



*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 Work Session

Tuesday, March 19<sup>th</sup>, 2024

3:30 p.m. Tour of Warren followed by Business & TEAMS Portion of the Meeting at 4:00 p.m.  
Warren Elementary and via TEAMS

### MINUTES

#### ATTENDEES

<i>Trustees</i>	<i>Others</i>
Siobhan Hathhorn, Board Chair	Tia Wilkins, Principal of Warren Elementary
Jennifer McKee, Vice Chair	Josh McKay, Assistant Superintendent
Janet Armstrong, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Janelle Mickelson, Business Manager
Jeff Hindoién, Trustee	Keri Mizell, Human Resources Director
Kay Satre, Trustee	Joslyn Davidson, Curriculum Director
Jennifer Walsh, Trustee	Todd Verill, Director of Facilities
Linda Cleatus, Trustee	Kaitlyn Hess, Assessment and Federal Programs
	Candice Delvaux, Executive Assistant
	Gary Myers, Director of Educational Technology
	Robert Worthy, Sodexo Manager
	Kirstan Roush, SACC Coordinator
	Liese Zebrun-Gero, SACC Site Manager
	Karen Ogden, Communications Officer
	Lisa Cordingley, HEF Director
	Wynn Randall, Rossiter Elementary Principal
	Trish Klock, Hawthorne Elementary Principal
	Several Warren Elementary Staff Members
	JoVonne Wagner, Montana Free Press
	Lexie Lacey, Guest of the Public

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

Board Chair Siobhan Hathhorn called the meeting to order at 4:05 p.m. and led the Pledge of Allegiance.

**II. REVIEW OF AGENDA**

Board Chair Siobhan Hathhorn reviewed the agenda with the Board of Trustees and there were no changes.

The Board of Trustees moved on to General Public Comment.

**III. GENERAL PUBLIC COMMENT**

There was no general public comment and the Board of Trustees moved on to view a presentation given by Principal Tia Wilkins, Principal of Warren Elementary School.

**IV. PRESENTATION**

The Board of Trustees reviewed a presentation given by Ms. Tia Wilkins, Principal of Warren Elementary.

Principal Wilkins began her presentation by sharing the mission statement of Helena Public Schools, *“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.* Next, Principal Wilkins shared the mission statement for Warren Elementary School, *“We strive to develop students who will be lifelong learners, academically capable, and socially responsible. Our goal is to foster student growth and offer a safe and secure learning environment for all students.”* The Warren Words to Live By are: *“We are kind, honest, safe, respectful, and responsible.”*

Principal Wilkins shared the following student demographic data for Warren Elementary: Enrollment: 305, Free/Reduced: 45%, and PEAK: 7. There are 2 kindergarten classrooms, 2 first grade classrooms, 3 second grade classrooms, 2 third grade classrooms, 2 fourth grade classrooms, and 2 fifth grade classrooms. Principal Wilkins shared the attendance rates for Warren: Year-to-date: 91%, and Parent Teacher Conference Attendance Average (last 3 years): 98%.

Principal Wilkins moved on to share the staff demographics at Warren Elementary School:

- 13 classroom teachers
- 1 Title 1 teacher
- 1 Special Education teacher
- 1 Speech/ Language Pathologist
- 1 Counselor
- 1 CSCT Therapist and 1 Behavior Specialist (Shodair)
- 1 Librarian
- 2 PE teachers (shared with Central and Bryant)
- 2 Music teachers (shared with Central and Bryant)
- 3 SPED paras
- .5 Title para
- 1 overage para
- 3.5 General Education paras
- 1 Nurse (shared with Smith)
- 1 Administrative Assistant
- 2 SACC staff
- 1 School Psychologist (shared with Jim Darcy)
- 2 Custodians
- 2 Kitchen staff
- 1 Administrator

Principal Wilkins moved on to discuss topics such as early intervention, progress monitoring, K fall-winter growth, data for ELA: fall-winter, and data for 5<sup>th</sup> grade Math. Principal Wilkins and some of her staff members discussed the School Leadership Teams at Warren Elementary that include ELA and Writing, Math and Science, and Student and Family Engagement. Some of the Student and Family Engagement activities that take place at Warren include Kids College, home visit's, family nights, games are sent home with students, Class Dojo, Coffee with the Principal, Reindeer Express, 100<sup>th</sup> Day Sundae, Read-a-Thon, Hat Day, and Mighty Manners Assemblies. Principal Wilkins concluded her presentation by answering any questions the trustees had about her presentation or about Warren Elementary School.

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

**V. NEW BUSINESS**

**A. Consent Action Items**

1. Personnel Actions
2. 1.23.24 Board Work Session Meeting Minutes

Siobhan Hathhorn, Board Chair, commented. "I would entertain a motion for the Consent Action Items as presented."

**Motion:** Trustee Jennifer McKee moved to approve the Consent Action Items as presented. Trustee Jeff Hindoien seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

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

## **B. Items For Action**

### 1. Approval of Meal Price Increases

Mr. Robert Worthy, Sodexo Manager, presented the action item *Approval of Meal Price Increases* to the Board of Trustees. Mr. Worthy shared documents with the trustees that displayed data for the School Programs-Meal, Snack, and Milk Payments to States and School Food Authorities. Mr. Worthy also shared the prices for breakfast and lunch that are currently being charged at other districts around Montana and the information displayed below.

Here is what we charge now and what I recommend we increase to for next school year:

**Breakfast at all levels \$2.00 - I recommend we leave it for another year**

**Elementary Lunch \$2.90 - I recommend \$3.00**

**Secondary Lunch \$3.00 - I recommend - \$3.10**

The USDA determines federal reimbursement rates, and with that they **recommend** that we try to match the free rate minus the paid reimbursement for both Breakfast and lunch for all levels. We are not required to meet this amount; it is only a recommendation by the USDA to give districts a target.

**Breakfast would be \$2.73 - (\$.38 reimbursement) = \$2.35 - USDA Recommendation**

**Lunch would be \$4.33 - (\$.48 reimbursement)= \$3.85 - USDA Recommendation**

If we end the school year in a positive position, we do not need to change prices at all, but as food costs increase Sodexo must increase their fees each year to recoup cost. If we do a little every other year it will make it easier than larger jumps. As it is now there is no place anyone can in Helena go to get the kind of meals provided for these prices.

Mr. Worthy concluded by answering any questions the trustees had regarding the action item *Approval of Meal Price Increases*.

Siobhan Hathorn, Board Chair, commented. "I would entertain a motion for the *Approval of Meal Price Increases* as presented."

**Motion:** Trustee Linda Cleatus moved to approve the *Meal Price Increases* as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

Ms. Janelle Mickelson, Business Manager for Helena Public Schools, presented the following actions items to the Board of Trustees:

2. Approval of Elementary Ballot Language for Levy Propositions
  - a. Helena Elementary Approval of Ballot Language-General Fund Operational Levy Election
  - b. Helena Elementary Approval of Ballot Language-Technology Levy Election
  - c. Helena Elementary Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election
  
3. Approval of High School Ballot Language for Levy Propositions
  - a. Helena High School Approval of Ballot Language-Technology Levy Election
  - b. Helena High School Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election

Background:

Pursuant to 20-20-401, MCA, the election administrator prepares the final ballot form. The Lewis and Clark County Elections Office (election administrator) has requested the ballot language for the propositions to be voted on in the upcoming election be submitted to them by March 29, 2024. Trustees must pass a resolution stating the exact levy amount, the estimated number of mills, and the tax impact on a home with a market value of \$100,000, \$300,000, and \$600,000. The resolution must include the durational limit, if any, on the levy.

Considerations:

- The highest levy that can be requested for the elementary general fund is expected to be approximately two hundred forty-two thousand DOLLARS (\$242,000), which is approximately 1.54 mills. Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$2.08 annually, on a home with a market value of \$300,000 by approximately \$6.24 annually, and on a house with a market value of \$600,000 by approximately \$12.47 annually.
- In addition to the elementary general fund mill levy approval, the District will be requesting an increase in the technology mill levy for both the elementary and the high school districts for the purposes 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 increase being requested for the elementary district is \$1,550,000 annually for a term of 10 years. The increase being requested in the high school district is \$800,000 annually for a term of 10 years. Passage of these proposals will increase the annual taxes on a home with an assessed value of \$100,000 by approximately \$13.32 annually in the elementary district and approximately \$6.29 annually in the high school district, on a home with an assessed value of \$300,000 by approximately \$39.97 annually in the elementary district and by approximately \$18.87 annually in the high school district, and on a home with a market value of \$600,000 by approximately \$79.95 annually in the elementary district and approximately \$37.75 annually in the high school district. This request is in addition to the five hundred twenty thousand five hundred DOLLARS (\$520,500) previously authorized as a perpetual levy in the elementary and the five hundred fifty-nine thousand five hundred DOLLARS (\$559,500) previously authorized as a perpetual levy in the high school. If approved, the increased levies will take effect July 1, 2024, and expire June 30, 2034.

- The District will also 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. The levy being requested is \$7,200,000 in the elementary district and \$3,400,000 in the high school district. Passage of these proposals will increase the taxes on a home with a market value of \$100,000 by approximately \$61.90 annually in the elementary district and by approximately \$26.76 annually in the high school district, on a home with a market value of \$300,000 by approximately \$185.69 annually in the elementary district and by approximately \$80.27 annually in the high school district, and on a home with a market value of \$600,000 by approximately \$371.39 annually in the elementary district and by approximately \$160.54 annually in the high school district. The durational limit of the levy is intended to be permanent.
- The District is unable to request a general fund operational levy in the high school, therefore the county election administrator will cancel that election initiative.

#### Other Election Information:

- Election Day is Tuesday, May 7, 2024, from 7:00 am to 8:00 pm.
- There are two open trustee positions in the elementary (K-12 positions) to serve a three-year term and one open trustee position also in the elementary (K-12) to serve a one-year term.
- The deadline to file a Declaration of Intent and Oath of Candidacy is 5:00 pm on March 28, 2024.

- The deadline for filing a declaration of intent to be a write-in candidate is 5:00 pm on April 4, 2024.

Superintendent recommendation:

Approve the attached ballot language for the levy propositions.

Ms. Mickelson answered any questions the trustees had about the action items.

Siobhan Hathhorn, Board Chair, commented. “I would entertain a motion for action item 2a. *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-General Fund Operational Levy Election.*”

**2a. Motion:** Trustee Jeff Hindoien moved approval of action item 2a. *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-General Fund Operational Levy Election* for the regular election on May 7<sup>th</sup> in the amount as presented in the agenda materials. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously. *(Please note that Trustee Jennifer Walsh abstained from voting as this action item only pertains to the elementary district, and Trustee Jennifer Walsh is a trustee for the high school district.)*

Siobhan Hathhorn, Board Chair, commented. “I would entertain a motion for action item 2b. *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-Technology Levy Election.*”

**2b. Motion:** Trustee Jeff Hindoien moved approval of the action item *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-Technology Levy Election* for the regular election on May 7<sup>th</sup> in the amount as presented in the agenda materials. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously. *(Please note that Trustee Jennifer Walsh abstained from voting as this action item only pertains to the elementary district, and Trustee Jennifer Walsh is a trustee for the high school district.)*

Siobhan Hathhorn, Board Chair, commented. “I would entertain a motion for action item 2c. *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election.*”

**2c. Motion:** Trustee Jeff Hindoien moved approval of the action item *Approval of Elementary Ballot Language for Levy Propositions: Helena Elementary Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election* for the regular election on May 7<sup>th</sup> in the amount as presented in the agenda materials. Trustee Linda Cleatus seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously. *(Please note that Trustee Jennifer Walsh abstained from voting as this action item only pertains to the elementary district, and Trustee Jennifer Walsh is a trustee for the high school district.)*

Siobhan Hathhorn, Board Chair, commented. "I would entertain a motion for the action item 3a. *Approval of High School Ballot Language for Levy Propositions: Helena High School Approval of Ballot Language-Technology Levy Election.*"

**3a. Motion:** Trustee Jeff Hindoien moved approval of the action item *Approval of High School Ballot Language for Levy Propositions: Helena High School Approval of Ballot Language-Technology Levy Election* for the regular election on May 7<sup>th</sup> in the amount as presented in the agenda materials. Trustee Terry Beaver seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

Siobhan Hathhorn, Board Chair, commented. "I would entertain a motion for the action item 3b. *Approval of High School Ballot Language for Levy Propositions: Helena High School Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election.*"

**3b. Motion:** Trustee Jeff Hindoien moved approval of the action item *Approval of High School Ballot Language for Levy Propositions: Helena High School Approval of Ballot Language-School and Student Safety and Security Building Reserve Levy Election* for the regular election on May 7<sup>th</sup> in the amount as presented in the agenda materials. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

#### 4. Approval of SACC Rate Increases

Ms. Kirstan Roush, SACC Coordinator, presented the action item *Approval of SACC Rate Increases*. Ms. Roush presented the trustees with a document that displayed the School Aged Child Care (SACC) monthly rates for 2023-24 and the monthly rates proposed for 2024-25 which is displayed below. Ms. Roush



answered any questions the trustees had regarding the action item *Approval of SACC Rate Increases*.

Helena Public Schools Proposed SACC Increases for 2024-2025 Helena Public Schools		
	Monthly Rates for 2023-24	Monthly Rates Proposed for 2024-25
3 day am	\$81	\$96
5 day am	\$87/\$79	\$104/\$94
3 day pm	\$122	\$146
5 day pm	\$180/\$162	\$216/\$195
3 day am/pm	\$152	\$182
5 day am/pm	\$222/\$203	\$266/\$240
full day	\$40	\$48
All Summer		
Week by week	\$200	\$240
2 day am		\$58
2 day pm		\$115

Siobhan Hathorn, Board Chair, commented. "I would entertain a motion for the action item *Approval of SACC Rate Increases*."

**Motion:** Trustee Linda Cleatus moved approval of the *SACC Rate Increases* as presented. Trustee Jeff Hindoiien seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

The Board of Trustees moved on to review the Item for Information.

**C. Item for Information**

1. SACC and the Child and Adult Care Food Program (CACFP)

Ms. Liese Zebrun-Gero, SACC Site Manager, and Ms. Kirstan Roush, SACC Coordinator, presented *SACC and the Child and Adult Care Food Program (CACFP)* for information to the Board of Trustees. The document that they distributed to the trustees showed data for the number of at-risk meals and at-

risk snacks served from September 2023 through February 2024, as well as the February reimbursement amounts and February food costs. Ms. Zebrun-Gero also reviewed a CACFP Meal Patterns document with the trustees. Ms. Zebrun-Gero stated that she had some updated CACFP data that she would have sent to the trustees and answered any questions they had regarding the information presented.

The Board of Trustees moved on to hear any final board comments.

**VI. BOARD COMMENTS**

There were no further board comments.

**VII. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 5:21 p.m.

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Candice Delvaux, Recording Secretary