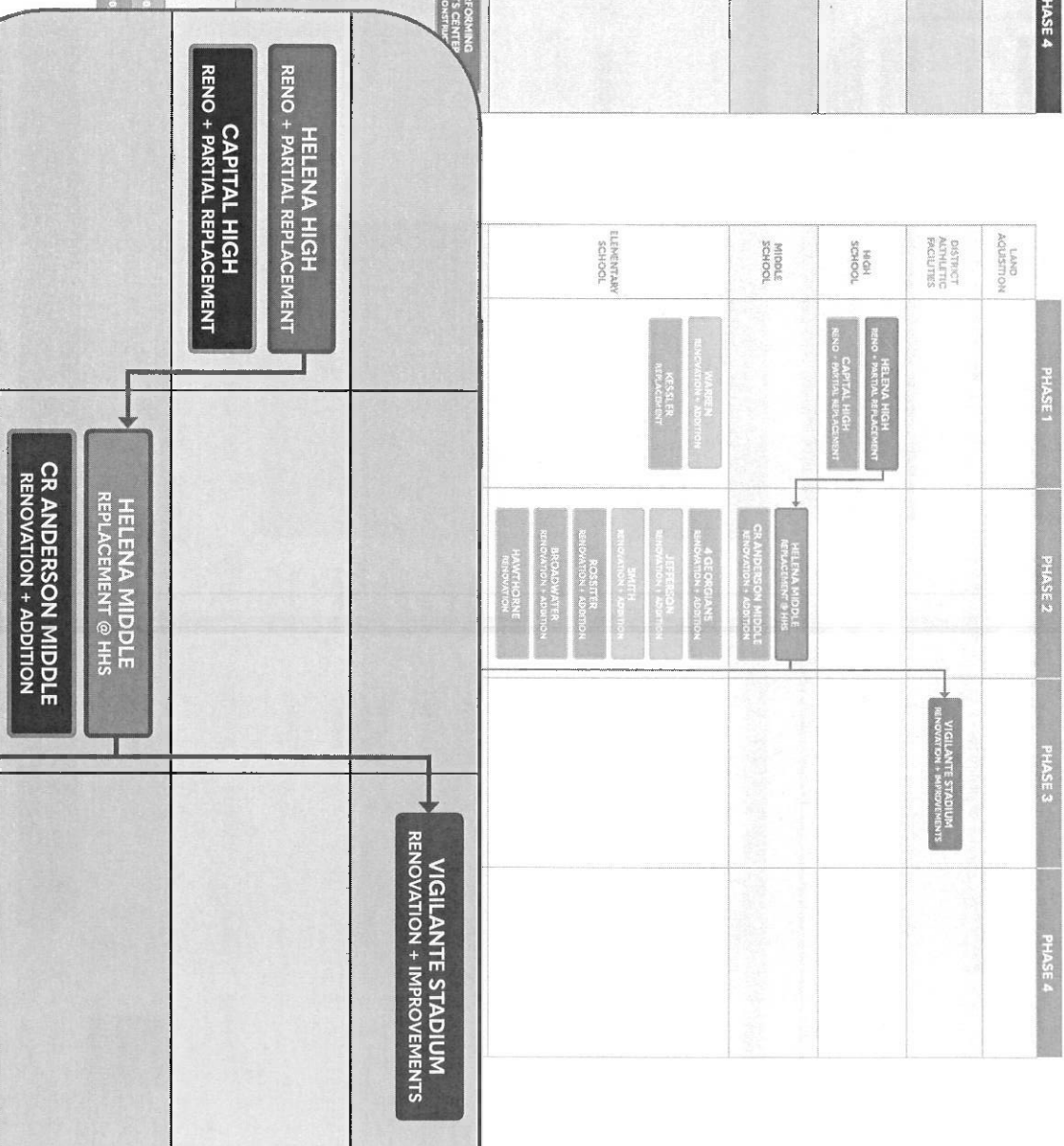
# FACILITIES MASTER PLAN SCENARIOS

SCENARIO A  
ELEMENTARY OPTION 1 | MIDDLE: CRA RENO + ADDITION/HMS REPLACEMENT | HIGH OPTION 2

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
LAND ACQUISITION				
DISTRICT ATHLETIC FACILITIES			VIGILANTE STADIUM RENOVATION + IMPROVEMENTS	
HIGH SCHOOL	HELENA HIGH RENO + PARTIAL REPLACEMENT CAPITAL HIGH RENO PARTIAL REPLACEMENT			
MIDDLE SCHOOL		HELENA MIDDLE REPLACEMENT @ HHS CR ANDERSON MIDDLE RENOVATION + ADDITION		
ELEMENTARY SCHOOL	WARREN RENOVATION + ADDITION KESSLER REPLACEMENT	4 DEORIGANS RENOVATION + ADDITION JEFFERSON RENOVATION + ADDITION SMITH RENOVATION + ADDITION ROSSITER RENOVATION + ADDITION BROADWATER RENOVATION + ADDITION HAYTHORNE RENOVATION		
OTHER DISTRICT FACILITIES	PAL REPLACEMENT @ HHS FRONT STREET LEARNING CENTER SUE MAY BUTLER LAKE RAY BORK LEARN CENTER 7TH AVENUE GYM LAKE CENTRAL KITCHEN + REPLACEMENT		HELENA MIDDLE SCHOOL ADDITION RENOVATION CTE FACILITIES RENOVATION + REPLACEMENT SKILLS CENTER NEW CONSTRUCTION	PERFORMING ARTS CENTER NEW CONSTRUCTION
DEFERRED MAINTENANCE				
REPLACEMENT OF MIDDLE SCHOOL	\$500,000,000	\$500,000,000	\$500,000,000	\$500
REPLACEMENT OF HIGH SCHOOL	\$500,000,000	\$500,000,000	\$500,000,000	\$500

\*LOCATION OF THE IS OFFICE TO BE LOCATED IN THE NEW CENTRAL KITCHEN TO BE COLOCATED WITH SKILLS CENTER

SCENARIO A CRITICAL PATH DIAGRAM



# SCENARIO BUDGET COSTS

## SCENARIO A BUDGET COSTS

ELEMENTARY   K-8	TOTALS	PHASE			
		PHASE 1	PHASE 2	PHASE 3	PHASE 4
BROADWATER RENO & ADDITION	\$16,069,563		\$16,069,563		
FOUR GEORGIANS RENO & ADDITION	\$21,575,875		\$21,575,875		
HAWTHORNE RENO & ADDITION	\$9,370,969		\$9,370,969		
JEFFERSON RENO & ADDITION	\$16,269,219		\$16,269,219		
KESSLER NEW CONSTRUCTION	\$96,717,363	\$36,717,363			
ROSSITER RENO & ADDITION	\$19,928,844		\$19,928,844		
ROSSITER K-8 RENO & ADDITION	\$29,543,075				
SMITH RENO & ADDITION	\$16,264,938		\$16,264,938		
WARREN RENO & ADDITION	\$15,216,656		\$15,216,656		
WARREN NEW CONSTRUCTION	\$36,848,238				
WARREN K-8 NEW CONSTRUCTION	\$47,348,238				
WARREN K-8 ADDITION	\$13,125,000				
ELEMENTARY TOTALS	\$	\$ 51,934,019	\$ 99,479,406	\$	\$

MIDDLE SCHOOL	TOTALS	PHASE			
		PHASE 1	PHASE 2	PHASE 3	PHASE 4
CR ANDERSON RENO & ADDITION	\$64,750,000			\$64,750,000	
CR ANDERSON RENO & ADDITION (K-8)	\$54,125,000				\$54,125,000
HELENA MIDDLE RENO & ADDITION	\$51,753,125				\$51,753,125
HELENA MIDDLE NEW CONSTRUCTION	\$58,600,000				\$58,600,000
MIDDLE SCHOOL TOTALS	\$	\$	\$ 123,350,000	\$	\$
ELEMENTARY BONDING TOTALS	\$	\$ 51,934,019	\$ 222,829,406	\$	\$

## SCENARIO B BUDGET COSTS

ELEMENTARY   K-8	TOTALS	PHASE			
		PHASE 1	PHASE 2	PHASE 3	PHASE 4
BROADWATER RENO & ADDITION	\$16,069,563				
FOUR GEORGIANS RENO & ADDITION	\$21,575,875		\$21,575,875		
HAWTHORNE RENO & ADDITION	\$9,370,969		\$9,370,969		
JEFFERSON RENO & ADDITION	\$16,269,219		\$16,269,219		
KESSLER NEW CONSTRUCTION	\$96,717,363	\$36,717,363			
ROSSITER RENO & ADDITION	\$19,928,844		\$19,928,844		
ROSSITER K-8 RENO & ADDITION	\$29,543,075				
SMITH RENO & ADDITION	\$16,264,938		\$16,264,938		
WARREN RENO & ADDITION	\$15,216,656		\$15,216,656		
WARREN NEW CONSTRUCTION	\$36,848,238			\$36,848,238	
WARREN K-8 NEW CONSTRUCTION	\$47,348,238				\$47,348,238
WARREN K-8 ADDITION	\$13,125,000				\$13,125,000
ELEMENTARY TOTALS	\$	\$ 147,604,475	\$	\$	\$

MIDDLE SCHOOL	TOTALS	PHASE			
		PHASE 1	PHASE 2	PHASE 3	PHASE 4
CR ANDERSON RENO & ADDITION	\$64,750,000			\$64,750,000	
CR ANDERSON RENO & ADDITION (K-8)	\$54,125,000				\$54,125,000
HELENA MIDDLE RENO & ADDITION	\$51,753,125				\$51,753,125
HELENA MIDDLE NEW CONSTRUCTION	\$58,600,000				\$58,600,000
MIDDLE SCHOOL TOTALS	\$	\$	\$ 147,604,475	\$	\$ 116,503,125
ELEMENTARY BONDING TOTALS	\$	\$ 147,604,475	\$	\$ 116,503,125	\$

HIGH SCHOOL	TOTALS	PHASE		
		PHASE 1	PHASE 2	PHASE 3
CAPITAL HIGH RENO & ADDITION	\$73,393,750			
CAPITAL HIGH RENO & PARTIAL REPLACEMENT	\$116,662,500	\$116,662,500		
HELENA HIGH RENO & ADDITION	\$99,031,250			
HELENA HIGH RENO & PARTIAL REPLACEMENT	\$117,375,000	\$117,375,000		
HELENA HIGH FULL REPLACEMENT	\$146,390,625			
HELENA HIGH FULL REPLACEMENT (NEW CONSTRUCTION)	\$12,262,500	\$12,262,500		
FRONT STREET LEARNING CENTER SALE	-\$3,500,000	-\$3,500,000		
PAL (NEW CONSTRUCTION)	\$14,325,000			
CTE @ EA HIGH SCHOOL	\$16,272,500			
CTE (LITRO PROGRAMS) + SKILLS CENTER	\$4,918,750			\$18,272,500
VIGILANTE STADIUM IMPROVEMENTS	\$16,062,500			\$4,918,750
DISTRICT ATHLETICS COMPLEX LAND ACQUISITION	\$8,000,000			
DISTRICT ATHLETICS COMPLEX TRANSFORMATION FACILITIES	\$6,400,000	\$6,400,000		
CENTRAL KITCHEN	\$6,591,250			\$6,591,250
ADDITION @ HHS RENOVATION	\$19,697,500			
PERFORMING ARTS CENTER				
HIGH SCHOOL TOTALS	\$	\$ 248,200,000	\$	\$ 29,272,500
HIGH SCHOOL BONDING TOTALS	\$	\$ 248,200,000	\$	\$ 29,272,500

WARREN K-8 NEW CONSTRUCTION	TOTALS	PHASE		
		PHASE 1	PHASE 2	PHASE 3
WARREN K-8 ADDITION	\$47,348,238			
ELEMENTARY TOTALS	\$	\$ 51,934,019	\$ 99,479,406	\$

MIDDLE SCHOOL	TOTALS	PHASE		
		PHASE 1	PHASE 2	PHASE 3
CR ANDERSON RENO & ADDITION	\$64,750,000			\$64,750,000
CR ANDERSON RENO & ADDITION (K-8)	\$54,125,000			
HELENA MIDDLE RENO & ADDITION	\$51,753,125			
HELENA MIDDLE NEW CONSTRUCTION	\$58,600,000			\$58,600,000
MIDDLE SCHOOL TOTALS	\$	\$	\$ 123,350,000	\$
ELEMENTARY BONDING TOTALS	\$	\$ 51,934,019	\$ 222,829,406	\$

# HELENA HIGH SCHOOL REPLACEMENT + RENOVATION

## EXISTING

FALL 2022 STUDENT ENROLLMENT: 1076 STUDENTS  
 BUILDING AREA: 137,550 SF  
 SITE SIZE: 30.21 ACRES  
 FACILITIES CONDITION: 2.1  
 EDUCATIONAL + FUNCTIONAL ADEQUACY: 4.8  
 FACILITY SITE ADEQUACY: 4.6

PROPOSED HELENA HIGH SCHOOL SITE



LEGEND	
[Light Gray Box]	POSSIBLE AREA OF BUILDING ADDITION
[Dark Gray Box]	REMODEL EXISTING BUILDING
[Medium Gray Box]	REMODEL, MULTI-PURPOSE TO BECOME COMMONS
[White Box]	EXISTING BUILDING AREA PROPOSED FOR DEMOLITION/REPLACE WITH NEW
[White Box]	EXISTING BUILDING TO REMAIN
[Light Gray Box]	POSSIBLE AREA OF ADDED PARKING/DRIVE-OFF
[Medium Gray Box]	POSSIBLE AREA OF NEW FIELDS OF LANDSCAPING
[Arrow]	MAIN ENTRY

## PROPOSED

STUDENT ENROLLMENT: 1300 STUDENTS  
 NEW BUILDING AREA: 264,800 SF  
 DEMOLITION: 185,000 SF  
 RENOVATION: 24,800 SF  
 NEW CONSTRUCTION: 220,000 SF  
 NEW PAL: 25,000 SF  
 NEW CTE AREA: 25,000 SF  
 NEW SKILLS CENTER: 25,000 SF

### IMPROVEMENTS:

- New practice fields on the existing high school site
- District-wide Skills Center expands existing CTE program, possibly combined with new Central Kitchen
- Improved Admin office oversight of school entry and eliminating uncontrolled entries
- Improved wayfinding, parking, drop-off and circulation
- New main gym and remodel existing gym to Aux Gym
- Possible new Performing Arts Center
- Possible new PAL within new High School building



architecture  
+ design

**NMAC**  
ARCHITECTURE

**THANK YOU**

**Policy Background  
Board of Trustees Meeting  
February 13, 2024**

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

**3010 School Admissions: Entrance, Placement and Transfer**

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.

*NOTE* 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.

**5000 Equal Employment Opportunity and Nondiscrimination**

Revised to incorporate a cross reference to Policy 5015 - Bullying/Harassment/Intimidation Prevention Reporting which addresses retaliation.

**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.

**5065 Evaluation of Non-Administrative Staff**

General update to align with updated model language. 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.

**6020 District Organization: Building Administrators & District 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. Updated language regarding access to the evaluation tool.

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

**3050 Student Discipline**

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property. “Marijuana products” are defined as those products which include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. It also reflects the self-defense/defense of others exception to the use of physical force by a student adopted under House Bill 450. The legal references were also updated to reflect House Bill 361.

**3080 Maintenance of Student Records**

Legal references were updated to reflect a parent’s right to access and review student records under House Bill 676 as well as a reference to MCA 52-2-211 (which was revised by Senate Bill 213) that allows for a county interdisciplinary team / school safety team to access student records.

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

This policy was updated to reflect changes in law from SB 518. The policy provides for public notification of a district plan to engage families and involve them in a student's education while providing information about educational opportunities within the district.

**8225 Tobacco and Marijuana Free Schools**

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

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.3.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Information**  
3. Policy 3050 Student Discipline

2  
3 **STUDENTS**

4  
5 Student Discipline

6  
7 Students are expected to conduct themselves within the bounds set by the Board and the  
8 administrative regulations set forth by the Superintendent. Consideration for the rights and well-  
9 being of others, cooperation with all members of the school community and respect for oneself and  
10 others are the basic principles guiding student behavior.

11  
12 The primary responsibility for student discipline within the school rests with the principal. The  
13 primary responsibility for the maintenance of discipline within the classroom lies with the individual  
14 classroom teacher. Corporal punishment shall not be used. Corporal punishment does not include  
15 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose  
16 of self-defense or defense of property.

17  
18 Disciplinary action may be taken against any student in violation of the Student Code of Conduct.  
19 Disciplinary action may range from conferring with a teacher to expulsion from school. Continued  
20 infractions will have a cumulative effect in terms of disciplinary action.

21  
22 These grounds stated below for disciplinary action apply whenever a student’s conduct is reasonably  
23 related to school or school activities, including, but not limited to the circumstances set forth below:

- 24 · On, or within sight of, school grounds before, during, or after school hours or at any other
- 25 time when school is being used by a school group;
- 26 · Off school grounds at a school-sponsored activity or event or any activity or event that
- 27 bears a reasonable relationship to school;
- 28 · Travel to and from school or a school activity, function, or event;
- 29 · Anywhere if conduct may reasonably be considered to be a threat or an attempted
- 30 intimidation of a staff member, an interference with school purposes or an educational
- 31 function, a threat to the safety and welfare of the student population, or conduct that
- 32 detrimentally effects the climate or efficient operations of the school.

33  
34 A student is in violation of the Student Code of Conduct if the student engages in any inappropriate  
35 behavior, including but not limited to:

- 36  
37 • Using, possessing, distributing, purchasing, or selling tobacco products, vapor products,  
38 or alternative nicotine products (tobacco includes, but is not limited to, cigarettes, cigars,  
39 snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation),  
40 or marijuana products (marijuana products include but are not limited to edible products,  
41 ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana  
42 intended for use by smoking or vaping and THC based CBD products);
- 43 • Using, possessing, distributing, purchasing, or selling alcoholic beverages including  
44 powdered alcohol or any other alcohol innovation.
- 45 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs,  
46 controlled substances, or any substance which is represented to be or looks like a narcotic



47 drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, medical marijuana,  
48 alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such  
49 substances that contain chemicals which produce the same effect of illegal substances  
50 including but not limited to Spice and K2. Students who may be under the influence of  
51 such substances will not be permitted to attend school functions and will be treated as  
52 though they had drugs in their possession.

- 53 • Using, possessing, controlling, or transferring a weapon in violation of the “Possession of  
54 a Weapon in a School Building” section of this policy.
- 55 • Using, possessing, controlling, or transferring any object that reasonably could be  
56 considered or used as a weapon.
- 57 • Disobeying directives from staff or disobeying rules governing student conduct.
- 58 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable  
59 conduct toward anyone or urging other students to engage in such conduct, including  
60 gang or gang activity, except when physical force is determined to be reasonable and  
61 necessary and used as self-defense or the defense of another person after an investigation  
62 into such conduct.
- 63 • Causing or attempting to cause damage to, or stealing or attempting to steal, school  
64 property or another person’s property.
- 65 • Engaging in any activity that constitutes an interference with school purposes or an  
66 educational function or any other disruptive activity.
- 67 • Unexcused absenteeism.
- 68 • Misconduct of any sort on any means of District transportation.
- 69 • Hazing or bullying, including cyberbullying.
- 70 • Forging any signature or making any false entry or attempting to authorize any document  
71 used or intended to be used in connection with the operation of a school.
- 72 • Gambling for money.

73  
74 *Gun Free Schools*

75  
76 The Board will follow federal law for any student who uses, possesses, controls, or transfers a  
77 firearm on school property. The Board hereby authorizes the Superintendent to modify the  
78 disciplinary action on a case-by-case basis, including eliminating the requirement for expulsion.  
79

80 The administrator may immediately suspend a student if, prior to a hearing, there is cause to  
81 believe the student brought a firearm to school or possessed a firearm at school. In the case of a  
82 firearm violation the student may be expelled if the trustees find that the student knowingly  
83 brought a firearm to school or possessed a firearm at school.

84  
85  
86 *Possession of a Weapon in a School Building*

87  
88 The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a  
89 school building, except as provided below. For the purposes of this section only, “school building”  
90 means all buildings owned or leased by the District that are used for instruction or for student  
91 activities; "weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a  
92 sword, a straight razor, a throwing star, nun-chucks, brass or other metal knuckles, or any other

93 article or instrument possessed with the purpose to commit a criminal offense. The Board may grant  
94 persons advance permission to possess, carry, or store a weapon in a school building. All persons  
95 who wish to possess, carry, or store a weapon in a school building must request permission of the  
96 Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to  
97 possess, carry, or store a weapon in a school building.  
98  
99

100 Legal References:

101	§ 16-11-302, MCA	Definitions
102	§ 20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited ( <i>revised by House Bill 128</i> )
103		
104	§ 20-4-302, MCA	Discipline and punishment of pupils
105	<u>§ 20-5-201, MCA</u>	<u>Duties and sanctions (<i>revised by House Bill 450</i>)</u>
106	§ 20-5-202, MCA	Suspension and Expulsion
107	<u>§ 20-5-209, MCA</u>	<u>Bullying of student prohibited-self defense authorized</u> <u>(<i>revised by House Bill 450</i>)</u>
108		
109	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
110		
111		
112	§ 45-8-361, MCA	Possession of a weapon in school building
113	§ 45-8-317, MCA	Exceptions
114	§§ 50-46-301 et seq., MCA	Montana Marijuana Act
115	20 USC §§ 7101 et seq.	Safe and Drug-Free Schools & Communities Act
116	20 USC § 7961	Gun-Free requirements
117	§ 1-1-204, MCA	Terms denoting state of mind ( <i>Cited by Senate Bill 283</i> )——
118	<del>Senate Bill 283</del>	<del>Expulsion Policies and Firearms on School Grounds</del>
119	<u>House Bill 361</u>	<u>Certain District Policies Prohibited</u>

120

121

122 Cross References:

123

124 Policy History:

125 Adopted on: 3.26.2013

126 Revised on: 8.15.2017, 2.8.2022

127

128

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.4.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      **Item For Information****  
4. Policy 3080 Maintenance of Student Records

3  
4 STUDENTS

5  
6 Maintenance of Student Records

7  
8 School student records are confidential, and information from them will not be released other than as  
9 provided by law. State and federal laws grant students and parents certain rights, including the right  
10 to inspect, copy, and challenge school records.

11  
12 ***Content of Records and Maintenance***

13  
14 The District maintains two (2) sets of school records for each student: a permanent record and a  
15 cumulative record.

16  
17 The permanent record will include:

- 18 • Basic identifying information including date of birth
- 19 • Academic work completed (transcripts)
- 20 • Level of achievement (e.g. grades, standardized achievement tests, grade level  
21 completed)
- 22 • Immunization records
- 23 • Attendance record
- 24 • Record of any disciplinary action taken against the student, which is educationally related
- 25 • The statewide student identifier assigned by the Office of Public Instruction

26  
27 The cumulative record may include, but is not limited to:

- 28 • Intelligence and aptitude scores
- 29 • Psychological reports
- 30 • Participation in extracurricular activities
- 31 • Honors and awards
- 32 • Teacher anecdotal records
- 33 • Verified reports or information from non-educational persons
- 34 • Verified information of clear relevance to the student's education
- 35 • Information pertaining to release of this record
- 36 • Disciplinary information

37  
38 Information in the permanent record will indicate authorship and date and will be maintained in a  
39 secure location in perpetuity for every student who enrolled in the District. Cumulative records will  
40 be maintained for eight (8) years after the student graduates or permanently leaves the District.  
41 Cumulative records which may be of continued assistance to a student with disabilities, who  
42 graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the  
43 parents or to the student if the student has succeeded to the rights of the parents.

48

49 The building principal will be responsible for maintenance, retention, or destruction of a student's  
50 permanent or cumulative records, in accordance with 20-1-212, MCA and District procedure  
51 established by the Superintendent.

52

### 53 *Access to Student Records*

54

55 The District will not release, disclose, or grant access to information found in any student record  
56 except under the conditions set forth in this document. The parents of a student under 18 years of  
57 age will be entitled to inspect and copy information in the child's school records. Such requests will  
58 be made in writing and directed to the Principal. Access to the records will be granted as provided  
59 by law. Where the parents are divorced or separated, both will be permitted to inspect and copy the  
60 student's school records, unless the school is made aware of a court order indicating otherwise.  
61 When the student reaches 18 years of age, graduates from high school, marries, or enters military  
62 service, all rights and privileges accorded to the parent become exclusively those of the student,  
63 except as provided below.

64

65 Access will not be granted to the parent or the student to confidential letters and recommendations  
66 concerning admission to a post-secondary educational institution, applications for employment, or  
67 receipt of an honor or award, if the student has waived his or her right of access after being advised  
68 of his or her right to obtain the names of all persons making such confidential letters or statements.

69

70 Other individuals or entities may access student records as follows:

71

72 • The District may grant access to or release information from student records to employees or  
73 officials of the District, including contractors or consultants to whom the District has  
74 outsourced institutional services or functions, or the Montana State Board of Education,  
75 provided a current, legitimate educational interest is shown, without parental consent or  
76 notification. Access in such cases will be limited to the satisfaction of that need.

77

78 • The District may grant access to or release information from student records without parental  
79 consent or notification where it is necessary in connection with the audit, evaluation,  
80 compliance, or enforcement of federal legal requirements to state and local educational  
81 authorities, entities or individuals designated by a state or local educational authority, or an  
82 agency headed by the Secretary of the United States Department of Education, the Attorney  
83 General of the United States, or Comptroller General of the United States.

84

85 • The District may grant access to or release information from student records without parental  
86 consent or notification to any person, for the purpose of research, statistical reporting, or  
87 planning, provided that no student or parent can be identified from the information released,  
88 and the person to whom the information is released signs an affidavit agreeing to comply  
89 with all applicable statutes and rules pertaining to school student records.

90

91 • The District will grant access to or release information from a student's records pursuant to a  
92 court order in an action where a parent is not a party without parental consent, provided that

93

95  
96 the parent will be given prompt written notice of the order, its terms, the nature and substance  
97 of the information proposed to be released, and an opportunity to inspect and copy such  
98 records and to challenge their contents. The District will comply with an *ex parte* order  
99 requiring it to permit the U.S. Attorney General or designee to have access to a student's  
100 school records without notice to or consent of the student's parent. When a parent is a party  
101 to a court proceeding involving child abuse and neglect or dependency matters, parental  
102 consent or notification is not required to release information from a student's record upon  
103 receipt of an order requiring disclosure in such case.

- 104
- 105 • The District may grant access to or release information from any student record, without  
106 parental consent or notification, to a caseworker or other representative of a child welfare  
107 agency when that agency is legally responsible for the care and protection of the student.  
108 The caseworker or other child welfare agency representative shall present documentation  
109 evidencing legal responsibility for a student.
- 110
- 111 • The District will grant access to or release information from any student record, as  
112 specifically required by federal or state statute. The parent will be given prompt written  
113 notice of its intended action, the nature and substance of the information proposed to be  
114 released, and an opportunity to inspect and copy such records and to challenge their contents.
- 115
- 116 • The District will grant access to or release information from student records to any person  
117 possessing a written, dated consent, signed by the parent or eligible student, with particularity  
118 as to whom the records may be released, the information or record to be released, and reason  
119 for the release. One copy of the consent form will be kept in the records, and 1 copy will be  
120 mailed to the parent or eligible student. The parent will be given prompt written notice of its  
121 intended action, the nature and substance of the information proposed to be released, and an  
122 opportunity to inspect and copy such records and to challenge their contents.
- 123
- 124 • The District may release student records to the Superintendent or an official with similar  
125 responsibilities in a school in which the student has enrolled or intends to enroll, upon written  
126 request from such official. The parent will be given prompt written notice of its intended  
127 action, the nature and substance of the information proposed to be released, and an  
128 opportunity to inspect and copy such records and to challenge their contents.
- 129
- 130 • The District may release student records or information in connection with an emergency,  
131 without parental consent, if the knowledge of such information is necessary to protect the  
132 health or safety of the student or other persons. The Superintendent or Principal will make  
133 this decision, taking into consideration the nature of the emergency, the seriousness of the  
134 threat to the health and safety of the student or other persons, the need for such records to  
135 meet the emergency, and whether the persons to whom such records are released are in a  
136 position to deal with the emergency. The District will notify the parents or eligible student,  
137 as soon as possible, of the information released, date of the release, the person, agency, or  
138 organization to whom the release was made, and the purpose of the release.
- 139
- 140 •

- 142
- 143 • The District may disclose, without parental consent, student records or information to the youth  
144 court and law enforcement authorities or a child interdisciplinary team or school safety team  
145 involved in the proceedings, pertaining to that student's violations of the Montana Youth Court  
146 Act or criminal laws by the student prior to the adjudication of that student.  
147
  - 148 • The District may release student records or information, without parental consent or  
149 notification, to the U.S. Secretary of Agriculture or authorized Food and Nutrition Service  
150 representative, including contractors, for the purposes of monitoring, evaluations, and  
151 performance with regard to funding received for federal school lunch programs. The  
152 authorized representative or contract is not permitted to disclose personal identification of  
153 students and their parents aside from reporting results in an aggregate form. Any personally  
154 identifiable data will be destroyed once it is no longer necessary for program monitoring,  
155 evaluations, and performance measurements.  
156

157 The District charges a nominal fee for copying information in the student's records. No parent or  
158 student will be precluded from copying information because of financial hardship. A record of all  
159 releases of information from student records will be kept and maintained as part of such records.  
160 This record will be maintained for the life of the student record and will be accessible only to the  
161 parent or eligible student, records custodian, or other person.  
162

### 163 ***Directory Information***

164

165 The District may release certain directory information regarding students, except that parents may  
166 prohibit such a release. Directory information will be limited to:

- 167 • Student's name
- 168 • Address
- 169 • Telephone listing
- 170 • Electronic mail address
- 171 • Photograph
- 172 • Date of birth
- 173 • Dates of attendance
- 174 • Grade level
- 175 • Participation in officially recognized activities and sports
- 176 • Weight and height of members of athletic teams
- 177 • Honors and awards received  
178

179 The notification to parents and students concerning school records will inform them of their right to  
180 object to the release of directory information.  
181

### 182 ***Military Recruiters/Colleges***

183

184 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
185 numbers of all high school students to military recruiters and institutions of higher education  
186

189

190 upon request. The notification to parents and students concerning school records will inform  
191 them of their right to object to the release of this information.

192

193 ***Student Record Challenges***

194

195 Parents and eligible students may challenge the accuracy, relevancy, or propriety of the records,  
196 except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge  
197 is made when the student’s school records are being forwarded to another school. They have the  
198 right to request a hearing before the Board and, if necessary, to insert a written statement of  
199 reasonable length describing their position on disputed information. The school will include the  
200 statement in any release of the information in dispute.

201

202

203	Legal References:	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act,
204		§ 20-1-212, MCA	Destruction of Records by School Officer
205		§ 20-1-213, MCA	Transfer of School Records
206		§ 20-5-201, MCA	Duties and sanctions
207		§ 40-4-225, MCA	Access to records by parent
208		§ 40-6-701, MCA	<u>Interference with fundamental parental rights</u>
209			<u>restricted (revised by House Bill 676)</u>
210		§ 52-2-211, MCA	<u>County or regional interdisciplinary child</u>
211			<u>information and school safety team (revised by</u>
212			<u>Senate Bill 213)</u>
213			
214		§ 41-5-215, MCA	Youth Court and Department Records
215		10.55.909, ARM	Student Records
216		10.16.3560, ARM	Special Education Records
217		20 USC 6301	No Child Left Behind Act

218

219

220 **Cross References:**

221

222

223

224 **Policy History:**

225 Adopted on: 10.8.2013

226 Revised on:



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.5.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**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 Board believes that engaging students, parents, families and the community in the education  
5 process is essential to improved academic success for students. The Board recognizes that a  
6 student's education is a responsibility shared by the District, students, parents, families and other  
7 members of the community during the entire time a student attends school. The Board believes  
8 that the District must create an environment that is conducive to learning and that strong,  
9 comprehensive stakeholder involvement is an important component. Engagement and  
10 involvement in education requires a cooperative effort with roles for the Office of Public  
11 Instruction (OPI), the District, students, parents, families and the community.

12 The District's Board of Trustees recognizes and supports the importance of engaging all  
13 stakeholders in the education of children. The Superintendent and staff ~~shall undertake activities~~  
14 designed to: will continue to:

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

37  
38 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent  
39 and family engagement strategies with other relevant federal, state, and local laws and programs,  
40 including but not limited to Title I programs.

41 The Board in consultation with parents, teachers, administrators, and students supports the  
42 District plan for meeting engagement and involvement goals.

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1. Provide activities that will educate parents/families regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the District and other agencies or school/community groups (such as parent-teacher groups, Head Start, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to ~~The District will continue to involve parents/families in the educational process and laws regarding parent/family rights, including;~~
  - Keeping parents/families informed of opportunities for involvement and encouraging participation in various District programs.
  - Providing access to Board policies, handbooks, Board and committee agendas, ~~District grievance procedure,~~ and contact information for administrators and Trustees on the District website.
  - Providing access to educational resources and the course of study for parents/families to use together with their children.
  - Keeping parents/families informed of the objectives of District educational and activity programs, and their child's participation and progress within these programs.
  - Provide methods to opt out of educational and instruction programs consistent with parent/family rights.
  - Promoting parents/families and teacher cooperation in homework, attendance, and discipline.
  - Providing information about the nature and purpose of student clubs and groups meeting at the school and right of parents to consent to such participation or withdraw their child from a club or group.
  - Providing an explanation of rights regarding student name and pronoun use consistent with the Family Education Rights and Privacy Act.
3. ~~Enable Schools will continue to involve families to participate in the education of their children. through a variety of roles. For example, parents/family members should be given opportunities to provide input into District policies and volunteer time within the classrooms and school programs.~~
4. Schools will continue to provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the District level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. ~~If practical, provide information in a language understandable to parents.~~

83 8. ~~Provide annual notification of~~ Provide educational opportunities of the District. in student  
84 handbooks and on the District web site.

85

86	Cross Reference:	<a href="#">Policy 2035</a>	<a href="#">Federal Funding and Title I</a>
87		<a href="#">Policy 1085</a>	<a href="#">Uniform Complaint Procedure</a>
88		<a href="#">Policy 2015</a>	<a href="#">Curriculum Development and Assessment</a>
89		<a href="#">Policy 2020</a>	<a href="#">Student and Family Privacy Rights</a>
90		<a href="#">Policy 2025</a>	<a href="#">K-12 School Counseling Program</a>
91		<a href="#">Policy 2040</a>	<a href="#">Special Education and Accommodations</a>
92		<a href="#">Policy 2050</a>	<a href="#">Section 504 of the Rehabilitation Act of</a>
93			<a href="#">1973 (“Section 504”)</a>
94		<a href="#">Policy 2135</a>	<a href="#">K-12 E-Learning Online Policy</a>
95		<a href="#">Policy 2423</a>	<a href="#">Personalized Learning Opportunities</a>
96		<a href="#">Policy 3110</a>	<a href="#">School Admissions: Entrance, Placement,</a>
97			<a href="#">and Transfer</a>
98		<a href="#">Policy 3120</a>	<a href="#">Compulsory Attendance</a>
99		<a href="#">Policy 3025</a>	<a href="#">Discretionary Nonresident Student</a>
100			<a href="#">Attendance Policy</a>
101		<a href="#">Policy 3155</a>	<a href="#">Part-Time Attendance</a>
102		<a href="#">Policy 3080</a>	<a href="#">Maintenance of Student Records</a>
103		<a href="#">Policy 4040</a>	<a href="#">School, Student, Parent, Family and</a>
104			<a href="#">Community Engagement in Education</a>
105			

106	Legal References:	<a href="#">§ 10.55.701, ARM</a>	<a href="#">Board of Trustees</a>
107		<a href="#">20 U.S.C. § 1401 et seq.</a>	<a href="#">Individuals with Disabilities Education</a>
108			<a href="#">Act</a>
109		<a href="#">29 U.S.C. § 794</a>	<a href="#">Section 504 of the Rehabilitation Act</a>
110		<a href="#">§ 20-3-324, MCA</a>	<a href="#">Powers and Duties</a>
111		<a href="#">§ 20-5-101, MCA</a>	<a href="#">Admittance of child to school</a>
112		<a href="#">§ 20-5-112, MCA</a>	<a href="#">Participation in extracurricular activities</a>
113		<a href="#">§ 20-7-117, MCA</a>	<a href="#">Kindergarten and preschool programs</a>
114		<a href="#">§ 20-7-118, MCA</a>	<a href="#">Remote Instruction</a>
115		<a href="#">§ 20-7-411, MCA</a>	<a href="#">Regular Classes Preferred -- Obligation To</a>
116			<a href="#">Establish Special Education Program</a>
117		<a href="#">§ 20-7-1601, MCA</a>	<a href="#">Forms of personalized learning</a>
118		<a href="#">§ 20-7-1506, MCA</a>	<a href="#">Incentives for creation of advanced</a>
119			<a href="#">opportunity programs</a>
120		<a href="#">§ 20-7-1510, MCA</a>	<a href="#">Credit for participating in work-based</a>
121			<a href="#">learning partnerships</a>
122		<a href="#">§ 20-9-706, MCA</a>	<a href="#">Running start program</a>
123		<a href="#">§ 20-7-1201, MCA et seq.</a>	<a href="#">Montana Digital Academy</a>
124		<del><a href="#">§ 20-5-301, MCA et seq.</a></del>	<del><a href="#">Attendance Outside School District</a></del>
125			<del><b>REPEALED</b></del>

126  
127  
128

§ 20-7-xxx, MCA et. seq. Vocational and Technical Education

129 Policy History:  
130 Adopted On: 04.04.2006  
131 Revised On: 01.14.2020

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.A.6.**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Information**  
6. Policy 8225 Tobacco and Marijuana Free Schools

1 **Helena Public Schools**

2

3 **STUDENTS—**

**3150**

4 Non-Instructional Operations

8225

5

6 Tobacco Free Schools

7

8 The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy,  
9 ~~and~~ safe and tobacco-free / marijuana-free school environment for students, employees, and the  
10 general public.

11

12 Use of tobacco, or tobacco innovations in any form is considered detrimental to the health of  
13 non-users as well as users of tobacco or tobacco innovations. The use of tobacco or tobacco  
14 innovations is inconsistent with the Helena Schools health education policy and is prohibited.

15

16 The use of marijuana in any form (including THC ~~and~~ based CBD products) is prohibited.  
17 Marijuana products are products that contain marijuana for use by a consumer and include but  
18 are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana  
19 concentrates, and marijuana intended for use by smoking or vaping.

20

21 Helena Public Schools are tobacco-free and marijuana-free. The use of tobacco, ~~or~~ tobacco  
22 innovations, or marijuana in any form is prohibited from all school buildings, grounds, and  
23 school sponsored events 24 hours a day, 365 days per year unless used in a classroom or on other  
24 school property as part of a lecture, demonstration, or educational forum sanctioned by a school  
25 administrator or faculty member, concerning the risks associated with using tobacco or  
26 marijuana products or in connection with Native American cultural activities.

27

28 Possession or use of tobacco, ~~or~~ tobacco innovation products or marijuana in any form by  
29 students, employees and the general public on district property, in district vehicles and at school-  
30 sponsored events (whether on or off district property) is prohibited at all times. ~~This includes all~~  
31 ~~days when school is not in session. and all events and other activities not associated with, or~~  
32 ~~sponsored by, the school.~~

33

34 The use of tobacco, ~~or~~ tobacco innovation products or marijuana in any form by all school and  
35 contract employees and all visitors on district property, in district vehicles and at school-  
36 sponsored events (whether on or off district property) is prohibited at all times. This includes  
37 non-school hours and all events sponsored by the school or others.

38

39 Advertising of tobacco, ~~or~~ tobacco innovation products or marijuana in any form is prohibited in  
40 school buildings, on school property, at school functions and in all school publications. Any

41 visual representation of tobacco, ~~or~~ tobacco innovation products or marijuana in any form  
42 including logos, signage, or product names is not allowed. This includes clothing that advertises  
43 tobacco, ~~or~~ tobacco innovation products or marijuana in any form.

44  
45 Violation of the policy by students and staff will be subject to actions outlined in District  
46 discipline policies.

47  
48 Cross References:

49  
50  
51 Legal References:     [§ 20-1-220, MCA](#)                [Use of tobacco product in public school](#)  
52    [building or on public school property](#)  
53    [prohibited \*\(revised by House Bill 128\)\*](#)

54   [§§ 50-40-101, et seq., MCA](#)  [Montana Clean Indoor Air Act of 1979](#)

55   [ARM 37.111.825](#)               [Health Supervision and Maintenance](#)

56  
57  
58  
59 Policy History:

60     Adopted On:                 3.13.01  
61     Revised On:                2.13.01, 6.12.01, 9.9.2014

62



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.B.1. - B.7**

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

**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. 01.09.24 Full Board Meeting Minutes
6. MTSBA FY25 Dues Revenue Estimate
7. Approval of Sabbaticals for 2024-2025 School Year

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

## PERSONNEL ACTIONS

January 24, 2024 – February 13, 2024

### CERTIFIED PERSONNEL

#### Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
HHS/Science	George, John	\$422.73/day	\$422.73/day	02/05/2024
4G/Kindergarten	Weyer, Olivia	\$222.54/day	\$222.54/day	01/02/2024
Broadwater/Grade 3	Wilkes, Madison	\$222.54/day	\$222.54/day	01/23/2024

*\*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>
Broadwater/Grade 3	Brown, Heather	Retirement	06/06/2024
Smith/Lower Montessori	Callahan, Shannon	Retirement	06/05/2025
HHS/Physical Education	Cloninger, Rene	Retirement	06/07/2024
Lincoln/Curriculum Administrator	Davidson, Joslyn	Retirement	06/30/2024
HHS/Business Education	Dinsdale, Alane	Retirement	06/06/2025
HMS/History	Hustad, Bryon	Retirement	06/05/2025
HHS/FCS	Leik, Joan	Retirement	06/07/2024
Bryant/SLP	Metropolous, Anna	Resignation	06/06/2024
Rossiter/Title	McKenna, Mary Ellen	Retirement	06/06/2024
CHS/Counselor	Meldrum, Dana	Retirement	06/07/2024
HHS/Counselor	Murgel, Jason	Retirement	06/07/2024
CHS/Math	Peterson, Dennis	Retirement	06/07/2024
CHS/Special Education	Reed, Derik	Retirement	06/07/2024
HMS/Assistant Principal	Rowling, Dawn	Retirement	06/30/2024
HHS/Assistant Principal	Schlepp, Willie	Retirement	06/30/2024
HHS/Principal	Thennis, Steve	Retirement	06/30/2024
CRA/Math	Troyer, Ted	Retirement	06/05/2024

HMS/Grade 6 English

Vedovatti, Theresa

Retirement

06/05/2024

**Leaves**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Term</u></b>	<b><u>Type of Leave</u></b>
Bryant/Central Literacy Coach	Buresh, Ashlie	08/2024 to 6/2025	LOAWOP

**CLASSIFIED PERSONNEL**

**Appointments**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Offered Salary</u></b>	<b><u>Accepted Salary</u></b>	<b><u>Start Date</u></b>
Bryant/Para Educator	Devereau, Marissa	\$17.03/hr.	\$17.03/hr.	02/05/2024
CRA/General Secretary	Hatch, Amanda	\$19.43/hr.	\$19.43/hr.	02/19/2024
CRA/Float Custodian	Johnson, Cory	\$16.65/hr.	\$16.65/hr.	02/06/2024
Bryant/Part-time Para Educator	Lord, Deanna	\$14.15/hr.	\$14.15/hr.	01/23/2024
Broadwater/Para Educator	Ludwig, Martin	\$15.45/hr.	\$15.45/hr.	02/02/2024
Hawthorne/Para Educator	McMillen, Erica	\$14.15/hr.	\$14.15/hr.	02/07/2024
Hawthorne/Elementary Secretary	Miller, Linda	\$18.66/hr.	\$18.66/hr.	01/22/2024
Bryant/Para Educator	Rye, Julia	\$18.33/hr.	\$18.33/hr.	01/23/2024
HMS/Float Custodian	Roche, Timothy	\$16.65/hr.	\$16.65/hr.	01/22/2024

**Terminations/Retirements**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Central/Day Custodian	Ekness, Adam	Resignation	02/22/2024

Warren/Para Educator  
CRA/Float Custodian  
Lincoln/Administrative Secretary  
Jim Darcy/Custodian

Green, Penny  
Hinds, Garret  
Martin, Sherryl  
Wertenberger, Robert

Retirement  
Resignation  
Resignation  
Separation

06/06/2024  
01/24/2024  
02/23/2024  
02/06/2024

**Leaves**

**Location/Assignment**

**Name**

**Term**

**Type of Leave**

**SUPPLEMENTARY CONTRACT ASSIGNMENT**

Helena School District #1

Warrants January 1 to 31, 2024

Direct Deposits: \$3,320,381.02

Payroll Warrants: 70131712-70131735

Payroll Deduction: 69297702-69297731

Non-Check Payroll Deductions: \$5,243,683.74

Non-Check Accts Payable Deductions: \$327,075.93   \*\*Allegiance Payment not included

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

Claim Warrants: 69297303-69297901

CRA Middle School Student Activity Checks: 17377-17382

HMS Middle School Student Activity Checks: 8749-8755

Capital High Student Activity Checks: 24493-24529

Helena High Student Activity Checks: 36471-36514

Cancelled Warrants: \$1,545.92

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
4	St. Ignatius K-12	St. Ignatius, MT 59865	Bryant Elementary
5	East Helena K-12	East Helena, MT 59635	Explore School

**APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS  
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)**

Running Total of Out-of-District Attendance Agreements

Grade	Address																Total
	East Helena	Clancy	Jefferson City	Montana City	Townsend	Basin	Billings	Power	Missoula	Miles City	Butte	Anaconda	Marion	Kalispell	St. Ignatius	International	
K	1																1
1	1																1
2																	0
3	3																3
4	1						1							1	1		4
5	2												1				3
6	2					1											3
7																	0
8	1	1					1	1	1								5
9	3	33		3	2												41
10	1	6	2	1						1		1		1			13
11		5									1						7
12		4		1		1											6
	15	49	2	5	2	2	2	1	1	1	1	1	1	2	1	1	87

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

**Discretionary:**

Grade	Address	District of Attendance
K	Helena, MT 59602	East Helena K-12
2	Helena, MT 59602	East Helena K-12
9	Helena, MT 59601	Billings High School

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	Billings High School	Total
K	4	2			5				11
1	5	12			1				18
2	3	17			3				23
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		1	34
10		16		3					19
11		27		3		1			31
12		14							14
	39	178	2	15	12	2	1	1	250





**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, January 9<sup>th</sup>, 2024**  
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  
Kay Satre, 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  
Lona Carter, Student Health  
Many guests of the public as well as Helena School District staff

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

Board Chair Siobhan Hathhorn called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

**II. REVIEW AGENDA**

The Board of Trustees reviewed the agenda. There was a small error under the consent action items, December 12<sup>th</sup> Full Board Meeting Minutes. Trustee Kay Satre was not listed as an attendee on the first page; however, she was in attendance and listed throughout the minutes, therefore the December 12<sup>th</sup> Full Board Meeting Minutes will be revised with Trustee Kay Satre added as an attendee on the first page. Consent Action Item number four, 12.12.23 Full Board Meeting Minutes, will now become Item For Action number nine, and when the trustees vote upon that, it will be with the revision mentioned above.

**III. RECOGNITIONS**

The Board of Trustees recognized the staff listed below.

National Board-Certified Teachers

Congratulations to the following educators in the Helena School District who earned National Board-Certification. Congratulations to Bridget Butler, Ellie Fjeseth, Lauren Mitchell, Laura Ortman, Chelsey Davis, Rachel Heaton, Jamie Hoovestall, Mikayla Nickol, Victor Daniel, Lynn Bubb, Ashley Fish, Nicole Lachapelle, Talor LeBrun, Kristen Clausen, and Jena Marshall. National Board Certification is the gold standard of professional development for teachers, and we are so proud of this group of outstanding educators.

The Board of Trustees moved on to hear the Superintendent’s Report from Superintendent Rex Weltz.

**IV. SUPERINTENDENT’S REPORT**

Superintendent Weltz gave his Superintendent Report to the Board of Trustees.

Recognition

- Congratulations to our amazing group of educators we recognized this evening who have earned National Board Certification
- January 2024 School Board Appreciation Month
- Law Enforcement Appreciation Day January 8th, 2024
- Congratulations to Helena Middle School Math Teacher Jennifer Mooney who was named the KMTX Teacher of the Month for November
- Thank you to Lisa Cordingley and the Helena Education Foundation for distributing grants across the district in December to our amazing educators

- Business Office
  - Budget closeout 2022/23 SY
  - Annual Audit Process
- Payroll Office
  - Payroll before winter break

### New Business

- Bryant Elementary Program Placement Change
- K-12 Vision Project Strategic Planning Meetings
- Safety and Security Levy/Technology Levy Update Across District-February
- Budget Recommendation Consensus Committee Update
- Negotiations: HSD – HEA Update
- AA Schools Trust Feasibility Meeting
- AA HB 332 Consultant Selection
- HB 332 Montana Health Insurance Summit – Jan 30 & 31
- May Butler Center RFP Update
- Helena School District/SMA Monthly Progress Meetings-Master Facility Planning
- Kindergarten registration opened January 2nd, 2024, for Fall 2024 School Year
- Additional Kinder Sprouts 2023-2024 Implementation Update
- Establish a District Vision Committee
- HSD/HEA/Others
- School Safety Program-STOPit

### Outreach/Meetings

- Cabinet & Leadership
- AA Schools Health Trust Meetings
- Board Leadership
- AA Superintendents
- Lewis & Clark Board of Health Meeting
- Budget Consensus Recommendation Committee
- HSD/Carroll College Meetings
- Helena Regional Sports/HSD
- HEA/HSD Meeting
- HEF Board Meeting
- HEF Executive Committee
- Student Leaders Meeting
- TV, Print, Radio Media
- Hometown Helena
- Teacher Advisory Committee - Reschedule
- SMA – Facility Planning

## Other

- No School January 15th and January 22nd

Superintendent Wertz asked Ms. Lona Carter, Student Health, to give an update on student health in the district. Ms. Carter discussed district collaboration that has taken place over the past fifteen months including: MHF Implementation Grant, PureView MOU (CHS & PAL), Helena Indian Alliance MOU (CRA & HHS), Carroll College LCSW Intern MOU (HMS), RBHI Grant/MOU (6<sup>th</sup>-12<sup>th</sup>), Montana Cares App Grant/MOU (K-12), Stronger Together Grant (K-8 MTSS-B), Myrna Loy Arts for Mental Health Grant (K-12), and PAX Sustainability Grant (K-5). Ms. Carter stated that we are still working on the L&C Suicide Prevention MOU, and we are working with the Helena Education Foundation on some different projects to determine how we might be able to support staff. Ms. Carter shared the community connections and support that she is a part of including: Safer Communities Montana Leadership Team (SMC), L&C Suicide Prevention Coalition, High Tiered Communities of Practice (COP), L&C Behavioral Health Local Advisory Council Meeting (LAC), L&C Mobile Crisis Response Team Coalition (MCRT), L&C Opioid Prevention Workgroup, Community That Cares Key Leader, and MT School-Based Health Advisory Committee. Ms. Carter stated that school safety starts with mental health and displayed the Safe and Supportive School Model which is: Engagement: relationships, respect for diversity, school participation, Safety: emotional safety, physical safety, bullying/cyberbullying, substance use, emergency readiness management, and Environment: physical environment, instructional environment, physical health, mental health, and disciplinary environment. Ms. Carter stated that in the spring of 2023, 6-12<sup>th</sup> graders shifted to the Rural Behavioral Health Initiative (RBHI) Mental Health Screenings *Linked to Care*, and in the last two years 7100+ students have been screened and 289 students have been linked to care. Ms. Carter reviewed the middle schools autumn 2023 RBHI data: 9% of students reported previous or current suicidality (a drop of 5-9%!), 8% of students report clinically significant depressive symptoms (a drop of 1-4%), and 8% of students report clinically significant anxiety symptoms (a drop of 1-4%). Ms. Carter reviewed the high schools autumn 2023 RBHI data: 4% of students reported previous or current suicidality (a drop of 10-14%!), 7% of students report clinically significant depressive symptoms (a drop of 1-2%), and 6% of students report clinically significant anxiety symptoms (a drop of 1-3%). Ms. Carter moved on to share the elementary schools autumn 2023 BASC-BESS data.

Ms. Carter discussed the Montana Cares App which is a proactive approach to the student mental health crisis. In partnership with Western Montana Professional Learning Collaborate (WMPLC) and STOPit Solutions, the Montana Small Schools Alliance (MSSA) is making available the Montana Cares Help App for its members. It is powered and delivered by STOPit Solutions, supported through a 24/7/365 Help Monitoring Program, it escalates life-threatening or imminent threats immediately, and there is three-year funding for WMPLC via the STOP School Violent Act Grant through June 30, 2025. With the Montana Cares App, we normalize asking for help, we understand that basic needs are fundamental to mental health and wellbeing, we know that suicides are more likely to occur after midnight, and we encourage student connectedness and a culture of helping others. Ms. Lona concluded by showing how the app works and how students can get help via the app and answered any questions the trustees had regarding her presentation.

That concluded the Superintendent's Report portion of the agenda. Superintendent Wertz answered any questions the trustees had about his Superintendent Report. The Trustees moved on to hear general public comment.

## **V. GENERAL PUBLIC COMMENT**

Mr. Sam King gave general public comment. Mr. King is the parent of a child in the Helena Public Schools and a member of Friends of Neighborhood Schools. Mr. King discussed topics including but not limited to potential school closures in the district, the district's budget deficit, levies the district may be running, and school funding.

Ms. Hanna Warhank gave general public comment. Ms. Warhank is a parent of a child in the Helena Public Schools, is a Helena resident, and is a representative of Friends of Neighborhood Schools. Ms. Warhank discussed topics including but not limited to the district's facilities master plan, the district's budget deficit, and levies the district may be running.

Ms. Moffie Funk gave general public comment. Ms. Funk is a parent of former Helena Public Schools students. Ms. Funk discussed topics including but not limited to the legislature's funding formula for school districts and her appreciation of public comment at the meetings.

Ms. Katie Kelley gave general public comment. Ms. Kelley is a parent of students in the Helena Public Schools and is a representative of Friends of Neighborhood Schools. Ms. Kelley discussed topics including but not limited to potential school closures in the district and wanting the best for students and teachers in the district.

Ms. Gaby Loeza Hidde gave general public comment. Ms. Loeza Hidde is speaking on behalf of herself, and her husband Jordan Hidde and they are parents of a child in the Helena Public Schools. Ms. Loeza Hidde discussed topics including but not limited to potential school closures in the district, and the effects of what other school districts experienced when they closed neighborhood schools.

Mr. Jim Malizia gave general public comment. Mr. Malizia is a Hawthorne parent and a representative of Friends of Neighborhood Schools. Mr. Malizia discussed topics including but not limited to the current state funding mechanism and how it does not provide the funding needed to keep pace with the real world needs of constitutionally required quality education.

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

## VI. NEW BUSINESS

### A. Consent Action Items

1. Personnel Actions
2. Warrants
3. Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. ~~12.12.23 Full Board Meeting Minutes~~
5. Resolution to Dispose of Personal Property-Technology Equipment

There was a small error under consent action item number four, 12.12.23 Full Board Meeting Minutes. Trustee Kay Satre was not listed as an attendee on the first page; however, she was in attendance and listed throughout the minutes, therefore the 12.12.23 Full Board Meeting Minutes will be revised with Trustee Kay Satre added as an attendee on the first page. Consent Action Item number four, 12.12.23 Full Board Meeting Minutes, will now become Item For Action number nine, and when the trustees vote upon that, it will be with the revision mentioned above.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve our Consent Action Items number one, two, three, and five.”

**Motion:** Trustee Jeff Hindoiien moved to approve the Consent Action Items one, two, three, and five as presented. Trustee Linda Cleatus seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

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

### B. Items for Action

1. Consider Approval of RBLC Lease with St. Peter’s Health

The Board of Trustees reviewed the action item: *Consider Approval of RBLC Lease with St. Peter’s Health*.

#### **Background / Summary of Lease Agreement**

The District published a Request for Proposals (RFP) for the lease of the Ray Bjork Learning Center in June of 2023 and received four proposals. An analysis of all proposals was conducted and the administrative recommendation to the Board was to initiate the development of a lease with St. Peter’s Health.

Over the past several months HPS staff, SPH staff and their attorneys have worked to negotiate a lease. Key points are below.

**Use of Facility:** The building and associated property will be used for the operation of a licensed childcare facility.

**Lease term:** 20 years to terminate in 2044 unless renewed under a revised lease agreement.

**Rent:** \$22,741.49 per month with annual increases.

**Costs:** Except as set forth, HPS shall not incur any costs relating to the tenant's operation and maintenance including landscaping and snow plowing.

**Improvements:** Tenant will make all the improvements identified in Exhibit B and shall pay all costs unless otherwise described in the agreement.

**Utilities:** Tenant shall pay all costs associated with all utilities.

**Surrendering Property:** At the conclusion of the lease or upon termination of the lease tenant shall surrender all property to HPS in the same condition as on the commencement date.

**Assignment & Subleasing:** Tenant shall not transfer, mortgage, encumber, assign or sublease all or any part of the property without HPS's advance written consent.

**Required Insurance:** Tenant shall maintain the following at all times during the term; liability insurance, Workers' Compensation insurance, general liability insurance, and sexual abuse and molestation coverage.

**Optional Insurance:** Tenant may also obtain renter's insurance, vandalism insurance, insurance for its own equipment or loss of business insurance as tenant deems appropriate.

**Default & Remedies:** Events resulting in default are described in detail on page 9 of the lease and include but are limited to; abandonment of property, failure to adequately maintain property, any material violation of laws, rules, ordinances, or regulations, and revocation or termination of license to operate a childcare facility.

Superintendent Weltz answered any questions the Board of Trustees had regarding the proposed lease for RBLC with St. Peter's Health.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the RBLC lease with St. Peter’s Health as presented.”

**Motion:** Trustee Kay Satre moved to approve the RBLC lease with St. Peter’s Health as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously. (The RBLC Building is considered an elementary district building, therefore, Trustee Jennifer Walsh abstained from voting as she is a trustee strictly for the high school district.)

2. Call for Annual Election

- a. Elementary Trustee Resolution Calling for the Annual Regular Election
- b. High School Trustee Resolution Calling for the Annual Regular Election

The Board of Trustees reviewed the action item: *Call for Annual Election for the Elementary Trustee Resolution Calling for the Annual Regular Election and the High School Trustee Resolution Calling for the Annual Regular Election*. Ms. Mickelson, Business Manager, and Superintendent Wertz discussed that based on our calculations before, we could not run a general fund operational levy for the high school, however, if our Charter School proposals are approved and we receive those basic entitlements that would increase our budget authority, but we would only receive the base amount and we would have to vote the twenty percent. Ms. Mickelson and Superintendent Wertz recommended to the Board of Trustees to not act on item for action two tonight: *Call for Annual Election for the Elementary Trustee Resolution Calling for the Annual Regular Election and the High School Trustee Resolution Calling for the Annual Regular Election*. They suggested that this action item should come back before the full Board of Trustees in February with the high school resolution to include the general fund operational levy at that time if we are able to include that. The Board of Trustees were in agreement that they would not take action on item for action number two: *Call for Annual Election for the Elementary Trustee Resolution Calling for the Annual Regular Election and the High School Trustee Resolution Calling for the Annual Regular Election*, and that it would come before the full Board of Trustees at the February board meeting.

3. Policy 2100 Recognition of Native American Cultural Heritage

Ms. Barb Ridgway, Chief of Staff, presented for action Policy 2100 Recognition of Native American Cultural Heritage to the Board of Trustees. This policy has been 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. This policy went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 2100 Recognition of Native American Cultural Heritage.



Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 2100 Recognition of Native American Cultural Heritage.”

**Motion:** Trustee Jennifer McKee moved to approve Policy 2100 Recognition of Native American Cultural Heritage as presented. Trustee Janet Armstrong seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

4. Policy 2103 Religion and Religious Activities

Ms. Ridgway presented for action Policy 2103 Religion and Religious Activities to the Board of Trustees. This is an existing policy that has seen significant change due to recent court decisions. This policy went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 2103 Religion and Religious Activities.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 2103 Religion and Religious Activities.”

**Motion:** Trustee Terry Beaver moved to approve Policy 2103 Religion and Religious Activities as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

5. Policy 4015 Conduct on School Property

Ms. Ridgway presented for action Policy 4015 Conduct on School Property. 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. This policy went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 4015 Conduct on School Property.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 4015 Conduct on School Property.”

**Motion:** Trustee Linda Cleatus moved to approve Policy 4015 Conduct on School Property as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

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

Ms. Ridgway presented for action Policy 4030 Cooperative Programs with Other Districts and Public Agencies. This is an existing policy that went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 4030 Cooperative Programs with Other Districts and Public Agencies.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 4030 Cooperative Programs with Other Districts and Public Agencies.”

**Motion:** Trustee Jennifer McKee moved to approve Policy 4030 Cooperative Programs with Other Districts and Public Agencies as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

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

Ms. Ridgway presented for action Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace. This policy went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace.”

**Motion:** Trustee Terry Beaver moved to approve Policy 5020 Tobacco Products, Marijuana, Drug and Alcohol-Free Workplace as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

8. Policy 7060 District Safety

Ms. Ridgway presented for action Policy 7060 District Safety. This policy went before the Policy Committee twice and before the full Board of Trustees for information with no recommended changes to the policy at the full board meeting. Ms. Ridgway answered any questions the trustees had regarding Policy 7060 District Safety.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 7060 District Safety.”

**Motion:** Trustee Kay Satre moved to approve Policy 7060 District Safety as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

9. 12.12.23 Full Board Meeting Minutes

The Board of Trustees voted upon the amended 12.12.23 Full Board Meeting Minutes, which included adding Trustee Kay Satre as an attendee on the first page of the minutes.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the amended 12.12.23 Full Board Meeting Minutes.”

**Motion:** Trustee Jeff Hindoien moved to approve the amended 12.12.23 Full Board Meeting Minutes. Trustee Jennifer Walsh seconded the motion.

**Public Comment:** None.

**Vote:** 8-0 motion carries unanimously.

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

### C. Items for Information

The Board of Trustees took some time to review and discuss A Citizen’s Guide to the Helena School District 2023-2024 Budget document which can be found on the Helena Public Schools Board of Trustees webpage. The Trustees moved on to review the Items for Information.

1. HPSD Student Health Update-Lona Carter, Student Health

Ms. Carter had shared her presentation on Student Health earlier in the board meeting after Superintendent Weltz gave his Superintendent Report.

2. Policy 3010 School Admissions: Entrance, Placement and Transfer

Ms. Ridgway presented for information to the Board of Trustees 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. Ms. Ridgway noted 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. Ms. Ridgway answered any questions the trustees had regarding Policy 3010 School Admissions: Entrance, Placement and Transfer.

3. Policy 5000 Equal Employment Opportunity and Nondiscrimination

Ms. Ridgway presented for information to the Board of Trustees 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. Ms. Ridgway answered any questions the trustees had regarding Policy 5000 Equal Employment Opportunity and Nondiscrimination.

4. Policy 5040 Personnel Records

Ms. Ridgway presented for information to the Board of Trustees Policy 5040 Personnel Records. Legal references were updated in this policy 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. Ms. Ridgway answered any questions the trustees had regarding Policy 5040 Personnel Records.

5. Policy 5065 Evaluation of Non-Administrative Staff

Ms. Ridgway presented for information to the Board of Trustees Policy 5065 Evaluation of Non-Administrative Staff. This policy had a general update to align with updated model language. The policy was also 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. Ms. Ridgway mentioned that a post Policy Committee meeting change to the language was made at the request of our HEA President Jane Shawn to create some clarification that employees in a position covered by a collective bargaining agreement will be evaluated based on the terms of the applicable agreement, as we have a number of different collective bargaining agreements (CBAs). Ms. Ridgway answered any questions the trustees had regarding Policy 5065 Evaluation of Non-Administrative Staff.

6. Policy 6020 District Organization: Building Administrators & District Administrators

Ms. Ridgway presented for information to the Board of Trustees Policy 6020 District Organization: Building Administrators & District Administrators. In the policy 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. Language was also updated regarding access to the evaluation tool. Ms. Ridgway answered any questions the trustees had regarding Policy 6020 District Organization: Building Administrators & Districts Administrators.

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

## D. REPORTS

### 1. Student Representatives Reports

Ms. Willa Bishop, Helena High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Bishop commented, “This week, freshman and sophomores are taking the iReady test for the second time this year, which will establish benchmarks and assess their growth. Unlike years past, juniors are doing a practice ACT during the testing period to prepare them for the ACT in April. Based on what teachers reported, students were engaged and working hard on the practice ACT, even with certain time limitations. Winter sports are now in full swing across the school, with various basketball games, wrestling invitationals, and swim meets happening each week. Next week is semester test week for the students at Helena High, with tests being taken Wednesday – Friday. This will be followed by a record day for the teachers on the 22nd. Helena High student Lyla Ackerman was honored as the Distinguished Young Woman of Montana, a program that focuses on scholarship, leadership, and talent. Registration will be starting for next year's courses in the coming weeks starting with the class of 2025. The enrollment of the incoming freshmen class will be crucial to understanding how our building can maintain classes and extracurricular activities. Finally, student leadership will be meeting on the 24th of January to discuss the 100th annual Vigilante Parade. After COVID, participation in the parade declined so our goal is to create ways to get students involved and active in the parade, especially as the family of the parade’s founder is planning to attend.”

Ms. Luna Hernandez, Capital High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Hernandez commented, “For our music program, the winter concert season is a wrap, so I'd like to give a shout out to students and music teachers for all their hard work throughout December. The last day of school before the break included the annual holiday assembly and winter formal, so various acts were highlighted at the assembly in the talent show finals, including the staff band who performed YMCA. Winter formal was held at the fairgrounds and over 550 tickets were sold. Ms. Cleveland and Niceness Is Priceless organized the Adoptive Family Project at Capital High School. The project is to help families in need in the Helena community. Students sought donations from various businesses and people around town who generously donated towards Christmas gifts for families who are in need. So, first semester final assessments were due by Wednesday, January 10th to the main office. Teachers are turning in the portion of the final exam, project presentation or essay that is common to their specific course, and the goal is that semester tests are common as this ensures that all students are being held responsible for mastering the same basic standards regardless of their different teachers. This is a goal of the professional learning community process. Capital High School is also hosting the regional National History Day contest, so under the leadership of Lauren Chapman, who runs the chapter of National Honor Society at Capital High, this contest will be held at CHS on Saturday, February 2nd. National History Day is an interdisciplinary research project for students in grades six through 12. History Day teaches students to conduct in-depth research, use primary and secondary sources, read a variety of texts, analyze, and synthesize information, and write and present historical content.”

2. Helena Education Association Report

Ms. Jane Shawn, HEA President, gave the Helena Education Association Report. Ms. Shawn stated that she is looking forward to going back to bargaining, and that the consensus model they are planning to use will be fabulous. There is a tentative agreement with the paraprofessionals on their contract that will be voted on next week, and Ms. Shawn stated they are recommending a yes vote on that contract. Ms. Shawn stated there has been discussion about forming a vision group that would come together to do some long-term planning and she is excited about that and stated it would empower teachers to take more responsibility for what is going on in the district.

3. Facilities and Maintenance Committee Report

Trustee Kay Satre gave the Facilities and Maintenance Committee Report. Trustee Satre commented, “We had a good Facilities and Maintenance committee meeting yesterday and three main things were discussed. We first had an update from Tim Meldrum with SMA on the facilities master planning process and we’ve heard some about that already today. He indicated that they are on schedule, and that SMA has developed multiple scenarios for elementary, middle, and high school facilities. In Tim Meldrum’s most recent presentation to us on the committee, he talked about multiple funding phases and about how certain projects would or could be sequenced. For instance, if we were to replace Helena Middle School at the Helena High site, then Helena High must be replaced or renovated first. He also noted that the facilities master planning team had met with Todd Verrill and Rob Brewer to talk about deferred maintenance and the key role it will be playing in the master plan. There is another progress meeting that is scheduled for January 17th, and they will be refining and then delivering their final report in the next couple of months, which will be offering all scenarios and that will come to the leadership and to the board for further discussion and deliberation. I just would reiterate; it’s come up already that throughout this whole process, they’ve been developing scenarios and options, and as Superintendent Wertz said earlier there, there have been no decisions made or even finalized recommendations. Lots of scenarios and options have been considered. The second thing is we had a report from Todd Verrill on facilities work over the last 30 days. He always gives us a great rundown of major projects that are happening as well as ongoing custodial work. I think it’s important to take a moment to recognize all the stuff that must go on during the breaks on the part of facilities and maintenance folks. They did winter break deep cleaning, and they replaced filters in all the schools, and did a bunch of things like that. We also heard about safety and security work that’s ongoing and a bunch of that also gets done during winter break. One of the things that happened over winter break was that all the automated emergency alert systems were tested across the district. Finally at our meeting we had a presentation by Todd on deferred maintenance in the district. It was really informative and really useful. He helped us to get a better grasp of the deferred maintenance needs and costs across our district, and he did that by looking at major systems in our buildings like HVAC, building envelopes, electrical, and safety and security. Then he showed us both building by building and across the district, sort of cumulatively what kinds of maintenance needs to be done where and what it would approximately cost. So, his analysis drew from a 2022 facilities report, but it showed that our aging buildings need significant systems upgrades to all the above areas at an estimated cost-based on numbers that are a couple years old-an estimated cost of 64 million. That number doesn’t account for two years of pretty high inflation. HVAC accounts for 35% of deferred maintenance across the district as a

whole and roofing accounts for 20%. His school-by-school analysis highlighted the buildings that need most maintenance and it shows that our two middle schools account for 42% of deferred maintenance in the elementary district and Helena High has the highest share of deferred maintenance in the high school district. He also designated all deferred maintenance items as either high, medium, or low priority, so one big takeaway from Todd's presentation is that 87% of the deferred maintenance in our district falls in the high or medium priority category. Another takeaway for me was this comment, *if we were to rely only on the building reserve fund, it would take 50 years to catch up on our deferred maintenance*, but of course in reality you can never catch up on deferred maintenance because new things keep happening as our buildings keep on aging, and maintenance needs are not static."

4. Budget and Finance Committee Report

Trustee Janet Armstrong gave the Budget and Finance Committee Report. Trustee Armstrong stated that the Budget and Finance Committee met today and that Business Manager Janelle Mickelson's predictions for the increase in utilities have proven to be pretty accurate. The Budget and Finance Committee discussed the levies and there are no numbers yet for those. There are a lot of things to think about regarding how much we want to ask for and what is viable to ask of the community, but we anticipate we will have those numbers by next month. That will be part of the short-term solution to the current debt deficit, but the vision is more long-term. The Budget Consensus Recommendation Committee did not meet last month; they are meeting tomorrow and then again two weeks later.

5. 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 stated that there are many bills from the legislature that are affecting school operating policies, and the Policy Committee is making good progress going through them.

6. Teaching & Learning Committee Report

Board Vice Chair Jennifer McKee gave the Teaching and Learning Committee Report. Trustee McKee commented, "At the Teaching and Learning Committee we discussed the changing to the testing mechanism. We are dropping the iReady in 11th grade and it will transition over to a pre-ACT test at Capital High and for one year only it's that practice pre-ACT test at Helena High and the difference there is that Helena High is a high poverty school that's part of a literacy grant and there's certain kinds of reporting that has to go back to the grant givers. One of them is the way we do standardized testing and since this is the last year of the grant and it's kind of a cumbersome process of getting an exception or just changing what you've been doing, they made the decision to do a practice pre-ACT test instead of switching over to a whole new different kind of test. Then we talked about the way that the district teaches social studies and science, and it was super cool. When it came to science there was a change in state standards a few years ago, but there was a long period of just memorization, for example, everyone could tell you that mitochondria are the building powerhouse of the cell, but no one really knows what that means. It's just like a phrase that's memorized. And so, our curriculum is switching over to bringing meaning out of science and

the natural world and not just memorizing certain phrases so that you can pick the right thing off a standardized test or out of a list. It's built around standards and the science at the high school level is almost kind of going to the way English is taught where the teachers will pull all of this intelligence and pedagogy together and then present it out and meet all of the standards and get everything done that needs to get done, but they won't necessarily do it by just reading chapters one through fifty out of a book. It's going to come through all their training and all their expertise, and that's how we'll meet all those standards. We also talked about financial literacy, which is a requirement that grew out of the last legislature, and there is talk of bringing back the standardized writing assessment.”

7. Health Benefits Committee Report

Trustee Kay Satre mentioned the Health Benefits Committee did not meet last month but she still would like to give a short report with information provided by Rich Franco, Human Resource Benefits Manager. Trustee Satre commented, “The good news is we finished the year \$64,000 ahead of last year and the end of the plan year was September. We also finished last plan year with about 2.4 million in unreserves, which means that we gained about 1 million from the beginning of the plan year. We had talked about our concern about how low that fund was. Rich still holds that about 3.5 million is a sweet spot for the unreserved fund, but we were at about 1.4 million, we regained about a million, so at the end of the plan year it was around 2.4 million. He also added the bad news, which was at the end of October, the first part of our new plan year, we were down about \$500,000 in our unreserves because of large claims. We're going to have a meeting at the end of the month, but we just keep working on information about that 340B RX program. I mentioned that last time and I know it's a federal program that's offered through St. Peter's Health, and it looks like it could offer significant savings, but the work that's being done now is to crunch some numbers to try to figure out just how much those savings might be. We're also having Alliant do an analysis on unbundling our plans to see what potential premium and benefits would be if we go from two options in our plan to maybe three, and the third one would be a high deductible with a health savings account. We are exploring options to improve benefits and to try and make the plan fiscally solvent and robust.”

8. Montana School Boards Association Report

MTSBA has not met, so there was no Montana School Boards Association Report.

9. Wellness Committee Report

Ms. Barb Ridgway, Chief of Staff, gave the Wellness Committee Report. Ms. Ridgway commented, “The Wellness Committee met today, and the Harvest of the Month continues. The feature harvest is lentils and I do want to acknowledge the work of Joan Leik who is the Family and Consumer Science teacher at Helena High, who has taken lead on this program. Joan is retiring and she involved Carroll students and high school students working with elementary students, and Claire Pichette has agreed to step in and take over the program, which is great. The Charlie Cart continues to move through schools. That is a portable kitchen that comes from Helena Food Share, and they try to align with the Harvest of the Month, but it's an opportunity



for kids to learn more about food and then see that food actually transformed into a meal. This young person won the Snack Strong contest by submitting a recipe for fruit and peanut butter dip and as a result, Robert and his team will go over in chef's coats during lunch later this month and will serve a snack and do some other things around food. You'll be happy to know the results are in. There was an option to vote on bison recipes and a lot of people voted and these are the winning recipes. There will be one per month and the first month will be bison tacos. The Future Chef Competition is coming up and recipe submissions from students are due by February 2<sup>nd</sup>. They will be reviewed and then students who are selected will participate in a competition in early March. We are going to start a discussion about vending machines in the high schools and it's an interesting discussion because those vending machines generate revenue for the high schools and over time, I think things that are in the vending machines have gotten better, but not quite perfect, and so that's next on the agenda. I'd like both student board reps to join us. Then finally, I think we talked a little bit previously about the producer partnership, which is a nonprofit out of Livingston which tries to match ranchers who want to get a 100% tax deduction and donate domestic farm animals such as cows and process it and provide it at no cost. They started with food banks, but they will also provide to schools, so we're exploring the possibility of that with the food service."

10. Parent Council Visit Reports

There were no Parent Council Visit Reports to share.

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.

- Wednesday, January 10<sup>th</sup>, Budget Consensus Meeting, 4:00 p.m., Lincoln Center
- Tuesday, January 23<sup>rd</sup>, Board Work Session, 11:30 a.m., Jefferson Elementary
- Wednesday, January 31<sup>st</sup>, Budget Consensus Meeting, 4:00 p.m., Lincoln Center
- Tuesday, February 6<sup>th</sup>, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Wednesday, February 7<sup>th</sup>, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, February 12<sup>th</sup>, Facilities & Maintenance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, February 13<sup>th</sup>, Executive Committee Meeting, 11:00 a.m., Lincoln Center
- Tuesday, February 13<sup>th</sup>, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, February 13<sup>th</sup>, Full Board Meeting, 5:30 p.m., Lincoln Center
- Tuesday, February 27<sup>th</sup>, Board Work Session, 3:30 p.m., Warren Elementary

## **VIII. BOARD COMMENTS**

Superintendent Rex Weltz stated that there have been 80 occurrences with the Handle with Care program, and we have nearly 355 students currently that are classified as homeless or unsheltered. Superintendent Weltz mentioned there is supposed to be some severe arctic weather coming at us on Friday, Saturday, and Sunday and he is discussing with other superintendents in neighboring districts what they will decide to do with activities and if the activity buses will run. Superintendent Weltz said at this point they are planning on operating as usual, but the conditions will continue to be monitored by Transportation Director Drew VanFossen and Activities Director Tim McMahon.

There were no further board or superintendent comments.

## **IX. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 8:02 p.m.

---

Candice Delvaux, Recording Secretary

Date

**Subject:** MTSBA Connect : MTSBA Membership Dues Letter  
**Date:** Monday, January 22, 2024 at 11:14:07 AM Mountain Standard Time  
**From:** Tom Billteen via Montana School Boards Association  
**To:** Lindsay Ford

## [MTSBA Connect](#)

[Post New Message](#)

[MTSBA Membership Dues Letter](#)

[Reply to Group](#)

[Reply to Sender](#)



Jan 22, 2024 11:14 AM

[Tom Billteen](#)

DATE: January 22, 2024

TO: MTSBA Member Trustees (via MTSBA Connect2 community)

FROM: MTSBA Officers



Dear Fellow Trustees,

On behalf of the directors and staff at MTSBA, and as fellow elected trustees, the Officers of MTSBA wish to express our appreciation of your membership. We are honored and excited to serve you!

Elected school board members throughout Montana continue to step up each and every day to ensure we are all making collective progress toward a bright future for our youth through high-quality public schools operating effectively, efficiently, and transparently. We all have a common interest in strengthening our public schools and our communities every day. As each of us has risen to the occasion, MTSBA has been with us every step of the way, providing expertise, informed insight, and advocacy on behalf of elected school leaders, our staff, and the children we serve.

MTSBA's members and our board of directors all share the unique common bond of what it means to provide volunteer service as elected trustees in each of our communities. We hold each community's interests in trust, providing each of us with tremendous authority and requiring tremendous responsibility. There is no better way to fulfill our obligations as elected trustees than through membership in MTSBA, an organization that we created together nearly 100 years ago and that is going stronger than ever. Simply put, membership in MTSBA makes each of us better, helping us fully honor our commitment to develop the full potential of each child in every public school in Montana.

MTSBA has provided incredible value to its members over the last year. During the 2023 Legislative Session, MTSBA

made great strides to protect and preserve the quality of our public schools and the authority and obligation of trustees to govern our community schools with excellence. In the face of ongoing changing circumstances impacting our public schools, the value of membership in MTSBA has never been more evident. Key victories achieved through bills upon which MTSBA led advocacy included House Bill 15 (Bedey, Implement K-12 Inflation); House Bill 352 (Barker, Targeted Literacy Interventions), House Bill 549 (Anderson, Public Charter Schools), House Bill 332 (Bedey, \$40 million Incentive for State School Health Trust) and House Bill 257 (Sprunger, Doubling Advanced Opportunity Funding for CTE).

We have also worked through the court system to protect Montana's public schools, actively collaborating with MQEC in protecting the 95 school equalization mills and obtaining a 7-0 Montana Supreme Court opinion preserving the 95 mills for use in leveling local property tax burdens; initiating district court action and obtaining a preliminary injunction against the implementation of House Bill 562 (community choice schools without popularly elected trustees); and most recently, initiation of action against House Bill 393 (special education savings accounts).

Finally, MTSBA has produced, in collaboration with the [Coalition of Advocates](#) for Montana's Public Schools, the tenth annual release of public opinion polling on issues relating to Montana's Public Schools, with encouraging and uplifting confirmation of the support for Montana's Public Schools by Montana voters. On all advocacy fronts, legislative, judicial, and public, MTSBA is actively engaged on behalf of its members.

Elected trustees have provided the source and inspiration for MTSBA's success, beginning 98 years ago when trustees collaborated to create an organization to advocate for elected school boards and the communities we serve and to ensure our collective access to focused, loyal experts to support school board leadership. As we approach ever closer to a century of devoted service on your behalf, we are more motivated than ever to ensure your success and to strengthen our partnership as advocates for children into a second century of service that is on the immediate horizon.

Again, thank you for your ongoing support and membership in MTSBA. We have accomplished much together, and we look forward to the opportunity to serve you in the coming year and many years to come.

As you may recall, a year ago, we went to an electronic invoicing system. Your business official/clerk will receive your District's MTSBA membership dues invoice via email for the fiscal year beginning July 1, 2024, for your consideration and approval.

Please [click here to view](#) our membership value infographic. We encourage you to take advantage of our programs and services to make the most of your membership in MTSBA.

*cc: Business Official/Clerk, Superintendent*

-----  
Tom Billteen  
Butte Public Schools Trustee  
MTSBA President  
-----

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**Membership in MTSBA Provides You MORE!**

More engagement, more knowledge, more savings, more expertise, and more opportunities to maximize the positive impact of your service as a school leader.

Membership in MTSBA improves your school board's performance and enriches the value of your service as an elected trustee. Members enjoy exclusive access to expertise, resources and savings that improve outcomes for the children in your schools.

**Become part of something bigger!**  
 The countdown is on! *Three years and counting!*  
**MTSBA 100<sup>th</sup> Anniversary**

**ADVOCACY**

**2023 Session Successes**

- Increased Funding**
  - HB 332 - \$40 million funding for statewide school health trust!
  - HB 352 - ANB Funding for Early Childhood Education
  - HB257 - \$4 million per year in CTE funding.
- Property Tax Relief**
  - \$150+ million in annual local property tax relief through MTSBA advocacy efforts in drafting and passing legislation, 2017-2023 Sessions.

**Previous Enhancements brought to you by MTSBA**

- ✓ Major maintenance, \$25 million
- ✓ Special Education Tuition levy, \$30 million
- ✓ Per School Unit Basic Entitlement, \$30 million
- ✓ ANB for work-based learning
- ✓ Advanced Opportunities CTE
- ✓ Transformational Learning Grants
- ✓ Proficiency ANB
- ✓ Montana Digital Academy
- ✓ Montana Inflationary Adjustments
- ✓ Multi-district Agreements

**SERVICE**

Your membership in MTSBA includes:

- Dues-based Professional Consultation**  
 MTSBA staff fielded over **7,000 legal, HR, labor and policy consultations** over last year.
- MTSBA provided services worth \$1.4 million to members without any charge beyond membership dues. Average district savings over \$10,000 annually!
- MTSUIP member access to the **Montana Education Law Reporter (MELR)**  
 Detailed articles and forms on topics about school leadership, school law, finance and policy. The MELR is a great resource for your district's leadership team!
- MTSBA Publications:**  
 Take a moment and look at the following publications that have a wealth of information for those making the tough decisions:
  - Connect2MTSBA Online Community
  - Daily Dispatches
  - Question of the Week
  - Courtroom to Boardroom
  - Monthly e-LERT
  - Policy Notes
  - Find them on [mtsba.org](https://mtsba.org)

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**INNOVATION**

*Over 100 years combined knowledge in the services we provide!*

Human Resource Services - Labor Relation Services - Legal Services  
 Policy Services - Strategic Planning Services  
 Superintendent Search Services - Training Services

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Mark your calendars to attend these trainings to develop your knowledge, skills and abilities!

- HR Symposium**  
No fee for MTSUIP members
- School Budget Symposium**  
No fee for MTSUIP members
- Employment Hot Topic Training**  
No fee for MTSUIP members
- School Safety, Security and Innovations Symposium**  
Learn and Lead! Video Training Resources  
No fee for MTSBA members. Videos available at [mtsba.org](https://mtsba.org)
- New Trustee Orientation Series**
- Leadership Training**
- Summer Symposium** - Sponsored by ISBC
- Back-to-School Legal Primer**  
No fee for MTSUIP members

**And More!**

Members who are participate in the **Montana Schools Unemployment Insurance Program** see extra savings!

- No Fee MTSUIP Sponsored MELR Access**  
 Savings: \$800  
For MTSUIP member districts
- No Fee MTSUIP Sponsored Back-to-School Legal Primer**  
 Savings: \$875  
For MTSUIP member districts
- No Fee MTSUIP Sponsored HR Symposium**  
 Savings: \$875  
For MTSUIP member districts
- No Fee MTSUIP Sponsored School Finance & Budget Symposium**  
 Savings: \$875  
For MTSUIP member districts
- No Fee MTSUIP Sponsored Hot Topic Employment Training**  
 Savings: \$875  
For MTSUIP member districts

**Customized In-District HR Training for your staff**  
 Savings: \$2,300  
For MTSUIP member districts

**And Even More!**

Members who are participate in the **Montana Schools Group Interlocal Authority (MSGIA) Workers' Comp and Property Liability Programs** save even MORE!

- No Fee MSGIA WC Asbestos Inspection**  
 Savings: \$4,500  
 Provides asbestos inspection every three years (required by law)
- No Fee MSGIA Pre-Employment Physical Program**  
 Savings: \$500
- No Fee MSGIA P&C Annual Training**  
 Savings: \$1,250  
 For participating districts in the P&C Risk Pool
- No Fee MSGIA Online Training**  
 Savings: \$625  
 Required by state and/or federal law

**MTSBA**  
 Montana School Boards Association

**Interested** in knowing more specific numbers for savings your school district enjoys each year? **Contact Wendy Brenden, [wbrenden@mtsba.org](mailto:wbrenden@mtsba.org)** for a custom report of the incredible value of your school board's membership in MTSBA.

# Helena Public Schools Sabbatical Recommendation

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## 2024-2025

### **BACKGROUND:**

The New Professionalism Committee has met and reviewed applications for sabbatical leaves for the 2024-2025 school year. The committee recommends the approval of the following sabbatical which is described briefly below.

Complete applications are on file at the Lincoln Center.

*James Irby, Capital High School English Educator  
Fall Semester - 2024*

James has requested a semester sabbatical to conduct the research necessary to complete his doctoral dissertation in Literature and Criticism at Indiana University in Pennsylvania.

His dissertation focuses on how the contributions of 1980s anthropomorphic comics from independent publishers benefit society. This is a fairly new field of study and James believes there is literary merit within comics, and he plans to show the value of this genre.

Comics for the most part have been viewed as disposable literature unworthy of any literary merit. However, over the last 30 years, scholars have been turning to these works with renewed energy and view them as an untapped resource brimming with content waiting to be analyzed. His research focuses on a comic subgenre that has received little attention – funny animal comics. His dissertation will specifically focus on the second wave of anthropomorphic comics to include Teenage Mutant Ninja Turtles which established the movement and others like Usagi Yojimbo, Dalgoda, Omaha the Cat Dancer, Space Beaver, Boris the Bear and Fish Police.

### ***Committee Recommendation:***

Approve James Irby's sabbatical.

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.1a**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      Item For Action**

- 1. Call for Annual Election
  - a. Elementary Trustee Resolution Calling for the Annual Regular Election

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

# Board of Trustees Regular Meeting

## Call for Annual Regular Election

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### VI. NEW BUSINESS

#### C. Items for Action

1. Call for Annual Election
    - a. Elementary Trustee Resolution Calling for the Annual Regular Election
    - b. High School Trustee Resolution Calling for the Annual Regular Election
- 

#### **Background:**

The annual regular school election is held on the first Tuesday after the first Monday in May, which is May 7<sup>th</sup> this year. Pursuant to 20-20-201, MCA, trustees must call for the election by resolution no later than 70 days before election day. Helena Public Schools entered into an agreement with the Lewis and Clark County Elections Office to conduct school elections for the district. The annual regular school election will be by mail ballot. The drop off location for ballots is at the Lewis and Clark County Elections Office located in the City-County Building. Voters will elect two trustees who reside within the elementary district boundaries to serve a three-year term and one trustee who resides within the elementary district boundaries to serve a one-year term. General fund mill levy approval for both the elementary and high school is also being requested at this time.

The District will also be requesting an increase in the technology mill levy for both the elementary and the high school districts for the purpose of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access, cloud computing services for technology infrastructure, platforms, software, network, storage, security, data, database, test environment curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs, and the associated technical training for school district personnel. If approved, the increased levies will be for a term of 10 years and will take effect July 1, 2024, and expire June 30, 2034.

In addition to the initiatives mentioned above, the District will be requesting a school and student safety and security building reserve fund levy for both the elementary and high school for the purpose of planning for improvements to and maintenance of school and student safety; programs to support school and student safety and security; installing or updating security-related facility improvements; and installing or updating response systems using contemporary technologies.

If it is later determined that any portion of the election is not required, that portion will be cancelled.

#### **Considerations:**

- Neither the ability to run a general fund mill levy nor the amount of the levy will be known until after the spring enrollment count is finalized and the issuance of preliminary budget data sheets. However, due to the statutory requirement to call for the election no later than 70 days before the election, the recommendation is to include the general fund mill levy request in the resolution. If the Board later determines that the mill levy cannot be requested or is not desired, that portion of the election can be cancelled.



- The exact dollar amount of the technology fund and school and student safety and security building reserve fund levies has yet to be decided and therefore, the estimated tax impact cannot be calculated at this time.
- If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions, the trustee election can be cancelled, and trustees may be seated by acclamation.
- The county elections office has requested that the exact language, including amounts, for any and all levies be transmitted to their office by March 29<sup>th</sup> so they may begin to prepare the ballot layout in the week leading up to the April 5<sup>th</sup> ballot certification deadline. Any portion of the election may still be cancelled up until the April 5<sup>th</sup> deadline.
- The cost of running an election can range (depending on the number of ballots and number voters) is approximately \$60,000-\$85,500.

**Superintendent recommendation:**

Approve the attached resolutions calling for the annual regular election.

## TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

**BE IT RESOLVED**, the Board of Trustees for Helena Elementary School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 7th day of May, 2024, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., and on Election Day, May 7, 2024, from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to elect 2 (Two) trustees for three-year terms and 1 (one) trustee for a one-year term. Anyone interested in these positions must be qualified to vote and live within the Helena Elementary District boundary.

Approval of additional levies to operate and maintain the general fund for FY 2025 will also be requested.

In addition, the District will request approval of an increase in the annual technology fund levy for a term of 10 years for the purpose of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access, cloud computing services for technology infrastructure, platforms, software, network, storage, security, data, database, test environment curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs, and the associated technical training for school district personnel.

The District will also be requesting approval of a school and student safety and security building reserve fund levy for the purpose of planning for improvements to and maintenance of school and student safety; programs to support school and student safety and security; installing or updating security-related facility improvements; and installing or updating response systems using contemporary technologies.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the Lewis and Clark County election administrator, Amy Reeves, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

Three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

Election Judge	Address
1. Susan Russell,	530 Coventry Court, Helena, MT 59601
2. Judy Gardner,	1430 Brady St, Helena, MT 59601
3. Nancy Perry,	908 East Broadway St., Helena, MT 59601

**BE IT FURTHER RESOLVED**, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

**TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION**

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Siohban Hathhorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.1b**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      Item For Action**

- 1. Call for Annual Election
  - b. High School Trustee Resolution Calling for the Annual Regular Election

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

## TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION

**BE IT RESOLVED**, the Board of Trustees for Helena High School District No. 1, Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 7th day of May, 2024, which date is not less than seventy (70) days after the passage of this resolution.

Voting will end at 8:00 p.m. on Election Day. The designated place of deposit will be located at:

The Lewis and Clark County Elections Office, City-County Building, 316 North Park Ave., Room 168, Helena, MT 59623, during regular business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., and on Election Day, May 7, 2024, from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to request approval of additional levies to operate and maintain the general fund for FY 2025.

In addition, the District will request approval of an increase in the annual technology fund levy for a term of 10 years for the purpose of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access, cloud computing services for technology infrastructure, platforms, software, network, storage, security, data, database, test environment curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs, and the associated technical training for school district personnel.

The District will also be requesting approval of a school and student safety and security building reserve fund levy for the purpose of planning for improvements to and maintenance of school and student safety; programs to support school and student safety and security; installing or updating security-related facility improvements; and installing or updating response systems using contemporary technologies.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the Lewis and Clark County election administrator, Amy Reeves, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

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**BE IT FURTHER RESOLVED**, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

**TRUSTEE RESOLUTION CALLING FOR THE ANNUAL REGULAR ELECTION**

\_\_\_\_\_  
Siobhan Hathhorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Policy Background  
Board of Trustees Meeting  
February 13, 2024**

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

**3010 School Admissions: Entrance, Placement and Transfer**

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.

*NOTE* 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.

**5000 Equal Employment Opportunity and Nondiscrimination**

Revised to incorporate a cross reference to Policy 5015 - Bullying/Harassment/Intimidation Prevention Reporting which addresses retaliation.

**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.

**5065 Evaluation of Non-Administrative Staff**

General update to align with updated model language. 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.

**6020 District Organization: Building Administrators & District 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. Updated language regarding access to the evaluation tool.

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

**3050 Student Discipline**

Revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property. “Marijuana products” are defined as those products which include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. It also reflects the self-defense/defense of others exception to the use of physical force by a student adopted under House Bill 450. The legal references were also updated to reflect House Bill 361.

**3080 Maintenance of Student Records**

Legal references were updated to reflect a parent’s right to access and review student records under House Bill 676 as well as a reference to MCA 52-2-211 (which was revised by Senate Bill 213) that allows for a county interdisciplinary team / school safety team to access student records.

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

This policy was updated to reflect changes in law from SB 518. The policy provides for public notification of a district plan to engage families and involve them in a student's education while providing information about educational opportunities within the district.

**8225 Tobacco and Marijuana Free Schools**

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



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.2**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Action**  
2. Policy 3010 School Admissions: Entrance, Placement and Transfer

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

2  
3 STUDENTS

4  
5 School Admissions: Entrance, Placement and Transfer

6  
7 *Age*

8  
9 No pupil may be enrolled in the kindergarten or first grade whose 5<sup>th</sup> birthday does not occur on or  
10 before September 10 of the school year in which the child registers to enter school. ~~A parent may~~  
11 ~~request a waiver of the age requirement. All waivers are at the discretion of and subject to the~~  
12 ~~approval of the Board.~~ No pupil may be enrolled in the District if that pupil has reached his or her  
13 19<sup>th</sup> birthday on or before September 10 of the school year in which the child registers to enter  
14 school. A waiver of the age limitation may be requested where there are exceptional circumstances  
15 and must be reviewed and approved by the Board in an executive session. The Trustees may also  
16 admit an individual who has graduated from high school but is not yet 19 years of age even though  
17 no special circumstances exist for waiver of the age provision or a student who is not yet 19 years of  
18 age and experienced educational disruption and was awarded a diploma as a result and seeks access  
19 to reasonable curriculum designed to advance postsecondary success.

20  
21 The trustees shall assign and admit a student who is enrolled in a nonpublic or home school and who  
22 meets the age and residency requirements on a part-time basis at the request of the student’s parents  
23 or guardian.

24  
25 *Enrolling Students Under the age of 5 Before September 10 for Exceptional Circumstances*

26  
27 It is the policy of the District to provide enhanced educational opportunities to students under the age  
28 of 5 when individual exceptional circumstances exist.

29  
30 The administration shall ensure admission, enrollment, and assignment of all qualifying children  
31 referenced in this policy. The administration shall place children enrolled pursuant to this policy in  
32 either a half-time or full-time program as part of the elementary school program. The administration  
33 shall review the criteria set forth in this policy and make the determination whether an individual  
34 student or class of students meets the criteria for exceptional circumstances.

35  
36 The administration shall present the information to the Board for approval. In presenting the  
37 information to the Board, the administration shall remove all identifying information in order to  
38 protect the privacy rights of the student under state and federal law. The Board shall make the final  
39 decision on the enrollment of students under the District’s exceptional circumstances policy.

40  
41 The administration shall include children enrolled pursuant to this policy in the District’s calculation  
42 of average number belonging (ANB) as reported to OPI to the extent allowed by law.

43  
44 The Board of Trustees declares the following to be qualifying “exceptional circumstances” within  
45 the meaning of that term as used in 20-5-101(3) and “special permission” within the meaning of that

46 term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for  
47 qualifying children under 5 years of age  
48

- 49 1 A child at least 3 years of age with a disability qualifying the child for services under the  
50 federal Individuals with Disabilities Education Act.
- 51 2 A child who is 4 years of age or older on or before September 10 of the school year in which  
52 enrollment is to occur who meets one or more of the following:
  - 53 a. Meets the income eligibility guidelines for free or reduced priced meals under the  
54 National School Lunch Program;
  - 55 b. Is Limited English Proficient within the meaning of Title III of the federal  
56 Elementary and Secondary Education Act;
  - 57 c. Is Gifted and Talented within the meaning of that term as used in 20-7-901 MCA;
  - 58 d. Is an enrolled member of a federally recognized American Indian Tribe;
  - 59 e. Is homeless as defined in 42 U.S. Code § 11302, or as determined by the  
60 administration, exhibits other characteristics or lives in circumstances that are  
61 uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or  
62 typical which place the child at risk of failing to achieve at adequate levels,
  - 63 f. Is an at-risk student as defined in Section 20-1-101(4). MCA;
  - 64 g. Child’s status as a member of a military family with prior enrollment.

65  
66 The administration is authorized to enroll students in a manner consistent with this policy and to  
67 develop procedures to implement this policy.  
68

#### 69 *Entrance – Identity and Immunization*

70  
71 Students enrolling in the District for the first time must present a birth certificate or other reliable  
72 proof of identity and age within 40 days, as well as proof of residence. Students must also provide  
73 additional student records including original immunization records within 30 days. If the parent of  
74 the student does not provide proof of identification within 40 days, the District shall notify the  
75 Missing Children Information Program and a local law enforcement authority of the fact that no  
76 proof of identity has been presented for the child.  
77

78 Students who are homeless, in foster care, or are the child of a military family are entitled to  
79 immediate enrollment regardless of presentation of the required documentation. Nonresident  
80 students shall be admitted when required by law or as permitted by District policy.  
81

82 A student who transfers from one school district to another may photocopy immunization records in  
83 the possession of the school of origin. The District shall accept the photocopy as evidence of  
84 immunization. When a student enrolls in the Helena School District the school the student left must  
85 send the original immunization records within thirty (30) days after the student has transferred out.  
86

87 Parents who choose not to immunize their child based on religious tenets must annually submit to  
88 the District a signed ~~affidavit on the form~~ [religious exemption statement](#) prescribed by the State of  
89 Montana. The form must be presented to the District prior to the child’s first day of attendance. The  
90 statement must be maintained as part of the student's immunization records. The District will also  
91 accept medical exemptions as required by law.

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*Placement*

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Principal subject to review by the Superintendent. If a student is assigned to a school in the District outside of the adopted school boundaries applicable to that student, this decision is subject to the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's decision regarding the assignment is final.

*Children of Relocated Military Families*

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency. The student may attend classes during preliminary enrollment and may receive offsite instruction if not present in the District.

*Transfer Students*

Resident students seeking to transfer to a District school will be admitted and placed pursuant to the terms of this policy. The District will request the student's records from the prior school district prior to making any final decision on placement.

Elementary students shall be placed at their current grade level on a probationary basis for a period of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

High school students shall be placed according to the number of credits earned in their previous accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate procedures for earning credit.

Cross References:	<a href="#">Policy 1085</a>	<a href="#">Uniform Grievance Policy</a>
	<a href="#">Policy 2090</a>	<a href="#">Credit Transfer, Assessment for Placement Policy</a>
	<a href="#">Policy 3020</a>	<a href="#">Education of Homeless Youth</a>
	<a href="#">Policy 3023</a>	<a href="#">Education of Children in Foster Care</a>
	<a href="#">Policy 3155</a>	<a href="#">Part-time Attendance</a>

Legal References:	<a href="#">§ 1-1-215, MCA</a>	<a href="#">Residence -- rules for determining.</a>
	<a href="#">§ 20-5-101, MCA</a>	<a href="#">Admittance of child to school <b>(revised by House Bill 946)</b></a>
	<a href="#">§ 20-5-403, MCA</a>	<a href="#">Immunization requirements</a>
	<a href="#">§ 20-5-404, MCA</a>	<a href="#">Conditional attendance</a>
	<a href="#">§ 20-5-405, MCA</a>	<a href="#">Medical or religious exemption</a>

139 [§ 20-5-406, MCA](#) [Immunization record](#)  
140 [§ 20-5-502, MCA](#) [Enrollment by caretaker relative -- residency --](#)  
141 [affidavit](#)  
142 [§ 20-7-117, MCA](#) [Kindergarten and preschool programs](#)  
143 [§ 44-2-511, MCA](#) [School enrollment procedures for missing children](#)  
144 [10.55.701, ARM](#) [Board of Trustees](#)  
145 [10.55.906, ARM](#) [High School Credit](#)  
146 [10.16.3122., ARM](#) [Local Education Agency Responsibility for](#)  
147 [Students with Disabilities](#)  
148 [Individual with Disabilities Act Federal Rehabilitation Act 1973](#)  
149 [National School Lunch Act \(Public Law396, 79<sup>th</sup> congress, chapter 281,](#)  
150 [2<sup>nd</sup> session\)](#)  
151 [Title III, ESEA \(English Language Acquisition, Language Enhancement](#)  
152 [and Academic Achievement Act](#)  
153 [McKinney-Vento Homeless Assistance Act of 1987 \(Pub. L. 100-77, July](#)  
154 [22, 1987, 101 Stat. 482, U.S.C. §11301 et seq\)](#)  
155 **[House Bill 352](#)** **[Targeted Interventions to Support 3<sup>rd</sup> Grade](#)**  
156 **[Reading Proficiency](#)**  
157  
158

159 Policy History:

160 Adopted on: 2.12.2013

161 Revised on: 10.8.2013, 12.10.2019, 10.11.2022, 6.13.2023

162

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.3**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Action**  
3. Policy 5000 Equal Employment Opportunity and Nondiscrimination

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

2  
3 PERSONNEL

4  
5 Equal Employment Opportunity and Non-Discrimination

6  
7 As required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX,  
8 and Section 504 and the Americans with Disabilities Act and their regulations The District will  
9 provide equal employment opportunities and will not discriminate in its educational programs or  
10 activities, including in the area of employment, with respect to all persons, regardless of their  
11 race, color, religion, creed, national origin, sex, age, gender, sexual orientation, gender identity  
12 and expression, ancestry, marital status, military status, citizenship status, culture, social origin  
13 or condition, use of lawful products while not at work, political affiliation or a mental, physical  
14 or sensory ~~handicap~~ disability, or by any other distinguishing characteristic if otherwise able to  
15 perform essential functions of a job with reasonable accommodations, and other legally protected  
16 categories

17  
18 The District shall not retaliate against any employee for complaining about not receiving equal  
19 employment opportunities or other unlawful discriminatory practices, participating in a  
20 proceeding regarding the denial of equal employment opportunities, or otherwise opposing  
21 discrimination.

22  
23 The District will make reasonable accommodation for an individual with a disability known to  
24 the District, if the individual is otherwise qualified for the position, unless the accommodation  
25 would impose undue hardship on the District. Covid-19 vaccine status will not be used as a basis  
26 to deny or allow equal opportunity to employment.

27  
28 Persons who believe they have not received equal employment opportunities or have been  
29 retaliated against should report their claims to the building principal or department supervisor.  
30 Inquiries regarding sex discrimination or sexual harassment may also be directed to the District’s  
31 Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both.  
32 Claims of sexual harassment will be handled through the District’s Title IX Sexual Harassment  
33 Grievance Procedures. Claims of disability discrimination will be handled through the District’s  
34 Section 504 and ADA Grievance Procedure. All other claims will be handled through the  
35 Uniform Complaint Procedure.

36  
37 No employee or applicant will be discriminated against ~~because he or she initiated~~ for initiating  
38 a complaint, ~~was serving as~~ supplied supplying a witness, ~~participated~~ participating  
39 in an investigation or proceeding involving an alleged violation of this policy or  
40 State or federal laws. The District reserves the right to take action against any individual who  
41 knowingly makes false accusations or knowingly provides false information.

42  
43 Retaliation against an employee who has filed a discrimination complaint, testified or  
44 participated in any manner in a discrimination investigation or proceeding is prohibited.

47 Cross References: [Policy 5015 Bullying/Harassment/Intimidation Prevention Reporting](#)  
48 [Policy 1085 Uniform Complaint Procedure](#)  
49 Title IX Sexual Harassment Grievance Procedure  
50 Section 504 and ADA Grievance Procedure  
51

52 Legal References: [29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act](#)  
53 [42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I](#)  
54 [29 U.S.C. § 206\(d\) Equal Pay Act](#)  
55 [8 U.S.C. §§ 1324\(a\), et seq. Immigration Reform and Control Act](#)  
56 [29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973](#)  
57 [20 U.S.C. §§ 1681, et seq.; Title IX of the Education Amendments](#)  
58 [34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education](#)  
59 [Montana Constitution, Art. X, § 1 - Educational goals and duties](#)  
60 [§ 49-2-101, et seq. MCA Human Rights Act](#)  
61 [§ 49-2-301, MCA Retaliation Prohibited](#)  
62 [§ 49-1-102, MCA Freedom from discrimination](#)  
63 [§ 49-2-303, MCA Discrimination in employment](#)  
64 [§ 49-3-201, MCA et seq Governmental Code of Fair Practices](#)  
65  
66 [§ 49-2-101, et seq., MCA Human Rights Act](#)  
67 [§ 49-2-312 Discrimination Based on Vaccine Status or](#)  
68 [Immunity Passport Prohibited](#)  
69 [§ 50-16-502, MCA Legislative findings \(Cited by House Bill 702\)](#)  
70 *Bostock v. Clayton County*, 140 S. Ct. 1731  
71 (2020)

72 Policy History:  
73 Adopted on: 8.13.2013  
74 Revised on: 11.10.2020, 11.9.2021  
75  
76  
77



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.4**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:**      **Item For Action**  
4. Policy 5040 Personnel Records

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

2  
3 PERSONNEL

4  
5 Personnel Records

6  
7 The District maintains a complete, confidential personnel record for every current and former  
8 employee. The employees’ personnel records will be maintained in the District’s  
9 administrative office, under the direct supervision of the Human Resource Office.

10  
11 Employees will be given access to their personnel records, in accordance with guidelines  
12 developed by the Superintendent.

13  
14 In addition to the Human Resource Office or other designees, counsel retained by the Board  
15 will also have access to a cumulative personnel file. Personnel files shall be maintained for  
16 minimum 10 years after the employee’s separation from employment.

17  
18 No material derogatory to an employee’s conduct, service, character, or personality shall be  
19 placed in the file, unless the employee has had the opportunity to read the material. The  
20 employee shall be entitled to respond to the material and to have that response placed in the  
21 file, if requested in a reasonable period of time, not to exceed 60 days.

22  
23 The District shall release information regarding the professional qualifications and degrees of  
24 teachers and the qualifications of paraprofessionals to parents upon request for any teacher or  
25 paraprofessional who is employed by a school receiving Title I funds and provides  
26 instruction to their child at that school.

27  
28 The District may release public information regarding the professional qualifications,  
29 degrees, and experience of teachers and the qualifications of paraprofessionals to parents  
30 upon request.

31  
32 The Superintendent shall develop procedures regarding the content, maintenance and  
33 access to personnel records maintained by the District.

- 34  
35 Legal References:                    ~~Public Law 114-95-Every Student Succeeds Act~~  
36    ~~29 USC 201, et seq-Fair Labor Standards Act~~  
37    ~~§ 2-6-101, et al MCA Public Records Generally~~  
38    ~~24.9.805, ARM Employment Records~~  
39    ~~§ 2-6-1001, MCA Definitions~~  
40    [10.55.701\(45\), ARM Board of Trustees](#)  
41    [ARM 10.55.724 Evaluation](#)  
42    [§ 20-1-212, MCA Destruction of Records by School](#)  
43    [Officer](#)

44 Cross References:

45  
46 Policy History:

47 Adopted on: 10.8.2013  
48 Revised on: 2.14.2023  
49 Reviewed on:  
50

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.5**

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

**Item Title:      Item For Action**  
5. Policy 5065 Evaluation of Non-Administrative Staff

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

2  
3 **PERSONNEL**

4  
5 Evaluation of Non-Administrative Staff

6  
7 Each non-administrative staff member’s job performance will be evaluated by the staff member’s  
8 direct supervisor. ~~Certified staff members may be evaluated according to the terms stated in the~~  
9 ~~current collective bargaining agreement if applicable.~~ Employees in a position covered by a  
10 collective bargaining agreement will be evaluated based on the terms of the applicable  
11 agreement.

12  
13 The evaluation process ~~includes scheduled annual evaluations using forms applicable to the job~~  
14 ~~classification and description, and day to day appraisals.~~ shall identify what skill sets are to be  
15 evaluated, include both summative and formative elements, and include an assessment of the  
16 non-administrative staff member’s effectiveness in supporting every student in meeting rigorous  
17 learning goals through the performance of the educator’s duties. ~~Certified staff members may be~~  
18 ~~evaluated according to the terms stated in the current collective bargaining agreement.~~

19  
20 For employees covered by a negotiated agreement, there may be additional considerations or  
21 conditions defined in that document. In such situations, those aspects will be used to guide the  
22 evaluation process. Where a specific conflict exists between those agreements and this policy,  
23 the requirements of the negotiated agreement shall prevail.

24  
25 Employees shall be evaluated on a regular basis. Classified employees shall be provided  
26 performance feedback at least once each year. The Superintendent shall designate who shall  
27 perform the evaluations of each employee; normally they will be done by the employee’s  
28 supervisor. The Superintendent will develop an evaluation instrument for each position within  
29 the District.

30  
31 The supervisor will provide a copy of the completed evaluation to the staff member and will  
32 provide opportunity to discuss the evaluation. The original should be signed by the staff member  
33 and filed in the staff member’s personnel file. If the staff member refuses to sign the evaluation,  
34 the supervisor should note the refusal and submit the evaluation to the Superintendent.

35  
36 Legal References:     § 20-3-324, MCA — Powers and duties  
37                             § 20-4-402, MCA — Duties of district superintendent  
38                             10.55.701, ARM — Board of Trustees  
39                             [10.55.601, ARM](#)     [Accreditation Standards: Procedures](#)  
40                             [10.55.724, ARM](#)     [Evaluation](#)

41  
42 Cross References:

43  
44 Policy History:

45 Adopted on:             4.8.2014

46 Revised on:

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 02/13/2024

**Item VI.C.6**

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

**Item Title:**      **Item For Action**  
                          6. Policy 6020 District Organization: Building Administrators & District Administrators

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

2  
3 SCHOOL ADMINISTRATION

4  
5 District Organization: Building Administrators & Districts Administrators

6  
7 Building administrators are the chief administrators of their assigned schools. The primary  
8 responsibility of building administrators is the development and improvement of instruction. A  
9 majority of the administrator’s time shall be spent on curriculum and staff development through  
10 formal and informal activities, establishing clear lines of communication regarding school goals,  
11 accomplishments, practices, and policies with parents and teachers. Building administrators are  
12 responsible for management of their staff, maintenance of the facility and equipment, administration  
13 of the educational program, supervision of the students attending the school, management of the  
14 school's budget, communication between the school and the community, and reporting criminal  
15 offenses. Building administrators will be evaluated on their instructional leadership abilities and  
16 their abilities to maintain positive education and learning environments.

17  
18 *Evaluation*

19  
20 The Assistant Superintendent shall evaluate each building administrator at least annually. Building  
21 administrators have a right to access the evaluation instrument. Evaluations shall be based on the  
22 job description, accomplishment of annual goals and performance objectives, and established  
23 evaluative criteria. The building administrator shall sign a copy of the evaluation document and  
24 shall be given a copy of the document for his or her records. The building administrator shall also  
25 have the right to attach a written statement to the evaluation within 15 business days following the  
26 conference.

27  
28 District Organization: District Administrators

29 As authorized by the Superintendent, administrators shall have full responsibility for the day-to-  
30 day administration of the area to which they are assigned. Administrative personnel are  
31 governed by the policies of the District and are responsible for implementing the administrative  
32 procedures that relate to their assigned responsibilities.

33 Each Administrator’s duties shall include but not be limited to:

- 34 1. planning for the improvement of the program for which he or she is responsible;  
35 2. evaluating that program regularly;  
36 3. recommending to the Superintendent budgetary, program, staff and other changes that  
37 will enhance the program;  
38 4. advising the Superintendent of the impact of proposed policies or other administrative  
39 action on the program for which the administrator is responsible;  
40 5. evaluating the performance of staff as assigned;  
41 6. assisting his or her subordinates to improve performance;  
42 7. promoting effective working relationships with students, staff and patrons of the District;  
43 and

44 8. maintaining a progressive community/staff relations program within his or her building  
45 or assigned area.

46 *Evaluation*

47 The Superintendent shall establish procedures for the conduct of evaluations of administrative  
48 personnel. Each school year, the Superintendent shall inform each administrator of the criteria to  
49 be used for evaluation purposes, including the adopted goals of the District. Evaluation criteria  
50 shall include but not be limited to performance statements which address leadership;  
51 administration and management; school finances; professional development; professional  
52 interaction with students, staff and community; District building programs; and staff supervision.  
53 District administrators have a right to access to evaluation instrument.

54 Each administrator shall be evaluated annually so as to provide guidance and direction to the  
55 administrator in terms of job performance. The evaluation shall be based on his or her job  
56 description, accomplishment of annual goals and performance objectives, and established  
57 evaluative criteria.

58 Administrative personnel subject to the supervision and evaluation process shall sign a copy of  
59 her or her evaluation document and be provided a copy for his or her records. The administrator  
60 shall have the right to attach a written statement to the evaluation within fifteen (15) business  
61 days following the evaluation conference.

62 Cross References:

63 Legal References: ~~MCA § 20-4-403 Powers and duties of principal~~  
64 ~~ARM 10.55.701 Board of Trustees~~  
65 ~~ARM 10.55.705 Administrative Personnel: Assignment of School~~  
66 ~~Administrators / Principals~~

67 [10.55.724, ARM Evaluation](#)

68  
69 Policy History:

70 Adopted on: 3.10.2015

71 Revised on: