



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, April 9th, 2024 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

[Click here to join the meeting](#)

AGENDA

I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. RECOGNITIONS

A. Mann Gulch Overlook Trail Placed on the National Recreation Trail Registry

C.R. Anderson Educators Shannon Thomas and Dick McMahon have worked for 30 years to get the Mann Gulch Overlook Trail placed on the National Recreation Trail Registry. This February 2024, Ms. Thomas and Mr. McMahon and their students made their mark on Montana history as the trail was formally recognized and placed on the National Recreation Trail Registry.

B. Capital High School Cheerleading Awards

Congratulations to the Capital High School cheerleaders who recently competed in the state-wide Cheerfest competition. Capital High took 1st place in the "AA" large squad division, earned first place in the individual stunt group division, and had the highest score out of every team attending, thus earning them the grand champion trophy for the second year in a row! Special thanks to Coach Bailey for all that she does to train and support her team.

C. Harrison Writing Awards

The Harrison Writing Awards include up to four \$350 awards given annually in the categories of either expository or creative writing to Helena Public Schools high school students by the Helena

Education Foundation. Special thanks to Helena Education Foundation Executive Director Lisa Cordingley for all that she does to support students and staff of the district. The 2024 Harrison Writing Award recipients are:

- Nathaniel Fang, a senior at HHS, for "Paper Flowers" and "Home"
- Greydyn Gildroy, a sophomore at HHS, for "Elaine" and "My Sunshine:"
- Fiona Kuntz, a sophomore at CHS, for "Gardenry of Faireen" and "You Matter"

D. National BPA Qualifiers-Capital High School

Congratulations to our National BPA Qualifiers from Capital High School and special thanks to Mrs. Toivonen for her guidance. The following students qualified to compete at the 2024 National Leadership Conference May 10-14 in Chicago, IL:

- Liam Kelly - 1st in Digital Communication and Design Concepts
- Taylor Ferretti - 1st in Advanced Accounting, and recipient of the Presidential Volunteer Service Award, and Community Service BPA Cares Award
- Ryan Fuller - 2nd in Server Administration Using Microsoft
- Brooklyn Haab - 2nd in Advanced Interview Skills & 4th in Business Law and Ethics
- McKenzy Heppner, Joey Casey and Brooklyn Haab - 2nd in Presentation Management Team
- McKenzy Heppner - 4th in Legal Office Procedures
- Sam Flynn - 5th in Device Configuration & Troubleshooting & 3rd in Java Programming
- Kayle Andriolo - 3rd in Fundamentals of Web Design
- Capital High BPA was also awarded the Silver Star Award for Chapter Development

E. National BPA Qualifiers-Helena High School

Congratulations to our National BPA Qualifiers from Helena High School and special thanks to Mrs. Humphrey and Mrs. Smith for their guidance. The following students qualified to compete at the 2024 National Leadership Conference May 10-14 in Chicago, IL:

- Matthew Roberts - 1st in Information Technology Concepts, 2nd in Python Programming, 5th in Java, and 7th in Computer Programming Concepts
- Khalil Elias - State Champion in Java
- Titan Raskovich - 1st in Device Configuration and Troubleshooting, 2nd in Computer Network Technology, 3rd in Computer Security, 5th in Information Technology Concepts, and 11th in Computer Programming Concepts
- Kaden Price - 2nd in C# and Java
- Dominic Blake - 3rd in C# and 5th in Python

F. Helena High School Mock Trial State Champions

Congratulations to the Helena High School Shea Team for winning the 2024 Mock Trial State Championship. Congratulations to Caili Lowney, Grey Gildroy, Gabbi Lavoie, Lily Pierson, Kai Moser, Ben Cleary, Owen McDaniel, and Camille Certain. Special thanks to Mr. Askin for his guidance.

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. 2023 District Audit: Anthony Gerharz, Manager, Wipfli LLP
<https://helenaschools.org/departments/business-finance/>
2. Cancellation of Elementary Trustee Election
3. K-12 School Nurse Health and Safety Report
4. Policy 1070 (1420) School Board Meeting Procedure
5. Policy 1240 Duties of Individual Trustees
6. Policy 2165 Early Literacy Targeted Intervention
7. Policy 8110 Bus Routes and Schedules

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. 03.12.24 Full Board Meeting Minutes

C. Items For Action

1. Policy 3141 Nonresident Student Enrollment
2. Policy 3025 Discretionary Nonresident Student Attendance-Repeal & Replace-Existing Policy
3. Policy 7008 Tuition Policy
4. Policy 7015 Tuition Policy-Repeal & Replace-Existing Policy

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

VII. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Item III.

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Item Title: Recognitions

- A. Mann Gulch Overlook Trail Placed on the National Recreation Trail Registry
- B. Capital High School Cheerleading Awards
- C. Harrison Writing Awards
- D. National BPA Qualifiers-Capital High School
- E. National BPA Qualifiers-Helena High School
- F. Helena High School Mock Trial State Champions

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/09/2024

Item IV.

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

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: *April 9th, 2024*

- Recognition
 - Month of the Young Child - MOYC
 - School Librarian Appreciation Day, April 2, 2024
 - National Assistant Principal Week, April 1-5, 2024
 - Paraprofessional Appreciation Day, April 9, 2024
 - National Volunteer Recognition Week, April 15-19, 2024
 - National Administrative Professional's Day, April 24, 2024
 - Thank you to Lisa Cordingley and the Helena Education Foundation for hosting surprise visits across the district when our Distinguished Students surprised their Distinguished Educators in preparation for the 2024 Celebration of Excellence Event.
 - Congratulations to CHS Paraprofessional Nancy Johnson who has been nominated for the Lifetime Achievement Award through the Montana Council for Exceptional Children.

- New Business
 - Safety and Security Levies/Technology Levies Informational Presentations-Helena Kiwanis, Helena Area Chamber of Commerce, Helena Rotary, Helena Exchange Club, Helena Optimist Club
 - Hiring Update
 - Curriculum Director
 - HHS Principal
 - Special Education/Student Services
 - AA Health Trust Project Update
 - MAST Implementation – HPS/State
 - Charter School Opening Update
 - Early Literature – KinderSprout – HB352
 - Screenings
 - Out of District Enrollment
 - Six Grade Career Exploration

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Outreach/Meetings
 - Cabinet & Leadership
 - MQEC Board of Directors Meeting-March 14th
 - Board of Public Education Meetings
 - Levy Educational Meetings
 - Board Leadership
 - AA Superintendents
 - HEA/HSD Meeting
 - HEA/HSD Negotiation Meeting
 - HEF Board Meeting
 - HEF Executive Committee
 - TV, Print, Radio Media
 - OPI – MAST

- Other
 - Vigilante Day is Friday, May 3rd No school grades 9 through 12 and 11:00 a.m. Dismissal for grades K-8
 - No School May 27th Memorial Day

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item V.

Meeting Date: 04/09/2024

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: 04/9/2024

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. 2023 District Audit: Anthony Gerharz, Manager, Wipfli LLP

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

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. Cancellation of Elementary Trustee Election

Board of Trustees Meeting

Cancellation of Elementary School District Trustee Election



VI. NEW BUSINESS

A. Item for Information

2. Cancellation of Elementary Trustee Election

Background:

Pursuant to 20-3-313, MCA, whenever the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the election administrator may cancel the election.

Considerations:

- There were 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.
- Janet Armstrong and Rachel Robison filed for the two positions to serve a three-year term and there were no write-in candidates.
- Jeffrey Hindoien filed for the position to serve a one-year term and there were no write-in candidates.
- The number of candidates that filed a nomination petition equaled the number of open trustee positions and no declarations of intent to be a write-in-candidate were filed. Therefore, The County Election Administrator cancelled the elementary trustee election and provided the attached notice.
- Trustees will be elected by acclamation at the May 21st Board of Trustees Meeting and Katrina Chaney, County Superintendent of Schools will administer the oath of office to trustees.



NOTICE OF HELENA ELEMENTARY SCHOOL DISTRICT NO. 1 TRUSTEE ELECTION CANCELLATION

WHEREAS, the number of candidates filing a Declaration of Intent and Oath of Candidacy for the open trustee positions on the Helena Elementary School Board of Trustees, District No. 1, Lewis and Clark County, State of Montana are equal to or less than the number of positions to be elected, the trustee election is not necessary.

THEREFORE, the necessary 30-day notice is hereby given that the Helena Elementary School District No. 1, Lewis and Clark County, State of Montana, Trustee Election is cancelled.

DATED this 5th day of April, 2024.

Election Administrator: Amy Reeves

Signature: 
by , deputy

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

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. K-12 School Nurse Health and Safety Report

**Health Services Background Memorandum
Board of Trustees Meeting
April 9, 2024**

PRESENTED FOR INFORMATION

Promoting Student Well-Being: A K-12 School Nurse Health & Safety Report

The role of our school nurses is pivotal in promoting the health, safety and well-being of our students which directly correlates with their academic success.

This report and the presentation that will be shared at Tuesday's Board meeting will provide a comprehensive overview of the activities and initiatives undertaken by our school nurses to ensure a healthy school environment.

Key highlights covered include:

- Student Health Needs and Chronic Illness Management
- Health Education
- Health Screenings
- Immunization Tracking and Management
- Emergency Responses to Health Needs
- Community Referrals and Collaboration



Promoting Student Well-Being

A K-12 School Nurse Health and Safety Report

2023-2024

HELENA SCHOOL DISTRICT



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Definition of School Nursing

School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success.

School nurses are grounded in ethical and evidence-based practices and are leaders who bridge health care and education.

School nurses provide care coordination, advocate for quality student-centered care and collaborate to design systems that allow individuals and communities to develop their full potential.



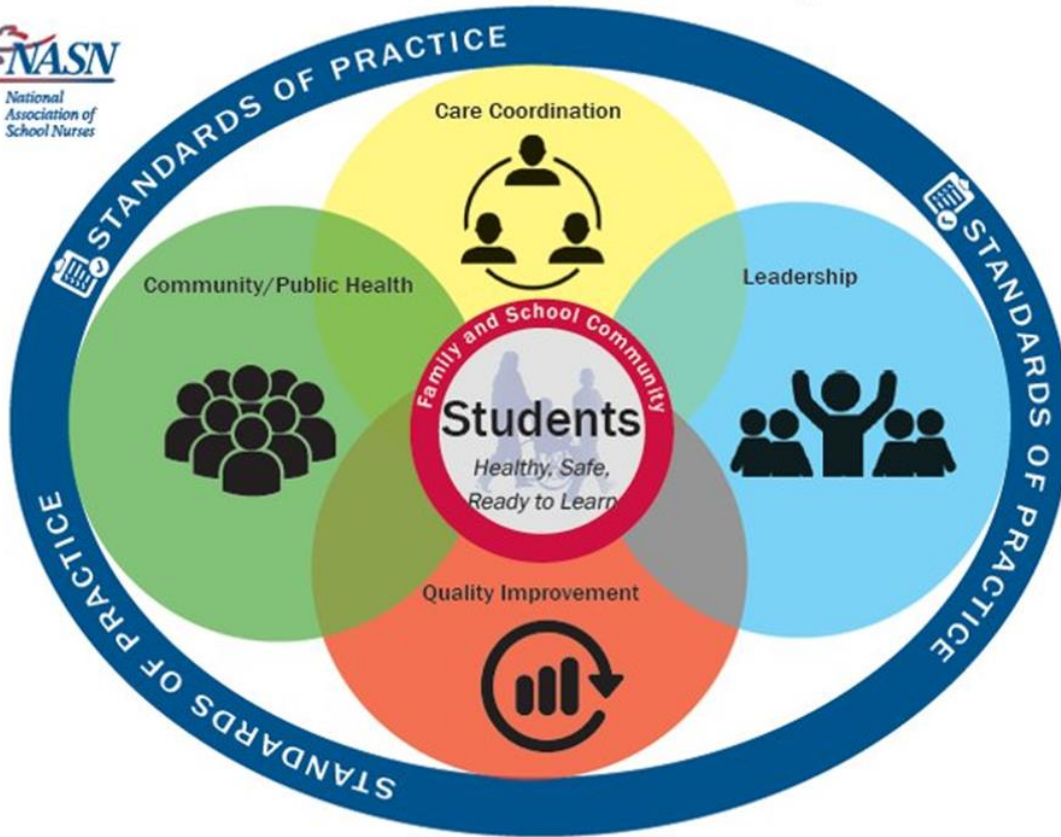
Introduction

The registered nurses of Helena Public Schools believe the relationship between health and academic achievement is well demonstrated by research and that every student deserves and benefits from the services of a registered professional school nurse. We model our practice on current evidence-based school nursing and work diligently to continue improving our processes and our practices.

We incorporate the framework for 21st Century School Nursing Practice and prioritize keeping students' health, safety, and readiness to learn in the center of all we do. We prioritize building collaborative relationships with our students, school team, community healthcare partners, and families for improved readiness to learn.

The school nursing framework aligns with the **Whole School, Whole Community, Whole Child** model from the Association for Supervision and Curriculum Development (ASCD) and Centers for Disease Control and Prevention's (CDC) as well as our **Helena Public Schools' Vision, Mission, and Principals**.

Framework for 21st Century School Nursing Practice™



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BETTER HEALTH. BETTER LEARNING.™

Rev. 10/6/16

Studies show that the presence of a School Nurse increases attendance and achievement and decreases the dropout rate, thus influencing graduation rates.

5 Ways a School Nurse Benefits the School

1. Improves Attendance- Students with a full-time school nurse have about half the student illness-or injury-related early releases from school where no school nurse is present.
2. Improves Academics- Improved attendance improves student readiness to learn enabling better performance.
3. Saves Time- A school nurse in the building saves:
 - Principals almost 1 hour a day
 - Teachers almost 20 minutes a day
 - Clerical staff over 45 minutes a day
4. Improves Staff Wellness- According to school reports, principals, teachers, and clerical staff are VERY satisfied with having school nurses in their schools for several reasons:

- Teachers can focus on teaching.
 - Office staff spend less time calling parents and sending students home.
 - Healthy staff means increased attendance and productivity.
5. Improves Accountability- School nurses help schools stay accountable.
- Promoting compliance with federal and state law mitigates lawsuits
 - Advocating for adequate staffing aligns with Healthy People 2020 recommendations of the ratio of one school nurse per 750 well students
 - Preparing for emergencies saves lives and property
 - Addressing the student mental health link to academic achievement

Presently, the HPS School Nurses (7.55 FTE) provide healthcare services to 7550 students at a ratio of 1 nurse to about 600-1426 students depending on assignments. We must adjust the ratio or amount of time spent at each of our schools according to the healthcare needs of the student population we serve.

This document provides a comprehensive summary of the healthcare needs of students enrolled in the Helena Public School system.

Nursing Assignments



Shannon McNamee, RN
 1 FTE
 Capital High School
 Project for Alternative Learning
 Serving – 1397 students



Emily Rodway, RN
 1 FTE
 Helena High School
 Kessler Elementary School
 Access to Success
 Serving – 1215 students



Cori Wellenstein, RN and Isabelle McGreevey, RN
 .50 FTE and .50 FTE
 Jim Darcy Elementary School
 Rossiter Elementary School
 Serving – 848 students



Autumn Boutin, RN

1 FTE
Bryant Elementary School
Central Elementary School
Serving – 596 students



Francis Leonard, RN

1 FTE
Four Georgians Elementary School
Jefferson Elementary School
Serving – 696 students



Wendy Kowalski, RN

.80 FTE
Helena Middle School
Hawthorne Elementary School
Serving – 881 students



Marti Kuntz, RN

.75 FTE
Warren Elementary School
Smith Elementary School
Serving – 590 students



Kelsey Mitchell, RN

1.0 FTE
C.R. Anderson Middle School
Broadwater Elementary School
Serving – 1265 students

Student Health Needs

Students with chronic health conditions may have multiple health needs.

- Type 1 Diabetes - The number of students with Type 1 diabetes in Helena Public Schools is significantly higher than the national average.
- National Average – 1 case per 300-400 students.
- HPS Average – 1 case per 260 students.

Working with students with diabetes consumes much of the school nurses' time on a day-to-day basis. They require frequent monitoring of their blood glucose, insulin administration, carbohydrate counting, treating low blood sugars, etc. throughout the school day.

Daily medications are administered in every school under the direction of the school nurse. The most prescribed medications are for the treatment and management of ADD/ADHD, asthma, allergies, seizures, pain management, infection, inflammation, and drug therapy for behavioral disorders.

This table represents only a snapshot of what the school nurses cover. This table does not represent the day-to-day office visits we see students for. On average, a school nurse may see between 20-70 students per day in their health room for various ailments and concerns ranging from chronic health concerns, acute illness, injury, or mental health needs.

Health conditions are determined by diagnosis from a physician or are shared by a parent when completing the required health form.

Health Concerns Across the District	Total
ADD/ADHD	737
Allergies Requiring an Epinephrine Injection	126
Allergies/Sensitivities requiring modified diet with Sodexo	162
Asthma	856
Autism Spectrum Disorder (Verbal, Non-verbal)	218
Auto-Immune Disorder (Celiac, Lupus, Eosinophilic esophagitis, PANDAS, Henoch-Schönlein purpura)	62
Blood Disorder	29
Cancer	11
Cardiac Conditions	149
Cerebral Palsy	5
Chromosome Disorder	18
Chronic Fatigue	0
Concussion (history and/or current)	132
Congenital	32
Dermatology	110
Diabetes	30
Migraine Headache	114
Encopresis	35
Endocrine Disorder	33
Fetal Alcohol Syndrome	12
Gastrointestinal	358
Genetic Disorder	29
Hearing Loss	106

Juvenile Rheumatoid Arthritis	7
Kidney Disorders	38
Mental Health	784
Muscular Skeletal	124
Neurological (Long Covid, Vasovagal Syncope)	69
Orthopedic	72
Organ Transplant	0
Parenting Teens	0
Pregnancy	0
Rare Disorders	17
Seizures	72
Shaken Baby Syndrome	3
Sleep Disorders	3
Urology Disorder	82
Vision Condition (blindness, color vision impairment, Uveitis, Nystagmus, Lacking a vision field)	264

Nursing Services Program Goals

Comprehensive Health Services: Promote health and wellness among students and staff. HPS School nurses:

- Provide healthcare education and health counseling to students, families, and staff.
- Provide direct care for illness and injury to students and staff.
- Develop nursing procedures and protocols that follow best practice when implementing measures for student care.
- Bridge healthcare and education by providing care coordination for students with chronic illness. The CDC reports that in the US, 40% of school age students have at least one chronic health condition. Students with chronic illness may miss more school days than others, which has an impact on their academic performance.
- Collaborate with other school professionals to identify measures addressing physical and mental concerns.
- Provide case management for students with chronic illness to ensure their safety and well-being while in school and ensure they can fully participate in academics and school activities to the best of their ability.
- Research demonstrates that in schools with nurses, graduation rates are higher, and absences associated with medical reasons are lower. Research also shows that school nurses send home fewer students than unlicensed personnel.
- It has been found that students with a full-time nurse access school health services at a greater rate than students with a part-time nurse (greater than the expected 2.5 times more). This suggests an unmet need for student access to school nurse services in schools with a part-time nurse.

Safety and Emergency Preparedness: HPS School nurses contribute to Helena Public School's safe environment and emergency preparedness. They:

- Respond to medical emergencies and provide immediate care.
- Collaborate with their school's Safety committees to facilitate care of AED's in their building and update emergency team protocols.
- Participate in district/building safety committees to identify and address safety concerns in collaboration with other school professionals.
- Ensure the safety of students by training non-licensed staff to provide health services like procedures and medication administration, in the absence of a school nurse.

Health Screening and Services: HPS School nurses promote educational performance by completing health screenings. This involves:

- Identification of vision and hearing concerns through K-12 screening
- Collaboration with dental professionals to screen students for dental concerns.
- Refer parents/guardians of students with concerns to an appropriate health care provider.
- Follow up with parents/guardians to ensure care was received and identify needed classroom accommodations.
- Collaboration with health care providers and community organizations to provide evaluation, treatment and corrective lenses as needed.
- Serve on and collaborate with other school professionals on the District Health Benefits Committee and the District Safety Committee.

Prevention of Childhood Disease: Childhood vaccinations are an effective way of preventing serious childhood illnesses. HPS School Nurses promote the safety of students and staff by:

- Understanding the State of Montana's laws and rules concerning immunizations and allowed exemptions (MCA 20-5-403; ARM 37.114.705) and monitoring the immunization status of students for compliance.
- Educating staff and families about the importance of vaccinations for the safety of their child and the safety of school communities.
- Providing resources for families to receive vaccinations.
- Utilizing the state's immunization information system (imMTrax) to access vaccination records that parents/guardian have allowed.
- Contacting parents/guardians via phone and email to remind them of vaccination schedules and due dates.
- Collaborating with Lewis and Clark Public Health when surveilling for disease and identifying effective prevention measures. HPS School Nurses collaborate regularly with the staff of our local Health Department in disease prevention and health promotion. In the last five years, the HPS School Nurses and Lewis and Clark Public Health Nurses together, monitor and mitigate the effects of COVID-19, pertussis, norovirus, MRSA, influenza, E. coli, sexually transmitted infections and other communicable disease management.

Third-Party Reimbursement: HPS School nurses participate in Medicaid third party reimbursement under appropriate circumstances.

Maintain High Standards of Nursing Care: HPS school nurses utilize evidence-based practice in all areas of school health to understand the health and safety needs of individual students and their school populations. To maintain the highest standards, they:

- Pursue continuing education through school nurse conference attendance and other continuing education venues.
- They meet/exceed continuing education requirements to maintain certifications, and professional credentials.
- Collaborate with school professionals, other health professions and community organizations.



Vaccinations

Community / Herd Immunity Threshold			
Disease	Reproduction number (R_0)	Vaccine coverage needed	HPS Coverage
Diphtheria	6 to 7	85%	95%
Measles	12 to 18	92-94%, CDC 95%	94%
Mumps	4 to 7	75-86%	94%
Pertussis	12 to 17	92-94%	95%
Polio	2 to 15	50-93, CDC 80-85%	94%
Rubella	6 to 7	83-85%	94%
Smallpox	5 to 7	80-85%	No data
Influenza	1 to 4.4	30-75%	No data
Ebola	1.5 to 2.5	No vaccine	No data
COVID-19	5.7	83%	No data
Varicella	8.5 to 10	90%	94%

Estimates of reproduction number and vaccine coverage needed vary and depend on mathematical models. Source: Vally H., *Am J Epidemio*. CDC noted where referenced.

Health Screenings

One of the most important components of school nursing practice is health screening. Health screening promotes student academics by identifying possible vision, hearing, and dental concerns. If there is a concern, the school nurse will contact the parent/guardian to discuss the concern and available resources as needed.

Helena Public School nurses collaborate with community partners to assist families in meeting their students' health needs. We are pleased to work with numerous healthcare providers in the Helena community as well as:

- Lewis and Clark Public Health
- Helena Lion's Club
 - Assistance with vision screening
- Mountain Health Gives – Little Peeps Program
 - Assist with vision screening & provision of glasses
- Smiles Across Montana
 - Assistant with dental needs
- 911 Emergency Services

Helena Public School nurses use the following schedule to conduct health screenings:

Elementary	
Kindergarten	Hearing and Vision
1 st Grade	Hearing, Vision, and Dental
3 rd Grade	Vision and Dental
5 th Grade	Vision
PreSchool (Child Find)	Hearing and Vision

Middle School	
8 th Grade	Vision

High School	
9 th Grade	Hearing

*****All school nurses conduct vision and hearing screenings for new students to the district and any referrals made to the school nurse*****



Nurse Provided Education

Staff Education

- Bloodborne Pathogens and Communicable Disease Prevention
- Anaphylaxis Emergency Medication (Epi-Pen) Administration
- Emergency Seizure Medication Administration
- Seizure Information (including first-aid if nurse is not present)
- Diabetes Information (hypoglycemia, hyperglycemia, emergency medication, technology, impacts in school)
- Student Specific Health Education (g-tube feedings)
- Emergency Opioid Overdose Information and Narcan Administration

Student Education

- Medication Safety
- Diabetes Management
- Chronic Disease Management (Asthma, Seizures, Anaphylaxis, etc.)
- Emergency Medication Administration
- Head Lice Prevention
- Personal Hygiene
- Dental Hygiene
- Nutrition
- Mental Health

Family Education

- Illness Management
- Diabetes Management
- Mental Health
- Wound Care
- Nutrition
- Head Injury Precautions
- Injury Management
- Community Health Resources

Professional Development Plan

Our professional goals for this year are to:

- Participate in *Stop the Bleed* training.
- Determine a standardized nursing-student evaluation, for the students that shadow us throughout the year from the Carroll College accelerated RN program and the Helena College RN program.

- Review one of the National Association of School Nurses (NASN) Position Statements at each PLC.
- Streamline the process for obtaining and maintaining an AED in each of our schools.
- Streamline the training for designated staff members who assist with diabetes care.
- Streamline the process for obtaining State required immunization information from parent/guardians.

Ongoing Coursework / Workshops:

- All School Nurses that have *School Nurse Certification* must have 75 CE credits related to school nursing practice completed every five years.
- The Montana School Nurse Association (MASN) offers two conferences per year, with courses designed to promote and enrich knowledge, improve skills, and develop attitudes for enhancing (school) nursing practice.
- NASN also offers an annual conference every summer. This year it will be held in Chicago, Illinois from June 28 through July 1.

Use of Technologies

Plus Optix Vision Screener:

Vision screening tool used to detect the most prevalent vision disorders, prompting further evaluation by an eye doctor.

Audiometer:

Machine used for hearing screens, testing various tones and frequencies, to rule out possible hearing deficits and need for further evaluation from an audiologist.

Otoacoustic Emissions (OAE) Testing:

Machine used to check the inner ears response to sound, for infants or children unable to respond behaviorally to hearing sounds, flagging children who need further evaluation from an audiologist.

Otoscope:

Tool with a light and magnifier that assists with visualizing the ear canal and eardrum.

Continuous Glucose Monitors (CGM):

FDA approved device that a person wears continuously so they can record blood sugar levels throughout the day and night, typically every 5 minutes.

Glucometers:

Medical device used for measuring blood glucose levels through a drop of blood, usually from the fingertip.

Omnipods:

Wireless, tubing-free insulin pump systems used to administer insulin continuously and/or as needed throughout the day.

Digital Insulin Pumps:

Multiple options through various companies for insulin pump systems that are used to administer insulin continuously and/or as needed throughout the day.

Pulse Oximeter:

Non-invasive method for monitoring a patient's oxygen saturation and pulse.

Sphygmomanometer:

Blood pressure instrument that is used with a stethoscope to determine a systolic and diastolic blood pressure.

Stethoscope:

Instrument that assists with hearing internal sounds typically associated with a person's heart, lungs, or gastrointestinal tract.

Port-A-Cath:

Implanted port, usually in the chest wall, that allows easy access to a patient's veins for long term treatment with medications and/or blood draws .

Peripherally Inserted Central Catheter (PICC):

Soft, flexible tube placed in a vein for longer term medications or blood draws.

Oxygen Therapy:

Medical device that delivers a higher concentration of oxygen to assist someone who cannot get enough oxygen on their own .

Nebulizers:

Machine that changes liquid medication into “mist form” to be administered through the airways and assist with breathing.

Tracheostomy Tube:

Long-term tube surgically placed in the front of the neck, through to a person's trachea, to assist with breathing and clearing secretions in the airway.

Gastrostomy tube:

Tube that can surgically be placed in the stomach, small intestine, or large intestine to assist with nutrition, hydration, or cleaning out of the gastrointestinal tract.

Percussion Vest:

Vest that a student wears to loosen and thin mucus in the chest through high frequency vibrations.

Vagus Nerve Stimulators (VNS):

Similar to a pacemaker, a vagus nerve stimulator (VNS) is a small device surgically placed under the skin near your collarbone. A wire (lead) under the skin connects the device to the vagus nerve in the neck. It is used to manage epilepsy.

Conclusion

Like the Helena School system itself, the school nurses have a reputation for quality, innovation, and collegiality. Relationships that benefit the health of all students are maintained with state and local health departments, healthcare providers, the dental community, mental health providers, the Carroll College nursing program, Helena College nursing program, St. Peters Health and others.

As dedicated health professionals who have specialized training and experience in the educational setting, the Helena School Nurses collaboratively provide comprehensive health services for students, families, and staff.

References

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**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

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 1070 (1420) School Board Meeting Procedure

Policy Background
Board of Trustees Meeting
April 9, 2024

The following policies are being presented for Information:

1070 (1420) School Board Meeting Procedure

This policy revision is required only for first- and second-class districts. Under MCA § 2-3-214, the Board must make a video and audio recording for a public meeting over which the Board “has supervision, control, jurisdiction, or advisory power” at a public meeting that is publicly noticed as required by law. This recording must be provided through a link on the district website or social media page (if there is no district website) within 5 business days of the board meeting and must be maintained online for 1 year. It is not the official record of the meeting unless designated by the Board as the official record (which is not recommended).

If there was a technological issue that prevented the recording of the meeting or ability to provide a link, there has to be a notice of this failure placed in the same place that public notices for meetings are located as well as where the meeting recording links are located with the reasons for the failure and efforts to avoid the failure in the future.

Recordings will be retained for one year.

1240 Duties of Individual Trustees

This policy revision is required only for first-class districts. This policy is being revised to reflect that trustees in a first class district only may share the responsibility for visiting each school within a district. Second- and third-class districts do not need to adopt this policy revision.

2165 Early Literacy Targeted Intervention - New

Under HB 352 (now MCA § 20-7-1801 – 20-7-1804), a district can but is not required to offer an early literacy intervention program. There are three types of programs that can be offered – a district can offer any or all of the three options if it chooses to offer early literacy programs. These are: classroom-based programs for four-year-olds that can either be part-time or full-time (if full-time, students have to be permitted to enroll part-time); a home-based program approved by the Board of Public Ed; or a jumpstart program over the summer for incoming kindergarteners through incoming 3rd graders. Only “eligible” children can participate in these programs if offered – eligible children are those evaluated to be “below trajectory for 3rd-grade reading proficiency for the child’s age or grade level.” The evaluation can only be done at the request of the parent/guardian. The evaluations are to be administered in April, May, or June to any child (at the request and consent of the parent/guardian) who will be 4 years old or older on or before the following September 10th and who has not yet entered 3rd grade.

8110 Bus Routes and Schedules- New

This policy is updated to reflect the language regarding safety distances for oncoming motorists and the need for the board to approve stops where students will cross a roadway. Updates were also made to the legal references.

The following policies are being presented for Action:

3141 Nonresident Student Enrollment - Revised

Board Policy 3141 (3025) has been revised to address the updates to the out-of-district laws.

Within 10 days of receiving an application from a nonresident student, the district must notify the parent or guardian and the district of residence of the “anticipated date for approval or disapproval of the agreement” (in other words, the date of the Board Meeting at which the application will be decided).

Because the ability to deny applications is very limited, it is important that districts request the records of students seeking to enroll and review them prior to making a recommendation for admission. Under the new law, the Board can deny approval because it has been determined that the impact of approval of an application would risk jeopardizing the educational quality within the district, because the out-of-district student has been truant as defined by MCA § 20-5-106 in the last school district, was expelled by a district at any time, or was non-IDEA eligible student suspended within the 3 school years prior to the year in which attendance was sought. The suspension exception does not apply to an IDEA-eligible student; it can apply to any regular education student or a student who has a 504 plan. With respect to truancy, MCA § 20-5-106 does not require a judicial finding of “truancy.” Rather, it is “persistent nonattendance *without excuse*, as defined by district policy, for all or any part of a school day equivalent to the length of one class period” for 9 or more days or 54 or more parts of a day in one school year. MCA § 20-5-106.

In order to make a recommendation for the approval or denial of a request, it will be necessary to review student records to determine truancy and/or whether there has been a suspension or expulsion (as well as whether the student is an IDEA-eligible student). In no event can a district reject a student on the basis of disability. In other words, unless the student is a 504-eligible student who has been suspended in the previous three school years, the district cannot deny a student for behavioral or disciplinary reasons. Extreme caution should also be exercised if the student is a student with a disability who may have a number of unexcused absences.

3025 Discretionary Nonresident Student Attendance – Repeal & Replace – Existing Policy

7008 Tuition Policy - Revised

The tuition policy has been revised to reflect the updates to the law and inability starting July 1, 2024, to charge tuition to parents/guardians.

7015 Tuition Policy – Repeal & Replace – Existing Policy

2 SCHOOL DISTRICT ORGANIZATION

3 School Board Meeting Procedure

4 *Agenda*

5 All meetings shall be guided by an agenda prepared and delivered in advance to all Board
6 members and to other persons upon request. The Superintendent shall prepare agendas in
7 consultation with the Chair or presiding officer. Items submitted by Board members or other
8 individuals may be included on the agenda. Individuals or groups that would like to address the
9 Board through an agenda item must submit a request to the Superintendent in writing at least
10 seven (7) days prior to the regular Board meeting. The notification must include the reason for
11 the request. The Superintendent may determine that the individuals or groups must follow the
12 uniform grievance procedure in order to appear before the Board and refer the individuals or
13 groups to the appropriate step on that procedure.

14 All agendas must contain a public comment section to allow members of the public to comment
15 on any public matter under the jurisdiction of the District that is not specifically listed on the
16 agenda. Contested cases and other adjudicative proceedings are not appropriate topics in the
17 public comment section. The presiding officer may place reasonable time limits on the comments
18 received during this section of the meeting to ensure effective and efficient operations of the
19 Board. The Board may not take action during that meeting on any matter discussed in the public
20 comment section.

21 Board packets will be distributed to Board members not less than 48 hours prior to the meeting.
22 This material shall be available to the public not less than 48 hours prior to the meeting.

23 *Quorum*

24 Four (4) members the Elementary Board shall constitute a quorum of that Board. Five (5)
25 members of the High School Board shall constitute a quorum of that Board. If there is less than a
26 quorum present at a Board meeting, the members may not hear, act upon or discuss any business.
27 Board members may be present physically or present via electronic means to establish a quorum.
28 Unless otherwise provided by law, affirmative votes by a majority of the membership of the
29 Board are required to approve any action under consideration.

30 *Recording of Meetings*

31 **The District shall record in an audio and video format all public meetings at which the Board is**
32 **acting on a matter over which the Board has supervision, control, jurisdiction or advisory power.**
33 **The audio and video recordings shall be made publicly available within five (5) business days of the**
34 **meeting through a link to the recording on the District’s website or social media page if no District**
35 **website is maintained.**

36 **The audio and video recording shall not be the official record of the meeting except as otherwise**
37 **designated by the Board of Trustees. Unless designated by the Board as the official record of the**
38 **meeting, the audio and video recording may be destroyed after being retained online for one (1)**
39 **year and is not subject to a public records request.**

40

41 **The Board is not required to disrupt or reschedule a meeting if there is a technological failure of**
42 **the meeting recording. If the recording is not able to be made available online, the Board shall**
43 **prominently post a notice in the same manner as it posts notices of its meetings and all locations**
44 **where meeting recording links are available. Such notice shall explain the reason(s) the meeting**
45 **was not recorded and describe the steps taken to remedy the failure prior to the next meeting.**

46 *Minutes*

47 The Clerk or the Clerk’s designee shall keep written minutes of all meetings which are open to
48 the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must
49 include:

- 50 · the date, time and place of the meeting;
- 51 · the name of the presiding officer;
- 52 · a record of Board members present and absent;
- 53 · a summary of the discussion on all matters discussed, proposed, deliberated or decided,
54 and a record of any motions made and votes taken;
- 55 · a detailed statement of all expenditures;
- 56 · the purpose of recessing into closed session; and
- 57 · the time of adjournment.

58 The Clerk shall keep minutes of educationally related student disciplinary actions taken by the
59 Board, including those portions held in closed session. The Board shall keep minutes of all
60 closed sessions. Minutes taken during closed sessions shall be sealed.

61 The Board may direct the Clerk to make a verbatim record of any meeting. Any verbatim
62 recording may be destroyed after the minutes are approved. A file of permanent minutes of all
63 meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be
64 made available to the public within five (5) days following approval by the Board. Sealed
65 minutes taken during any closed session of the Board shall not be made available to the public
66 absent a court order.

67 If the meeting is audio recorded and designated by the Board as the official record, a written
68 record of the meeting must also be made and must include the information specified above. In
69 addition, a log or time stamp for each main agenda item is required for the purpose of providing
70 assistance to the public in accessing that portion of the meeting.

71 *Meeting Conduct and Order of Business*

72

73 The Board will use general rules of parliamentary procedure to govern the conduct of its
74 meetings. Robert’s Rules of Order shall be used as a guide at any meeting, although rules
75 adopted by the Board and any laws or regulations of the State of Montana in conflict with
76 Robert’s Rules of Order shall take precedence. The order of business for each meeting shall be
77 set out on the agenda. The Board may change the order of business by consent or by majority
78 vote.

79

Voting Method

80 Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a
81 majority of the votes cast shall determine its outcome. Voting shall be by acclamation or show of
82 hands. The use of proxy votes or secret ballots is not permitted. Trustees are encouraged to vote
83 on all issues before the Board unless they are prohibited by law from voting on the matter. A
84 trustee may abstain from voting on any issue before the Board.

85

Public Participation

86 The Board recognizes the value of public participation and encourages the public to attend and
87 participate in its meetings. In order to permit the orderly and fair expression of such
88 participation, the Board will solicit oral and/or written comments prior to a final decision on a
89 matter of significant interest to the public. The Chair may place reasonable time limits on public
90 comment and may interrupt or terminate any statement that is out of order, personally directed,
91 abusive, obscene, or too lengthy. Members of the public are encouraged to make comments
92 during the public comment section of the agenda on matters that are of public concern and that
93 are not on that particular agenda. The Chair will recognize individuals or groups for public
94 comment on agenda items after the Board has discussed the issue. Comments may be presented
95 orally or in writing for the Board’s consideration.

96

Legal Reference: § 2-3-202, MCA Meeting defined
97 § 2-3-103, MCA Public participation
98 § 20-1-212, MCA Destruction of records by school office
99 § 2-3-212, MCA Minutes of meetings
100 § 2-3-214, MCA Recording of meetings for certain boards (Eff. July 1, 2024)
101 § 20-3-322, MCA Meetings and quorum
102 § 20-3-323, MCA District policy and record of acts
103 § 2-3-301, MCA Agency to accept public comment electronically --
104 dissemination of electronic mail address and documents
105 required -- prohibiting fees
106

107

Cross Reference:

108

Policy History:

109 Adopted on: February 8, 2011
110 Revised on: October 13, 2015, February 12, 2019
111 Reviewed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

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 1240 Duties of Individual Trustees

1 **Helena Public Schools**

2

3 **SCHOOL DISTRICT ORGANIZATION**

1240

4

5 Duties of Individual Trustees

6

7 The authority of individual trustees is limited to participating in actions taken by the Board as a
8 whole when legally in session.

9

10 Trustees shall not assume responsibilities of administrators or other staff members. The Board or
11 staff shall not be bound by an action taken or statement made by an individual trustee, except
12 when such statement or action is pursuant to specific instructions and official action taken by the
13 Board.

14

15 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be
16 prepared to participate in discussion and decision making for each agenda item.

17

18 Trustees share the responsibility to visit every school building at least once per year to examine
19 its management, conditions, and needs.

20

21

22

23

24 Cross Reference: 1070 School Board Meeting Policy

25

26 Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

30

31 Policy History:

32 Adopted on:

33 Revised on:

34 Reviewed on:

35

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

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 2165 Early Literacy Targeted Intervention

1 **Helena Public Schools**

2
3 **INSTRUCTION**

2165

4
5 Early Literacy Targeted Intervention Programs

6
7 The Board seeks to collaborate with the Board of Public Education and the Office of Public
8 Instruction to provide parents with voluntary early literacy interventions for their children.

9
10 Program goals include:

- 11 1. Increasing the number of children who are reading proficient at the end of 3rd grade,
- 12 2. Helping children develop their full educational potential pursuant to Article X, Section
13 (1)(1) of the Montana Constitution, and
- 14 3. Fostering a strong economic return for the state on early literacy investment through
15 enhancing Montana’s skilled workforce and decreasing future reliance on social
16 programs and the criminal justice systems.

17
18 A child is eligible for an Early Literacy Targeted Intervention Program if, based upon an
19 assessment administered at the request of and with the consent of the child’s parent or guardian,
20 the child is evaluated to be below trajectory for 3rd-grade reading proficiency for the child’s age
21 or grade level for the subsequent school year. The assessment used shall be in accordance with
22 the methodology approved by the Board of Public Education.

23
24 The Board has determined it will offer the following Early Literacy Targeted Intervention
25 Program(s) for an eligible child:

- 26
27 • A full-time based program for eligible children who are four (4) years of age or older on
28 or before September 10 of the year in which the children are to participate in the program
29 and are not entering and have not completed kindergarten. A parent/guardian may enroll
30 an eligible child in full-time classroom-based program on a part-time basis. The
31 classroom-based program must align with developmentally appropriate early education
32 learning standards determined by the Board of Public Education.
- 33 • A jumpstart program for eligible children who are aged five years of age or older on or
34 before September 10 of the year in which the children are to participate in the program
35 and who have not yet completed 3rd grade. The jumpstart program shall occur during the
36 time between the end of one school calendar year and the start of the next school calendar
37 year as determined by the Board preceding a child’s entry into kindergarten, 1st grade, 2nd
38 grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and
39 provide at least 120 instructional hours and be aligned to the framework determined by
40 the Board of Public Education. The jumpstart program shall be designed in a manner to
41 increase the likelihood of a child being evaluated at the end of the ensuing school year to
42 be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

43
44 Cross Reference: 3110 Entrance, Transfer, and Placement

45
46 Legal Reference: § 20-7-1801, *et seq*, MCA Early Literacy Targeted Interventions

47
48
49
50
51
52
53
54
55
56

Title 10, Chapter 63, ARM Early Childhood Education Standard (Eff.
July 1, 2025)

Policy History:

Adopted on:

Reviewed on:

Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Item VI.A.7.

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Item Title: **Item For Information**
7. Policy 8110 Bus Routes and Schedules

1 **Helena Public Schools**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8110

4
5 Bus Routes and Schedules

6
7 The Superintendent’s designee is responsible for scheduling bus transportation, including
8 determination of routes and bus stops. Such routes are subject to approval of the county
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal
11 service to all bus students.

12
13 In order to operate the transportation system as safely and efficiently as possible, the following
14 factors shall be considered in establishing bus routes:

- 15
16 1. A school bus route shall be established with due consideration given to the sum total of
17 local conditions affecting the safety, economic soundness, and convenience of its
18 operation, including road conditions, condition of bridges and culverts, hazardous
19 crossings, presence of railroad tracks and arterial highways, extreme weather conditions
20 and variations, length of route, number of families and children to be serviced,
21 availability of turnaround points, capacity of bus, and related factors.
22
23 2. The District may extend a bus route across another transportation service area, if it is
24 necessary in order to provide transportation to students in the District’s own
25 transportation service area. A district may not transport students from outside its
26 transportation service area.
27
28 3. No school child attending an elementary school shall be required to ride the school bus
29 under average road conditions more than one (1) hour without consent of the child’s
30 parent or guardian.
31
32 4. School bus drivers are encouraged to make recommendations in regard to establishing or
33 changing routes.
34
35 5. Parents should be referred to the Transportation Department for any request of change in
36 routes, stops, or schedules.

37
38 The District reserves the right to change, alter, add, or delete any route at any time when such
39 changes are deemed in the best interest of the District, subject to approval by the county
40 transportation committee.

41
42 ***Bus Stops***

43
44 Buses should stop only at designated places approved by school authorities. Exceptions should
45 be made only in cases of emergency and inclement weather conditions.
46

47
48 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists
49 approaching from either direction will have a clear view of the bus for a distance of at least one
50 hundred fifty feet (150) feet in cities to five hundred (500) feet in other areas.
51
52 School loading and unloading zones are to be established and marked to provide safe and orderly
53 loading and unloading of students. The principal of each building is responsible for the conduct
54 of students waiting in loading zones.

55
56
57 ***Delay in Schedule***

58
59 The driver is to notify the administration of a delay in schedule. The Transportation Department
60 will notify parents on routes and radio stations, if necessary.

61
62 ***Special Activities***

63
64 The District may use passenger vehicles to transport students to or from school-sponsored
65 functions or activities. However, the District will not use passenger vehicles for the purpose of
66 transporting students to or from school on a regular bus route.

67
68 ***Responsibilities - Students***

69
70 Students must realize that safety is based on group conduct. Students must wear their seat belt.
71 Talk should be in conversational tones at all times. There should be no shouting or loud talking
72 which may distract the bus driver. There should be no shouting at passersby. Students should
73 instantly obey any command or suggestions from the driver and/or his/her assistants.

74
75 ***Responsibilities - Parents***

76
77 The interest and assistance of each parent is a valued asset to the transportation program.
78 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and
79 appreciated. The following suggestions are only three of the many ways parents can assist:

- 80
81 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
82 2. Properly prepare children for weather conditions.
83 3. Encourage school bus safety at home. Caution children regarding safe behavior and
84 conduct while riding the school bus.

85
86 ***Safety***

87
88 The Transportation Department will develop written rules establishing procedures for bus safety
89 and emergency exit drills and for student conduct while riding buses.

90
91 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
92 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Items VI.B.1-B.5.

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. 03.12.24 Full Board Meeting Minutes

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

PERSONNEL ACTIONS

March 20, 2024 – April 9, 2024

CERTIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
CRA/Math	Stenzel, Randolph	\$259.76/day	\$259.76/day	04/01/2024

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Hawthorne/School Counselor	Hennessy, Linde	Retirement	06/06/2024
HMS/Choir-Orchestra	Nelson, Kara	Resignation	06/06/2024
Warren/Kindergarten	Ralph, Christean	Retirement	06/06/2024

Leaves

<u>Location/Assignment</u>	<u>Name</u>	<u>Term</u>	<u>Type of Leave</u>
Bryant/ Grade 1-2 Combo	Brooks, Lonni	5/1/2024 - 6/10/2025	LOAWOP

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
HHS/Float Custodian	Harrison, Adrian	\$16.65/hr.	\$16.65/hr.	04/01/2024
HHS/Para Educator	Ruether-Affor, Daniel	\$16.80/hr.	\$16.80/hr.	04/04/2024

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
CHS/Para Educator	Cronin, Victoria	Resignation	04/05/2024
CRA/Para Educator	Dahlquist, Courtney	Resignation	04/05/2024
CRA/Float Custodian	Johnson, Cory	Resignation	04/04/2024
HHS/Para Educator	Oliver, Kristi	Resignation	04/05/2024 **
Four Georgians/Para Educator	Schuff, Ashley	Resignation	03/15.2024
Rossiter/p-t Para Educator	Synness, Timothy	Resignation	05/02/2024 **
HMS/General Secretary-Office Mgr.	White, Kerri	Resignation	03/29/2024

**Date Correction

Leaves

<u>Location/Assignment</u>	<u>Name</u>	<u>Term</u>	<u>Type of Leave</u>
-----------------------------------	--------------------	--------------------	-----------------------------

SUPPLEMENTARY CONTRACT ASSIGNMENT

Last Name	First Name	Assignment	Location	Amount
Solomon (Crum)	Lisa	MS Volleyball	HMS	\$594.00
Solomon (Crum)	Lisa	MS Volleyball	HMS	\$594.00
Curtis	Mikayla	MS Volleyball	HMS	\$594.00
Curtis	Mikayla	MS Volleyball	HMS	\$594.00
Sumner	Aleisha	MS Volleyball	HMS	\$594.00
Sumner	Aleisha	MS Volleyball	HMS	\$594.00
Fuhrman	Georgia	MS Volleyball	HMS	\$594.00
Fuhrman	Georgia	MS Volleyball	HMS	\$594.00
Sanders	Chloe	MS Volleyball	HMS	\$594.00

Sanders	Chloe	MS Volleyball	HMS	\$594.00
Blaz	Kelly	MS Volleyball-Lead	CRA	\$641.00
Blaz	Kelly	MS Volleyball	CRA	\$594.00
Blaz	Cecily	MS Volleyball	CRA	\$594.00
Almquist	Kayla	MS Volleyball	CRA	\$594.00
Curry	Bryana	MS Volleyball	CRA	\$594.00
Sheridan	Jaymee	MS Volleyball	CRA	\$594.00
Cleveland	Rebecca	MS Volleyball-Lead	CRA	\$641.00
Cleveland	Rebecca	MS Volleyball	CRA	\$594.00
Patterson	Tara	MS Volleyball	CRA	\$594.00
Busby	Nicole	MS Volleyball	CRA	\$594.00
Jones	Paula	MS Volleyball	CRA	\$594.00
Forsman	Emily	MS Volleyball	CRA	\$594.00
Forsman	Emily	MS Volleyball	CRA	\$594.00
Johnson	Stephanie	Tennis-Asst.	HHS	\$1,800.00

Helena School District #1

Warrants March 1 to 31, 2024

Direct Deposits: \$3,736,149.68

Payroll Warrants: 70131753-70131779

Payroll Deduction: 69298770-69298796

Non-Check Payroll Deductions: 5,968,118.64

Non-Check Accts Payable Deductions: \$474,444.85 **Allegiance Payment Not Included

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

Claim Warrants: 69298424-69298903

CRA Middle School Student Activity Checks: 17389-17392

HMS Middle School Student Activity Checks: 8756-8761

Capital High Student Activity Checks: 24563-24597

Helena High Student Activity Checks: 36568-36606

Cancelled Warrants: \$2,395.86

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
8	Laurel Elementary	Billings, MT 59101	CR Anderson Middle School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	Jefferson High School	Clancy, MT 59634	Helena High School
9	East Helena K-12	East Helena, MT 59634	Helena High School
10	East Helena K-12	Helena, MT 59602	Capital High School
10	East Helena K-12	East Helena, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59364	Helena High School
11	Jefferson High School	Clancy, MT 59364	Helena High School
11	Jefferson High School	Jefferson City, MT 59638	Capital High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	East Helena K-12	East Helena, MT 59635	Helena High School
11	Jefferson High School	Clancy, MT 59634	Capital High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	Jefferson High School	Clancy, MT 59634	Helena High School
11	East Helena K-12	Helena, MT 59602	Helena High School
12	East Helena K-12	East Helena, MT 59635	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	East Helena K-12	Helena, MT 59602	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	East Helena K-12	East Helena, MT 59635	Helena High School
12	Jefferson High School	Clancy, MT 59634	Helena High School
12	East Helena K-12	East Helena, MT 59635	Capital High School
12	East Helena K-12	East Helena, MT 59635	Helena High School

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

Running Total of Out-of-District Attendance Agreements

Address

Grade	East Helena	Clancy	Jefferson City	Montana City	Townsend	Basin	Billings	Power	Missoula	Miles City	Butte	Anaconda	Marion	Kalispell	St. Ignatius	Glendive	Laurel	International	Total	
K	1																			1
1	1																			1
2																				0
3	3																1			4
4	1						1								1	1				4
5	2												1							3
6	2					1														3
7		1																		1
8	1	1					1	1	1									1		6
9	4	41		3	2															50
10	7	15	3	2						1		1		1						30
11	4	21	1								1								1	28
12	10	17		3		1														31
	36	96	4	8	2	2	2	1	1	1	1	1	1	2	1	1	1	1	1	162

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

Grade	Address	District of Attendance
10	Helena, MT 59601	Kalispell High School

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

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	Kalispell High School	Great Falls Elementary	Great Falls 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			1		22
9		23		9		1		1				34
10		16		3					1		3	23
11		27		3		1						31
12		14										14
	39	178	2	15	12	2	1	1	1	1	3	255



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, March 12th, 2024
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Siobhan Hathhorn, Chair
Jennifer McKee, Vice Chair
Linda Cleatus, Trustee
Jeff Hindoien, Trustee
Jennifer Walsh, Trustee
Kay Satre, Trustee
Terry Beaver, Trustee

Luna Hernandez, Capital High School Student Representative for the Board of Trustees
Willa Bishop, Helena High School Student Representative for the Board of Trustees

Rex Wertz, Superintendent
Keri Mizell, Human Resources Director
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Gary Myers, Director of Educational Technology
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 5:31 p.m. and led the Pledge of Allegiance.

II. REVIEW AGENDA

In reviewing the agenda, under consent action items number 9a: *Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – Elementary School District*, Board Chair Hathhorn noted this is specific to the elementary school district. This means that Trustee Jennifer Walsh will not be able to vote on any of the consent action items as she is a trustee strictly for the high school district, therefore, the trustees would like to pull Consent Action Items 9a and 9b and make them the final items for action, so they will become 11a and 11b. This will enable Trustee Jennifer Walsh to be able to vote on the consent action items and she will abstain from voting on item for action 11a which is specific to the elementary district.

III. RECOGNITIONS

The Board of Trustees recognized the students listed below.

A. State Wrestling Champion-Capital High School

Congratulations to Capital High School student Cole Graham who is the State Wrestling Champion in the 182-pound weight class. Special thanks to Shawn Graham, Head Wrestling Coach at Capital High School, for all that he does to support students.

B. State Swimming Champion-Helena High School

Congratulations to Helena High's Garrett Krattiger who is the State Swimming Champion in the 100 Yard Backstroke Boys and the 500 Yard Freestyle Boys and set a new state record time!!! Special thanks to swimming coaches Julia Shannon and Lisa Sommers for all that they do to support students.

C. DECA National Qualifiers-Capital High School

Congratulations to the following students with great performances at the recent state DECA competition who have now qualified for DECA's National Conference in Anaheim, California April 27-30, 2024. Thank you to DECA advisors, Levi Dawes, and Jessica Freeman for all that they do for students.

- Taylor Ferretti - Accounting Applications Series and Financial Consulting Event
- Byron Lloyd - Accounting Applications Series
- Ryan Ashley - Personal Financial Literacy
- Kynzie Belcher - Quick Serve Restaurant Management
- Kate Berg, Brielle Heller, Sarah Logan - Sales Project
- Addy Perschon, Vienna Teders - Sales Project
- Taylor Ferretti, Addy Perschon, Vienna Teders - Start-Up Business Plan
- Hailey Sorenson - School Based Enterprise Academy (School Based Enterprise Gold)

Certification)

- Idil Birgul - School Based Enterprise Academy (School Based Enterprise Gold Certification)
- Nolan Frazier - Ignite Leadership Academy
- Daniel Kockler - Ignite Leadership Academy
- Mercy Dulaney - Elevate Leadership Academy
- Brielle Heller, Kate Berg, and Kynzie Belcher - Gold Status for the Bear Necessities in the School Based Enterprise Competition

D. DECA National Qualifiers-Helena High School

Congratulations to the following students with great performances at the recent state DECA competition who have now qualified for DECA's National Conference in Anaheim, California April 27-30, 2024. Thank you to Helena High School DECA advisor, Kacey Askin, for all that he does for students.

- Layla Riggs - Principles of Hospitality and Tourism
- Taya Munden - Retail Management Services
- Aysia Phattavong - Entrepreneurship
- Cate Hardan and Makenzie Groom - Ignite Leadership Conference
- Claire Eaton - Elevate Leadership Conference
- Matt Velasquez, Inara Guliyeva, and Michael Leyva - Gold Status for the Catty Shack in the School Based Enterprise Competition

E. National Merit Finalists-Capital High School

Congratulations to the following students who have advanced from the round of more than 15,000 semifinalists to now being honored as National Merit Finalists. Representing less than 1 percent of U.S. high school seniors, National Merit Finalists are selected on the basis of their skills, accomplishments, and potential for success in rigorous college studies.

- Anna Gates
- Carter Hoffman
- Liam McAdams

F. National Merit Finalists-Helena High School

Congratulations to the following students who have advanced from the round of more than 15,000 semifinalists to now being honored as National Merit Finalists. Representing less than 1 percent of U.S. high school seniors, National Merit Finalists are selected on the basis of their skills, accomplishments, and potential for success in rigorous college studies.

- Kai Moser
- Annika Nehring

G. State Theater Recognition-Capital High School

Congratulations to the Capital High Thespian Troupe for winning Best Costumes in the state competition, as well as the Tech Olympics team placing first at the state competition. Congratulations to June Forsythe who was appointed Communications Officer for the State Thespian Board, which includes all the social media for the festival. Special thanks to educator Laura Brayko for everything she does to support her students.

H. State Theater Recognition-Helena High School

Congratulations to the Helena High Thespian Troupe for winning Outstanding Comedy in the state competition, and congratulations to Gibson Grigg for winning Outstanding Performer. Special thanks to educator Roger Scruggs for everything he does to support his students.

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.

- Remembrance
- Recognition
 - March 1st, 2024, Maintenance Worker Appreciation Day
 - March 1st, 2024, National Employee Appreciation Day
 - Congratulations to Educator Mrs. Kimberly Carson from Hawthorne Elementary School who was selected as the 105.3 KMTX January Teacher of the Month!!
 - Thank you to the Myrna Loy arts education outreach program for bringing in world-renowned Italian guitarist Luca Stricagnoli to visit with students in Mr. Cleary’s music tech class at C.R. Anderson.
 - Congratulations to all the outstanding performers in the Night to Shine event and thank you to the DECA advisors, Kacey Askin, Jessica Freeman, and Levi Dawes for heading up this great community event. Thank you to the premier sponsor Stockman Bank for sponsoring this event along with many amazing additional business sponsors from across the community.
 - Thank you to Lisa Cordingley, Becca Leaphart, and the Helena Education Foundation for distributing lots of Spark and Great Ideas Grants to our outstanding educators across the district. Thank you to HEF as well for orchestrating the Trading Places event on March 5th. Trading Places helps strengthen the ties between our schools and the community at large.
- New Business
 - Safety and Security Levy/Technology Levy
 - Consensus Based Negotiations: HSD – HEA Update

- AA Superintendents' Interview with Media TV/Print
 - Helena Public Schools/Alliant Benefit Discussion
 - HPS/SMA Facilities Master Plan Key Stakeholders Meeting-March 7th
 - May Butler Center RFP Update
 - Teacher Mentoring Program Update
 - HSD Charter Schools Contracts Update
 - MAST
 - Education Interim Committee Visit at Central Elementary-March 11th
- Outreach/Meetings
 - Hometown Helena-HSD Presenting
 - Cabinet & Leadership
 - 2024 Spring Legal & Technology Conference (SAM)-March 11th and 12th
 - MQEC Board of Directors Meeting-March 14th
 - Board Leadership
 - AA Superintendents
 - HEA/HSD Meeting
 - HEF Board Meeting
 - HEF Executive Committee
 - TV, Print, Radio Media
 - Teacher Advisory Committee /FMP Key Stakeholder Meeting
 -
 - Other
 - No School March 25th through March 29th Spring Break

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

V. GENERAL PUBLIC COMMENT

Ms. Erin Butts gave general public comment. Ms. Butts is a Helena resident, is involved in Friends of Neighborhood Schools, and has a child that will start kindergarten in the fall. Ms. Butts stated that she has worked closely with certified teachers in Montana's youth detention centers in cities across Montana. Ms. Butts commented on topics including but not limited to public school funding, educating the complexities of schools to voters, smaller class sizes, and the benefits of neighborhood schools.

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. Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
5. 02.13.24 Full Board Meeting Minutes
6. 02.20.24 Special Board Meeting Minutes-Open Session
7. 02.20.24 Special Board Meeting Minutes-Closed Session
8. 02.24.24 Special Board Meeting Minutes
9. ~~Consideration For Approval of Resolutions of Intent to Increase (Decrease) Non-voted Levies~~
 - a) ~~Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies—Elementary District~~
 - b) ~~Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies—High School District~~

In reviewing the agenda, under consent action items number 9a: Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – Elementary School District, Board Chair Hathhorn noted this is specific to the elementary school district. This means that Trustee Jennifer Walsh will not be able to vote on any of the consent action items as she is a trustee strictly for the high school district, therefore, the trustees would like to pull Consent Action Items 9a and 9b and make them the final items for action, so they will become 11a and 11b. This will enable Trustee Jennifer Walsh to be able to vote on the consent action items and she will abstain from voting on item for action 11a which is specific to the elementary district.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve the Consent Action Items one through eight.”

Motion: Trustee Jennifer McKee moved to approve the Consent Action Items one through eight. Trustee Jeff Hindoien seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

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

B. Items for Action

1. Approval of K-5 Eureka2 Math Curriculum Purchase

Ms. Joslyn Davidson, Curriculum Director for Helena Public Schools, presented the action item *K-5 Eureka2 Math Curriculum Purchase* to the Board of Trustees. At the end of 2023 – 2024 school year Math Expressions is sunsetting which means we will not have access to consumables or online resources for the program. Knowing this, during the 2022 – 2023 school year, district

Instructional Coaches and Administrators took proactive steps and identified three different math programs that were rated as meeting expectations for high quality curriculum as reported with EdReports. Using a 10-part math evaluation tool, each of the identified programs were analyzed. The categories utilized to score and evaluate the three programs included: Focus and Coherence of Content, Rigor and Balance of Tasks, Standards for Mathematical Practice, Equity, Diversity and Access, Assessment, and Technology. The program that emerged as the most viable replacement of Math Expressions was Eureka Squared. In early spring of 22-23, the curriculum department had hoped to purchase and work through a pilot scenario like the model used for Into Reading. Due to budget restrictions, the department was unable to move forward with that plan. After brainstorming possible solutions with our math consultant, Michele Douglass, one solution was to start by using the free version of Eureka Math with teachers who may be interested in trying the program. It is important to note that district third grade teachers had previously started supplementing a Eureka fraction unit into the third-grade curriculum due to the insufficient rigor of fraction related concepts in Math Expressions materials. Additionally, a second-grade team in one school had started using the program and had the highest Math growth in the district last year. During the 22-23 spring, the curriculum department purchased Math Expressions consumables for the 23-24 school year for all grade level teachers. During this current school year, District Elementary Math Coach, Melissa Romano, has been working closely with teachers who are using the original Eureka program. Her work includes modeling lessons, guiding teachers through planning lessons, supporting overall understanding of new vocabulary in modules, scoring and evaluating assessments, creating and delivering differentiated professional development at building and the district level. Teachers currently using Eureka recently completed a survey identifying their biggest challenges and successes using the program. Teachers identified printing materials and pacing of the program as their top two challenges. Teachers also identified improved number sense, student collaboration, and confidence. Eureka Squared is a high-quality math curriculum and will also address Helena teachers most significant challenges of printing and pacing due to improvements in teachability, engagement, and accessibility. For example, one accessibility component is the unique and intentional sentence length and words used in word problems. Students in K-2 will encounter names with CVC spelling patterns. First grade students will encounter high frequency words and visual symbols for words that are not high frequency words. This is one example that will drastically improve the challenge of pacing due to the significant improvement in accessibility for students. Ms. Davidson answered any questions the Trustees had regarding the proposed K-5 Eureka2 Math Curriculum Purchase.

Board Chair Siobhan Hathorn commented, “At this point I would entertain a motion to approve the *K-5 Eureka2 Math Curriculum Purchase* as presented.”

Motion: Trustee Jennifer McKee moved to approve the K-5 Eureka2 Math Curriculum Purchase as presented. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

2. Calendar Committee Proposal for the 2024-2025 School Calendar

Assistant Superintendent Josh McKay presented the *Calendar Committee Proposal for the 2024-2025 School Calendar* to the Board of Trustees. Members of the committee this year were: Thomas Baty, Jane Shawn, Nancy Peterson, Gary Myers, Jonna Schwartz, Shannon Callahan, Leighann Wilson, Kathleen Prody, Chelsea Kingston, and Josh McKay. This proposed calendar begins with students attending a 3-day first week, then a 4-day week (Labor Day), and then a 5-day week. Along with this startup routine, we included a weeklong spring break and a two weeklong winter break. The winter break is two weeks long, due to the location of January 1st. Returning for a 2-day school week is not a preferred practice for learning. Other aspects of the calendar are like past calendars. The committee has recommended maintaining changes from last year. The 2.5-day K-5 week that used to occur in prior calendars that follows Martin Luther King Jr. Day associating with the high school semester test week will continue to be two 4-day weeks in the middle of January, a very creative and beneficial idea for student learning. The 2.5-day week of the past was a challenge for unit planning and learning acquisition. Also, we are maintaining the K-5 only half (AM) student day and half (PM) staff records day in early December. This change corresponds to the end of the K-5 trimester. We are excited to continue this for our staff and students with the trimester concept. Our Calendar Committee is an enjoyable group of thoughtful participants. Together, we have rich discussions about our own ideas and the ideas shared with us from our partners throughout the district. The Calendar Committee's next steps include surveying our community on school calendar preferences for the committee's utilization in the creation of future calendars. Assistant Superintendent McKay answered any questions the Trustees had regarding the Calendar Committee Proposal for the 2024-2025 School Calendar.

Board Chair Siobhan Hathhorn commented, "At this point I would entertain a motion to approve the *Calendar Committee Proposal for the 2024-2025 School Calendar* as presented."

Motion: Trustee Linda Cleatus moved to approve the *Calendar Committee Proposal for the 2024-2025 School Calendar* as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

3. Approval of HPS-HEA Teacher Collective Bargaining Agreement

Human Resources Director Keri Mizell presented the action item *Approval of HPS-HEA Teacher Collective Bargaining Agreement* to the Board of Trustees.

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties. The Helena School District and the Helena Education Association (HEA) reached a tentative agreement on February 28, 2024. The two (2) year agreement was open for language and wages for July 1, 2023, through June 30, 2025.

Highlights of significant language changes include:

- Maximum of two-lane movements per year effective the 25-26 school year.
- For purposes of leave, family is defined as any individual related by blood or affinity whose close association with the family is the equivalent of a family relationship.
- Reasons for sick leave use expanded to include mental health and childcare emergencies due to the closure of a day care facility or illness of a primary childcare provider.
- Sick leave donations are to be approved for a qualifying event as defined under the Family Medical Leave Act (FMLA). Sick leave donations for a parent, sibling or for purposes of parental leave is limited to a four-week maximum.
- Provisions for prep time replacement at the elementary level if a thirty (30) minute block of prep time is interrupted for an administrator directed meeting.
- Provisions for high school teachers who teach zero (0) period to earn PIR hours or use discretionary time for staying past their designated contract day on PLC Mondays.

Compensation summary:

- The District shall increase the contribution to the employee cafeteria plan by \$62.50 per month (a total contribution of \$1,031.90 per month) for the 2023 - 2025 fiscal years.
- A one and a half percent (1.5%) increase to the salary matrix and Master’s stipend for those on PCAP for the 2023-2025 fiscal years. If all levies pass, a total increase of three (3%) to the salary matrix and Master’s stipend for those on PCAP for 2024-2025 fiscal year.
- Addition of a \$2,000 stipend for HOSA advisors for the 2023-2024 school year.
- The total estimated salary cost of this settlement is approximately \$1.3 million for the 2023-2024 fiscal year.

Considerations:

- HPS and HEA engaged in a five-day consensus model to build strong relationships and reach an agreement.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

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

Ms. Mizell answered any questions the Trustees had regarding the proposed HPS-HEA Teacher Collective Bargaining Agreement.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the *HPS-HEA Teacher Collective Bargaining Agreement* as presented.”

Motion: Trustee Kay Satre moved to approve the *HPS-HEA Teacher Collective Bargaining Agreement* as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

4. Approval of Helena High School Re-roof Bid

Facilities Director Todd Verrill presented the *Approval of Helena High School Re-roof Bid* to the Board of Trustees. Mr. Verrill is requesting the Board of Trustees award the Helena High School Partial Roof Replacement Project to Summit Roofing, Inc. The project will replace approximately 7,120 square feet of roof in three sections with an average age of 22 years. The facilities office received bids from two contractors, and Summit Roofing submitted the lowest proposal at \$150,502. Summit Roofing has a very strong history of completing quality work for the district and he is confident they will continue to do so with this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year. Mr. Verrill answered any questions the Trustees had regarding the proposed Helena High School Re-roof Bid.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the *Helena High School Re-roof Bid* as presented.”

Motion: Trustee Jeff Hindoien moved to approve the award of the contract for the Helena High School partial roof replacement project to Summit Roofing in the amount of \$150,502. Trustee Linda Cleatus seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

5. Approval of Capital High School Re-roof Bid

Facilities Director Todd Verrill presented the *Approval of Capital High School Re-roof Bid* to the Board of Trustees. Mr. Verrill is requesting that the Board of Trustees award the Capital High School Partial Roof Replacement Project to Summit Roofing, Inc. The project will replace approximately 8,070 square feet of roof in five sections with an average age of 21 years. The facilities office received bids from two contractors, and Summit Roofing submitted the lowest proposal at \$274,135. Summit Roofing has a very strong history of completing quality work for the district and Mr. Verrill is confident they will continue to do so with this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year. Mr. Verrill answered any questions the Trustees had regarding the proposed Capital High School Re-roof Bid.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the *Capital High School Re-roof Bid* as presented.”

Motion: Trustee Jeff Hindoien moved to approve the award of the contract for the Capital High school partial roof replacement project to Summit Roofing in the amount of \$274,135. Trustee Jennifer Walsh seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

6. Approval of Smith Elementary School Re-roof Bid

Facilities Director Todd Verrill presented the Approval of Smith Elementary School Re-roof Bid to the Board of Trustees. Mr. Verrill is requesting the Board of Trustees award the Smith Elementary School Partial Roof Replacement Project to K&K Roofing, Inc. The project will replace approximately 24,110 square feet of roof in seven sections with an average age of 29.5 years. The facilities office received bids from three contractors, and K&K Roofing submitted the lowest proposal at \$450,000. K&K Roofing has not previously worked for the district and Mr. Verrill's due diligence included checking previous project references to ensure their workmanship meets our specifications. Mr. Verrill is confident K&K Roofing will meet our expectations for this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year. Mr. Verrill answered any questions the Trustees had regarding the proposed Smith Elementary School Re-roof Bid.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve the *Smith Elementary School Re-roof Bid* as presented."

Motion: Trustee Jeff Hindoien moved to approve the award of the contract for the Smith Elementary School partial roof replacement project to K&K Roofing Inc for \$450,000. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

7. Policy 3050: Student Discipline

Ms. Barb Ridgway, Chief of Staff, presented for action Policy 3050: Student Discipline to the Board of Trustees. 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. "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. This policy went before the full board for information with no recommended changes. Ms. Ridgway answered any questions the trustees had regarding Policy 3050: Student Discipline.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve Policy 3050 Student Discipline."

Motion: Trustee Jennifer McKee moved to approve Policy 3050: Student Discipline as presented. Trustee Jeff Hindoien seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

8. Policy 3080: Maintenance of Student Records

Ms. Ridgway presented for action Policy 3080: Maintenance of Student Records. This is an existing policy, and 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. This policy went before the full board for information with no recommended changes. Ms. Ridgway answered any questions the trustees had regarding Policy 3080: Maintenance of Student Records.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve Policy 3080: Maintenance of Student Records."

Motion: Trustee Linda Cleatus moved to approve Policy 3080: Maintenance of Student Records as presented. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

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

Ms. Ridgway presented for action Policy 4040: School, Student, Parent, Family and Community Engagement in Education. This policy was updated to reflect changes in law from Senate Bill 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. This is the fourth time this policy has been before the Policy Committee, and several changes have been made at the past meetings which are reflected in the policy now. This policy has also been before the full board of trustees for information. Ms. Ridgway answered any questions the trustees had regarding Policy 4040: School, Student, Parent, Family and Community Engagement in Education.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve Policy 4040: School, Student, Parent, Family and Community Engagement in Education."

Motion: Trustee Jennifer Walsh moved to approve Policy 4040: School, Student, Parent, Family and Community Engagement in Education as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

10. Policy 8225: Tobacco and Marijuana Free Schools

Ms. Ridgway presented for action Policy 8225: Tobacco and Marijuana Free Schools. This policy has been revised to reflect House Bill 128 which prohibits the use of marijuana products (as well

as tobacco products) on district / school property. This policy has been before the full Board of Trustees for information with no recommended changes. Ms. Ridgway answered any questions the trustees had regarding Policy 8225: Tobacco and Marijuana Free Schools.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve Policy 8225: Tobacco and Marijuana Free Schools.”

Motion: Trustee Linda Cleatus moved to approve Policy 8225: Tobacco and Marijuana Free Schools as presented. Trustee Jennifer Walsh seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

11. Consideration For Approval of Resolutions of Intent to Increase (Decrease) Non-voted Levies

a) Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – Elementary District

Ms. Janelle Mickelson presented the action item *Consideration for Approval of Resolutions of Intent to Increase (Decrease) Non-voted Levies a) Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – Elementary District* to the Board of Trustees. Ms. Mickelson stated that legislation requires school districts to pass a resolution and notice in the paper if we have any intentions of increasing our permissive levies in transportation, adult ed, and the tuition fund. Ms. Mickelson stated that at the bottom of the resolution we stated how we are going to spend our building reserve permissive levy plus the state aid that we will be receiving.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve the *Resolution of Intent to Increase (Decrease) Non-voted Levies in the Elementary District.*”

Motion: Trustee Jeff Hindoien moved to approve the *Resolution of Intent to Increase (Decrease) Non-voted Levies in the Elementary District* as presented. 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 she is a trustee strictly for the high school district, and this action item is for the elementary district.*)

b) Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – High School District

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve *the Resolution of Intent to Increase (Decrease) Non-voted Levies in the High School District.*”

Motion: Trustee Jennifer McKee moved to approve the *Resolution of Intent to Increase (Decrease) Non-voted Levies in the High School District as presented.* Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0 motion carries unanimously.

That concluded the Items for Action and the Board of Trustees moved on to hear reports.

C. 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, “AA band was last week, with students traveling to show off their work in the year so far. In this showcase, students are not graded on their performances, but will be in the district competition coming up in April. On February 21st, we hosted our annual 8th grade tours for students coming from HMS and Montana City School. Student leaders toured the students around the school, set up booths for the incoming students to get involved, and in the afternoon, the music programs gave a performance. This is always a great opportunity to get 8th graders familiar with how the school is laid out and run while getting them excited for high school. The Student Council worked hard to put on the Winter Formal on February 23rd at the Helena High gym. As a final count, over 400 tickets were sold. Spring sports started yesterday, luckily followed by nice weather for tennis, softball, and track. The girl track team is the biggest in Helena High history, with 78 girls signing up and participating yesterday. During spring break, each team will begin competition with the hope the weather remains nice.”

Ms. Luna Hernandez, Capital High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Hernandez commented, “There were three staff members who were recognized by the Helena Education Foundation this month for receiving Spark Grants: Ted Reihl- Rocket Stoves, Jake Warner- 3-D Printer, and Kathy Kidder- Bruin Talks/MTSS Notecards for all students. The RHBI Screener was administered to all students in their 2nd period classes. Registration for the upcoming 24-25 school year is nearing the end. Counselors are meeting with 8th grade students this week. 8th graders will be visiting Capital High tomorrow and they will attend a series of presentations as well as an activity fair. We hosted the annual 8th grade parent night last week- both in person and via Teams. Last week, Capital High hosted *Career and Technical Education Industry Night* in conjunction with current freshman registration week. We started with a general session focusing on course pathways, internships, job shadows, and the pre-apprenticeship programs found at Capital High. The general session was then followed by breakout sessions hosted by some CTE

teacher advisory board members, including: Boeing, Todd Reser from Great Falls College, Mike Houghton from Dick Anderson, Chris McGowan from Montana Electrical JATC, Conor Prendergast from Freedom Fabrication, Brad Koon from Triple Tree Engineering, and Mike Ditch from Rapid Fire Protection, Fire Suppression. Current freshman student, Zeke Copeland, is in Seattle awaiting a heart transplant. Between money raised by staff and students in the building, as well as money donated during basketball games one day, over \$6,000 was raised! In order to get more teachers observing one another, the MTSS staff group organized a March Madness tournament where individual departments collect points when they invite others to join or when they observe other classrooms. The winning curricular department gets lunch!”

2. Helena Education Association Report

Ms. Jane Shawn gave the Helena Education Association Report. Ms. Shawn commented, “We had our general membership meeting today of the Helena Education Association, and we held elections. I was reelected as president for a two-year term, Maria Foot was reelected as first vice president for a two-year term, Claire Pichette was reelected to Helena High School Board of Directors for a two-year term, Jesse Franzen, at Helena Middle School for a two-year term and Cathy Malach is our para educator at large and she was also reelected for a two-year term. We will have an election at Capital High School and for our two elementary at large positions as those were contested elections. You’ve heard a lot about the contract, and you’ve heard a lot about the consensus bargaining process, and if anybody ever says to you, would you like to participate in a consensus model to solve any problem, just say yes. It was just absolutely amazing. What we couldn’t do in over a year, literally, we did in five days, but the really cool part was the compensation piece took like an hour. It was just amazing. I do want to thank all of the members of the bargaining team: Anna Alger, Cal Boyle, Adam Clinch, Joslyn Davidson, Joanne Didriksen, Siobhan Hathhorn, Sol Jones, Kathy Kidder, Lizzie McClure, Josh McKay, Erika McMillin, Janelle Mickelson, Keri Mizell, Gary Myers, Larry Nielsen, Paul Phillips, Wynn Randall, Kay Satre, Emma Schmidt, Jonna Schwartz, Jane Shawn, Jake Warner, and Rex Weltz. Also, our facilitators, Diane Groves and Rob Watson were just amazing. And of course, you can’t do anything for five days and get off campus locations and food without Candice Delvaux preparing, she was just amazing, and worked with Sodexo and that was all really nice. So, the contract did pass, HEA ratified it today. We had 414 members vote, which is 79% of our membership. We had 386 people vote for the contract, so 93% of our membership voted for the contract. We had 28 members (7%) vote against.”

3. Facilities and Maintenance Committee Report

Trustee Kay Satre gave the Facilities and Maintenance Committee Report. Trustee Satre commented, “We have covered quite a bit of what we talked about at our facilities meeting. We heard a lot about the proposals for the reroofing projects and we have just gone through those now. We also spoke about the RFPs for the May Butler building. There were two responses to those RFPs and the recommendation was to not move forward with any of those, partly because there is more work in thinking about how those buildings might more directly serve the needs of the district and some of those needs are just kind of emerging at this point. Then we heard about the ongoing and demanding work that Mr. Verrill and his crew continue to do all the time and some of those things include doing air filter work, circulation pump

maintenance work, and custodial projects like having to set up for high school basketball games, Destination Imagination, and wrestling tournaments. Evidently there was a giant unexpected number of people who came to Jim Darcy for the wrestling tournament, but they managed. Then they've been doing ongoing safety and security work as always. We have these AED devices that have been installed in our buildings and there's training around those. There are red phones that have been installed, and there's some interesting work with DEQ about installing outdoor air monitors. DEQ is interested in having them at high schools around the state. There has been active shooter training and valley schools well water sampling. All the water that was tested last month in the valley looks to be safe. And then there's just the ongoing challenges of staffing. One new employee was hired but three employees were lost. It continues to remind us that all our employee groups need their compensation to be addressed. So, we're back to currently six vacancies, which places a considerable burden on those who are still working and the experience in our buildings.”

4. Budget and Finance Committee Report

Trustee Janet Armstrong was not in attendance, therefore, there was no Budget and Finance Committee Report this evening.

5. Policy Committee Report

Chief of Staff Barb Ridgway gave the Policy Committee Report. The Policy Committee reviewed all the policies that were presented to the full board this evening. Ms. Ridgway commented, “We have really been driven to get through the changes that were directed by the legislative session and now we are looking at policies that haven't been reviewed in over ten years and there likely won't be changes. I think we looked at ten, but we will note on the policies going forward, when they're adopted, when they're revised and when they're reviewed. So, if you have a policy from 2013 and there have been no revisions, at least you know it's been reviewed.”

6. Teaching & Learning Committee Report

Vice Chair Jennifer McKee gave the Teaching & Learning Committee Report. Vice Chair McKee commented, “At the meeting we talked about the Eureka2 Match Curriculum. Eureka2 is an extremely high-quality curriculum, and we will be very happy with it. Ms. Davidson mentioned that when the curriculum group was starting to look at a new curriculum to replace Math Expressions, which is the current Math Curriculum, one of the things that caught their eye was there was a couple of classrooms in the title school and a high poverty school that was performing better than the other grade levels. And when she talked to those teachers, they were using the free version of Eureka2, so we'd already had some real-life experience of this curriculum working and working in environments where not every kid was mastering number sense at four in the schools where this curriculum was already succeeding for Helena students. The other thing that we talked about was our winter assessments. I'm not going to go through all the details, but they were strong. These were our iReady scores that came out. iReady looks at a lot of educational benchmarks, so when you see somebody in the in the yellow zone that doesn't mean that they're not doing grade level work it just means that they haven't hit every single benchmark that the test is looking at. It can be kind of confusing for a person to just look at these bar graphs and you see green, yellow, red, and think they're not doing as well as

they should, but you should know it is looking at what they should know on the last day of school in the middle of the school year. It's also looking at this really deep pool of educational benchmarks, and it's really meant for us to see if we are hitting our goals along the way, is our instruction working, and where is it falling down; and you can drill it down by student. You often hear about third grade reading as being kind of like a pivot point, and we have a goal of 85% of all our third graders will be at grade level by the end of the year. This year, when you look at where we were last year in winter, 54% of our kids were at grade level. This year 63% are at grade level in 3rd grade for reading already and this test was done in January. So, we're doing really, really well. There was a conversation about some of the areas of concern and I love the growth mindset and I totally applaud their desire to just keep pushing. We did touch a little bit on MAST, which is supposed to be a through level test that will replace SBAC. Those are tests that are designed and approved at the state level. One of the flaws with MAST is that it's being built by a company that's never done this before, and so Montana is its test case and it's just not really there yet. It doesn't measure growth right now, so it makes it hard to see if it is working or not working because you're not measuring how the kids are growing. There's a lot of balls up in the air but Superintendent Wertz and his team are keeping track of the concerns.”

7. Health Benefits Committee Report

Trustee Kay Satre stated there was not a Health Benefits Committee meeting but shared that the work is ongoing. There is still work surrounding HB332 and whether that is going to be a good fit for our district, and we are still waiting for more information from our consultant Alliant about how we might restructure our plan. We are looking at how to keep our plan more flexible, keep it high quality, and make it more affordable, so we are just waiting for that data so we can get together to discuss that. Trustee Satre is hoping that the meeting will take place next month.

8. Wellness Committee Report

Board Chair Siobhan Hathhorn gave the Wellness Committee Report. Chair Hathhorn commented, “The Wellness Committee had a very robust conversation just a few hours ago. As Superintendent Wertz already mentioned, the Future Chefs competition happened over the weekend, and I would just like to add that it was a big trophy, in fact, it was 47 inches tall. There were 80 applicants and 12 were selected for participation, and then there was one winner. Thanks so much to Robert for getting the kids excited about food. We discussed the summer feeding program. Rossiter now meets the qualifications as a site for the No Kid Goes Hungry Program and so it will be the hub, especially for the valley, for free meals for kids. I learned about non congregate food, which means that before COVID, the kids had to eat their food and the only thing they were allowed to take with them was like an apple or a drink that had been started and now a parent can come and pick up food for all their kids for one whole week. I think it is more productive in getting kids fed, so that was really nice to hear. Bryant has been doing targeted nutritional events that come from their title funds, and on March 22nd they did a cultural event which included an indigenous kitchen where they made Native American food. I was really happy to hear that because I just got done talking with Joslyn Davidson, from curriculum, that there's some frustration statewide, that there's not enough Indian Education and that came up several times in our conversation just around nutrition, so I'm really proud of our district for making that a priority. We had a long discussion about some of the programs that

have become problematic for CEP schools. CEP schools are schools that have a high enough level of poverty that they don't have to fill out their free and reduced forms. So, there's sometimes the conundrum with how to collect that information when parents, of course, are a lot less motivated to fill the forms out because they get meals at the qualifying schools anyway. I did learn that if you do fill out your paperwork, there's more benefits beyond the school food, so hopefully they're going to get that word out and get more families motivated to fill out that paperwork. PAL also did a Native American event this week, they made bison tacos, which were enjoyed by all. Last week was free breakfast across the district and some of the older kids are less captivated by that but Matt said it was really successful and he feels like it will bring more of those students in for a healthy start. There's Harvest of the Month lessons going on at Rossiter and they are preparing beef and bison from a Montana ranch. Student representatives Hernandez and Bishop surveyed the students at their schools to see what kind of food that they would like in the vending machines. Now we're hoping to take that list and share it out with clubs and administration to try to get the healthy food list into the vending machines. Some of our vending machines are owned by the school and they're of course much easier to monitor, and then we have our vendor owned machines which the group is going to try to really promote those healthy snacks in those as well. There is a recognition program that schools can apply for to qualify and be recognized for the American Healthiest School Program and some of our schools are interested in applying for that program and getting that recognition.”

9. Montana School Boards Association Report

Board Chair Siobhan Hathhorn stated that she did not have a report to give for the Montana School Boards Association Report as they have not met.

10. Parent Council Visit Reports

There were no Parent Council Visit Reports this evening.

That concluded the Reports portion of the agenda. The Board of Trustees moved on to review upcoming meetings.

VII. UPCOMING MEETINGS

Board Chair Siobhan Hathhorn reviewed upcoming meetings with the Board of Trustees.

- Tuesday, March 19th, Board Work Session, 3:30 p.m., Warren Elementary
- Tuesday, April 2nd, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, April 2nd, Full Board Meeting, 5:30 p.m., Lincoln Center
- Wednesday, April 3rd, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, April 8th, Facilities & Maintenance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, April 9th, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center

- Tuesday, April 23rd, Board Work Session, 3:30 p.m., Hawthorne Elementary

Board Chair Hathhorn noted that the Executive Committee meetings will no longer be held, as it is not a requirement, and the meetings were always extremely short, and it didn't seem like a good use of time.

VIII. BOARD COMMENTS

There were no further board comments.

IX. ADJOURNMENT

Board Chair Siobhan Hathhorn adjourned the meeting at 8:20 p.m.

Candice Delvaux, Recording Secretary

Date

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Items VI.C.1

Recognitions

Superintendent's Report

General Public Comment

Items For Information

Consent Action Items

Items For Action

Item Title: Item For Action
1. Policy 3141 Nonresident Student Enrollment

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

Policy Background
Board of Trustees Meeting
April 9, 2024

The following policies are being presented for Information:

1070 (1420) School Board Meeting Procedure

This policy revision is required only for first- and second-class districts. Under MCA § 2-3-214, the Board must make a video and audio recording for a public meeting over which the Board “has supervision, control, jurisdiction, or advisory power” at a public meeting that is publicly noticed as required by law. This recording must be provided through a link on the district website or social media page (if there is no district website) within 5 business days of the board meeting and must be maintained online for 1 year. It is not the official record of the meeting unless designated by the Board as the official record (which is not recommended).

If there was a technological issue that prevented the recording of the meeting or ability to provide a link, there has to be a notice of this failure placed in the same place that public notices for meetings are located as well as where the meeting recording links are located with the reasons for the failure and efforts to avoid the failure in the future.

Recordings will be retained for one year.

1240 Duties of Individual Trustees

This policy revision is required only for first-class districts. This policy is being revised to reflect that trustees in a first class district only may share the responsibility for visiting each school within a district. Second- and third-class districts do not need to adopt this policy revision.

2165 Early Literacy Targeted Intervention - New

Under HB 352 (now MCA § 20-7-1801 – 20-7-1804), a district can but is not required to offer an early literacy intervention program. There are three types of programs that can be offered – a district can offer any or all of the three options if it chooses to offer early literacy programs. These are: classroom-based programs for four-year-olds that can either be part-time or full-time (if full-time, students have to be permitted to enroll part-time); a home-based program approved by the Board of Public Ed; or a jumpstart program over the summer for incoming kindergarteners through incoming 3rd graders. Only “eligible” children can participate in these programs if offered – eligible children are those evaluated to be “below trajectory for 3rd-grade reading proficiency for the child’s age or grade level.” The evaluation can only be done at the request of the parent/guardian. The evaluations are to be administered in April, May, or June to any child (at the request and consent of the parent/guardian) who will be 4 years old or older on or before the following September 10th and who has not yet entered 3rd grade.

8110 Bus Routes and Schedules- New

This policy is updated to reflect the language regarding safety distances for oncoming motorists and the need for the board to approve stops where students will cross a roadway. Updates were also made to the legal references.

The following policies are being presented for Action:

3141 Nonresident Student Enrollment - Revised

Board Policy 3141 (3025) has been revised to address the updates to the out-of-district laws.

Within 10 days of receiving an application from a nonresident student, the district must notify the parent or guardian and the district of residence of the “anticipated date for approval or disapproval of the agreement” (in other words, the date of the Board Meeting at which the application will be decided).

Because the ability to deny applications is very limited, it is important that districts request the records of students seeking to enroll and review them prior to making a recommendation for admission. Under the new law, the Board can deny approval because it has been determined that the impact of approval of an application would risk jeopardizing the educational quality within the district, because the out-of-district student has been truant as defined by MCA § 20-5-106 in the last school district, was expelled by a district at any time, or was non-IDEA eligible student suspended within the 3 school years prior to the year in which attendance was sought. The suspension exception does not apply to an IDEA-eligible student; it can apply to any regular education student or a student who has a 504 plan. With respect to truancy, MCA § 20-5-106 does not require a judicial finding of “truancy.” Rather, it is “persistent nonattendance *without excuse*, as defined by district policy, for all or any part of a school day equivalent to the length of one class period” for 9 or more days or 54 or more parts of a day in one school year. MCA § 20-5-106.

In order to make a recommendation for the approval or denial of a request, it will be necessary to review student records to determine truancy and/or whether there has been a suspension or expulsion (as well as whether the student is an IDEA-eligible student). In no event can a district reject a student on the basis of disability. In other words, unless the student is a 504-eligible student who has been suspended in the previous three school years, the district cannot deny a student for behavioral or disciplinary reasons. Extreme caution should also be exercised if the student is a student with a disability who may have a number of unexcused absences.

3025 Discretionary Nonresident Student Attendance – Repeal & Replace – Existing Policy

7008 Tuition Policy - Revised

The tuition policy has been revised to reflect the updates to the law and inability starting July 1, 2024, to charge tuition to parents/guardians.

7015 Tuition Policy – Repeal & Replace – Existing Policy

2
3 **STUDENTS**

4
5 Nonresident Student Enrollment

6
7 For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student’s district
8 of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

9
10 Mandatory Nonresident Enrollment for Extenuating Circumstances

11
12 The District shall enroll a student who resides outside of the District whenever the extenuating
13 circumstances listed in Section 20-5-321, MCA, exist.

14
15 Nonresident Enrollment with No Extenuating Circumstances

16
17 Beginning with enrollment for the 2024-2025 school year, whenever the extenuating
18 circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a
19 student who resides outside the District is not required, the District may enroll the nonresident
20 student at the request of the student’s parent or guardian as specified in this policy.

21
22 The District shall serve children who are residents of the district and nonresident children
23 seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents
24 students seeking to apply when extenuating circumstances do not exist.

25
26 Applications for enrollment of out-of-district students must be submitted to the District for
27 consideration for enrollment for the fall semester in the subsequent school year by June 15; an
28 out-of-district student enrolled before the fall semester shall be considered to be enrolled for the
29 entirety of the school year. Applications for enrollment of out-of-district students must be
30 submitted to the District for consideration for enrollment for the spring semester in the
31 subsequent school year by November 15. All applications shall be submitted using the form
32 found at Policy 3141F as developed by the Superintendent of Public Instruction. For planning
33 purposes, late applications will be accepted only at the Superintendent or designee’s discretion
34 and shall only be considered in extreme and extenuating circumstances.

35
36 Nonresident students must reapply for admission each school year. Admission in one school
37 year does not infer or guarantee admission in subsequent years. Nonresident students who were
38 accepted prior to the 2024-2025 school year will be grandfathered but must complete Form
39 3141F annually and must remain in good standing.

40
41 Each application shall be assigned a unique number distinct from a student identification number
42 that does not disclose a student’s personally identifiable information consistent with Policy 3600.
43 Within 10 days of the initial application for an agreement, the District shall notify the parent or
44 guardian of the child and district of residence involved in the out-of-district attendance
45 agreement of the anticipated date for approval or disapproval of the agreement.

47 The Board of Trustees authorizes the Superintendent to review the applications for nonresident
48 enrollment consistent with this policy and Section 20-5-320, MCA. Not more than 30 days
49 following the application deadline, the Superintendent shall submit a list of students to the Board
50 of Trustees who applied for enrollment along with recommendations for or against approval for
51 each applicant. The Board of Trustees shall make the decision to approve or deny requests for
52 nonresident enrollment during a meeting of the Board. If individual application review is
53 needed, that review shall be considered during a closed session consistent with Policy 1400 and
54 after giving prior required notice to the parents/guardians of the anticipated review. Any motion
55 on an application shall be made in open session referring to the distinct application number.
56

57 In reviewing and determining whether to approve an application for attendance by a nonresident
58 child, the Superintendent or designee shall recommend for approval and Board of Trustees shall
59 approve the application unless approval of the application will negatively impact the quality of
60 education for resident pupils by grade level, by school, or in the District in the aggregate in one
61 or more of the following ways:
62

- 63 1. The approval would result in exceeding limits of:
 - 64 a. building construction standards pursuant to Title 50, chapter 60, MCA;
 - 65 b. capacity and ingress and egress elements, either by individual room or by school
66 building, of any fire code authorized by Title 50, chapter 3; or
 - 67 c. evacuation elements of the district's adopted school safety plan.
68

69 The Board authorizes the Superintendent to coordinate with the local fire marshal, law
70 enforcement, health department, and first responders when developing standards under
71 this Subsection 1. Findings shall be adopted by the Board in the District's Strategic Goals
72 Plan and/or the District's Long Range Facility Plan.
73

- 74 2. The approval would impede meeting goals, standards, or objectives of quality education
75 adopted by the Board in the District's Strategic Goals Plan or plan for continuous
76 improvement.
77
- 78 3. The approval would risk jeopardizing the educational quality adopted by the Board in the
79 District's Strategic Goals Plan or plan for continuous improvement because the
80 nonresident child who is applying was:
 - 81 a) truant as defined in Section 20-5-106, MCA, in the last school district attended;
 - 82 b) expelled by another school district at any time; or
 - 83 c) suspended in another school district in any of the 3 school fiscal years preceding
84 the school fiscal year for which attendance is requested. This Subsection C does
85 not apply to a student who is eligible for special education or related services.
86

87 Review and consideration of applications and the records of applicants as well as decisions
88 regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In
89 the event the District receives more applications than the District can accommodate, the District
90 shall prioritize applications on the basis of the quality of education for students who are residents
91 of the district of attendance as defined by the District's Strategic Goals Plan. This priority may
92 include applications from students whose parents are at least .75 FTE employees of the District

93 and employees of the District’s contracted transportation provider who are scheduled at least 20
94 hours per week, as well as students with siblings who are currently enrolled in the District as
95 nonresident students. This priority is specifically established and shall be implemented on a
96 rational basis to provide a quality education to students enrolled in the District. The District may
97 also prioritize applications based on the anticipated obligations of resident taxpayers.
98

99 Within 10 days of approval or disapproval of an application for non-resident enrollment, the
100 District shall provide copies of the approved or disapproved attendance agreement to the parent
101 or guardian and to the district of residence. In the case of a disapproval, the District shall provide
102 the specific allowable reason for the disapproval consistent with this policy and supporting
103 documentation.
104

105 For an approved application and out-of-district attendance agreement the District shall provide a
106 copy of the completed agreement to the county superintendent of schools of the county of
107 residence, county superintendent of schools of the county of attendance, and the Superintendent
108 of Public Instruction. Whenever a student enrolls in and attends a school outside of the student’s
109 district of residence under the provisions of this policy, by July 15 following the year of
110 attendance, the district of attendance shall notify the district of residence of any financial
111 obligation under Section 20-5-323, MCA.
112

113 If an out-of-district attendance agreement is disapproved or no action is taken, the parent or
114 guardian may appeal the disapproval or lack of action in accordance with Montana law.
115 Unless otherwise agreed by the district of residence and the district of attendance, the family of a
116 nonresident child whose application for attendance has been approved is responsible for
117 transportation of the child and the child is not an eligible transportee as defined in Section 20-10-
118 101, MCA. The district of attendance may discretionarily provide transportation pursuant to
119 Section 20-10-122, MCA.
120

121	Reference:	1065	Board Meetings
122		2040	Special Education
123		3010	Entrance, Placement, and Transfer
124		3020	Education of Homeless Children
125		3022	Children of Military Families
126		3023	Education of Children in Foster Care
127		3210	Equal Education, Nondiscrimination and Sex Equity
128		3600	Student Records

129			
130			
131	Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
132		§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining
133			state or province
134		§ 20-5-320, MCA	Out-of-district attendance by parent or guardian
135			request with no extenuating circumstances.
136		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and
137			transportation
138		§ 20-5-322, MCA	Residency determination – notification – appeal for

139		attendance agreement
140	§20-5-324, MCA	Tuition payment provisions – state obligations –
141		district obligations – financing -- reporting
142	§ 20-5-323, MCA	Tuition and transportation rates
143	§20-9-707, MCA	Agreement with Montana youth challenge program
144		or accredited Montana job corps program
145	10.10.301B, ARM	Out-of-District Attendance Agreements
146	10.55.712, ARM	Class Size Elementary
147	10.55.713, ARM	Teacher Load and Class Size – High School
148		
149		

150 Policy History:

151 Adopted on:
 152 Revised on:
 153 Reviewed on:

154
 155

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Items 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 3025 Discretionary Nonresident Student Attendance-Repeal & Replace-Existing Policy

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

2
3 **STUDENTS**

4
5 Discretionary Nonresident Student Attendance

6
7 The Board, recognizing that its resident students need an orderly educational process and
8 environment, free from disruption and overcrowding, hereby establishes criteria for the
9 discretionary admission of nonresident students. The District will screen all nonresident students
10 and consider only those who meet the criteria set forth in this policy. The Superintendent will
11 recommend to the Board any nonresident student admission in accordance with this policy.
12 Foreign exchange students shall be admitted pursuant to the terms of this policy and according to
13 current federal law regulating foreign exchange programs.

14
15 The District will consider the following criteria for discretionary admission of nonresident
16 students: the student’s academic record, disciplinary record, including truancy records, and the
17 current student enrollment in the class in which the student would be admitted.

18
19 The Superintendent or designee will not admit any student prior to viewing that student’s records
20 from the student’s previous school districts. The Superintendent or designee will evaluate the
21 student based on the above listed criteria and determine whether or not to recommend the
22 admission of the student. The Superintendent or designee will not admit any nonresident student
23 who is serving a suspension or expulsion in another school district or who has been
24 recommended for suspension or expulsion.

25
26 All resident students who become nonresident students due to a move by the students’ parents
27 from the District may continue attendance for the semester, barring registration in another school
28 district. At the completion of the semester, the student must apply for admission as a nonresident
29 student if the student wishes to remain in the District.

30
31 The Board reserves the right to charge tuition for nonresident students. The Board may, in its
32 discretion, charge or waive tuition for all students whose tuition is required to be paid by one
33 type of entity. Unless otherwise provided by law, nonresident students are not eligible
34 transportees for school transportation services.

35
36 Legal References: § 20-5-320, MCA Attendance with discretionary approval
37 § 20-5-323, MCA Tuition and transportation rates
38 § 10.10.301B, ARM Out of District Attendance Agreements

39
40 Cross References:

41
42 Policy History:
43 Adopted on: 2.12.2013
44 Revised on:
45 Reviewed on:
46 Repealed & Replaced on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Items 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 7008 Tuition Policy

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

1 **Helena Public Schools**

2
3 **OPERATIONAL SERVICES**

7008

4
5 Tuition

6
7 Whenever an out-of-district student is enrolled in the District, an attendance agreement must be
8 approved by the Board. The District shall notify the district of residence of each out-of-district
9 student attendance agreement approved by the Board of their tuition obligations by July 15
10 following the year of attendance.

11
12 Tuition rates shall be determined by Montana law.

13
14 For any resident student of the District enrolled in another school district as an out-of-district
15 student, the District shall finance such tuition from the tuition fund, general fund, or any other
16 legally allowable fund in the discretion of the trustees.

17
18 Cross Reference: 3141 Out-of-District Student Enrollment

19	Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
20		§ 20-5-320, MCA	Out-of-district attendance by parent or guardian request with no extenuating circumstances
21		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
22		§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
23		§ 20-5-323, MCA	Tuition and transportation rates
24		§ 20-5-324, MCA	Tuition payment provisions -- state obligations -- district obligations -- financing -- reporting
25		10.10.301, ARM	Calculating Tuition Rates
26		10.10.301B, ARM	Out-of-District Attendance Agreements
27			
28			
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35			
36			
37			

38 Policy History:

39 Adopted on:

40 Revised on:

41 Reviewed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 04/9/2024

Items 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 7015 Tuition Policy-Repeal & Replace-Existing Policy

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

2
3 **OPERATIONAL SERVICES**

4
5 **Tuition Policy**

6
7 ~~It is recognized that residents of the Helena School District No.1 pay property taxes in support of~~
8 ~~the education of the students attending the schools. In order to establish financing of the non-~~
9 ~~resident student's education, the Helena School District shall charge tuition in accordance with~~
10 ~~the tuition provisions of Sections: 20-5-320, 20-5-321, 20-5-323, 20-5-324, M.C.A.~~

11
12 ~~A non-resident student is a student residing outside of the applicable Helena School District. A~~
13 ~~nonresident elementary student resides outside of the Elementary District. A non-resident high~~
14 ~~school student resides outside of the High School District. For the purposes of this policy, a~~
15 ~~student's residence shall be determined in accordance with Section 1-1-215, M.C.A. However,~~
16 ~~notwithstanding Section 1-1-215, M.C.A. the district shall consider students to be resident~~
17 ~~students of the district in the following circumstances;~~

18
19 ~~1. A student is a resident of the District if either parent or legal guardian is a resident of the~~
20 ~~Helena School District.~~

21
22 ~~2. When a student's family moves its residence from the District during the second semester of~~
23 ~~the school term, the student shall be considered a resident for the remainder of such school term.~~

24
25 ~~When a non-resident student wishes to attend school in the District, a written tuition agreement~~
26 ~~must be executed by the parent/guardian and the Helena School District before the student is~~
27 ~~enrolled. Tuition paid by the parent/guardian must be paid to the Helena School District prior to~~
28 ~~enrollment. Tuition paid through a mandatory agreement with another school district shall be~~
29 ~~budgeted and paid according to the provisions of state law 20-9-324, M.C.A.~~

30
31 ~~The tuition rate established between the Helena School District and individual parents/guardians~~
32 ~~must be reduced by the amount that the parent or guardian of the child paid in district property~~
33 ~~taxes during the immediately preceding school fiscal year for the benefit and support of the~~
34 ~~district in which the child will attend school.~~

35
36 ~~The Board of Trustees shall annually determine a tuition rate and establish the provisions and~~
37 ~~terms of any inter-local agreement. Any student who is admitted to Helena School District No. 1~~
38 ~~under the provisions of this policy shall attend the school assigned by the District.~~

39
40 ~~Legal Reference: 20-5-320, M.C.A.~~
41 ~~20-5-321, M.C.A.~~
42 ~~20-5-323, M.C.A.~~
43 ~~20-5-324, M.C.A.~~
44 ~~1-1-215, M.C.A.~~

45
46 **Policy History:**

- 47 ~~Adopted On:~~
- 48 ~~Revised On: 7.10.2001, 9.10.2002~~
- 49 Repealed & Replaced On: