



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, May 14th, 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. MPTF and NEA Awards for Teaching Excellence

Congratulations to Capital High Educator Adam Clinch who is the recipient of the Montana Professional Teaching Foundation (MPTF) Award for Teaching Excellence and has been nominated to the NEA Foundation for the Awards for Teaching Excellence.

B. Great Northern Cheer & Dance Competition-Capital High School

Congratulations to the Capital High Cadettes for winning 1st Place in the AA Jazz Division for Dance in the Great Northern Cheer & Dance Competition. Special thanks to Head Coach Ms. Ruddell for all that she does to support students.

C. Great Northern Cheer & Dance Competition-Helena High School

Congratulations to the Helena High Cheer Team for winning 1st Place in the AA Division in the Great Northern Cheer & Dance Competition. Special thanks to Head Coach Ms. Navarrete, and Assistant Coaches Ms. Benton and Ms. Corso for all that they do for students.

D. **Montana “Outstanding Earth Science Teacher” Award**

Congratulations to Capital High School Educator Tom Caffrey who is the recipient of the Montana “Outstanding Earth Science Teacher” Award from the National Association of Geoscience Teachers.

E. **State Envirothon Competition-Capital High School**

Congratulations to the Capital High Envirothon Team for winning 1st Place in Forestry and Range at the State Envirothon Competition. The team consists of Paige Frumkes, Madelyn Holston, Lilly Rippingale, Sage Molar, and Spencer Frandsen. Special thanks to Coach Bosch and Coach Placko for all that they do to support these students.

F. **Science Olympiad State Tournament- C.R. Anderson Middle School**

Congratulations to the following C.R. Anderson Middle School students who were First Place winners in the Science Olympiad State Tournament in the category of Agricultural Science - Braeden Burke & Judah Braese and the category of Wheeled Vehicle - Emily Townsend & Chris Lay. Special thanks to Coach Lane and Coach Hagenruber for all that they do to support students.

G. **Science Olympiad State Tournament-Capital High School**

Congratulations to the Capital High School JV Science Olympiad Team for winning 1st Place Overall in the JV Division at the Science Olympiad State Tournament!! Special thanks to Coach Humbert and Coach Urban for all that they do to support students.

H. **Science Olympiad State Tournament- Helena High School**

Congratulations to the following Helena High School students who were First Place winners in the Science Olympiad State Tournament in the category of Wind Powers-Owen McDaniel and Jonathan Abel. Special thanks to Coach Hollow and Coach Driggers for all that they do to support students.

I. **HOSA State Competition-Capital High School**

Congratulations to the following Capital High Students who were 1st Place winners at the HOSA State Competition. Tanner Davis-1st Place in Pathophysiology; Lyric Lanes-1st Place in Biotechnology; Paedyn McArthur, Abby Charlton, Adam Grasmick, and Riparian Moler-1st Place in Public Health, and Charlie Snellman, 1st Place in ATC Biology Test and ATC General Chemistry Test. Special thanks to Capital High School HOSA Advisors Mr. Duncan and Ms. Kurokawa for everything they do to support students.

J. **State SkillsUSA Competition-Capital High School**

Congratulations to Capital High student Allen Christopher who was a 1st Place winner in CNC Machining at the State SkillsUSA Competition. Special thanks to his advisor Mr. Croft for all that he does to support students.

K. **Lifetime Achievement Award from the Montana Council for Exceptional Children**

Congratulations to Capital High School Para Educator Nancy Johnson who has received the Lifetime Achievement Award from the Montana Council for Exceptional Children (MCEC).

IV. **SUPERINTENDENT'S REPORT**

V. **GENERAL PUBLIC COMMENT**

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

VI. **NEW BUSINESS**

A. **Consent Action Items**

1. Warrants
2. Approval of FY 2023-24 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
4. Acknowledge Out-Of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)
5. 4.9.24 Full Board Meeting Minutes
6. Resolution to Dispose of Facilities Vehicles

B. **Items For Information**

1. Building Bridges: A Blueprint for Student Recruitment & Retention
2. Policy 3410: Student Health/Physical Screenings/Examinations

C. Items For Action

1. Personnel Actions
2. Approval of Resolution Requesting County to Conduct 2025 Elections
3. Policy 1070 (1420): School Board Meeting Procedure
4. Policy 1240: Duties of Individual Trustees
5. Policy 2165: Early Literacy Targeted Intervention Programs
6. Policy 8110: Bus Routes and Schedules
7. Policy 3035: Student Appearance-Repeal
8. Policy 3065: Participation in Inter-Scholastic Athletics-Repeal
9. Policy 3066: Obligation of Students Participating in School Sponsored Activities-Repeal

D. Reports

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

VII. UPCOMING MEETINGS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item III.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: Recognitions

- A. MPTF and NEA Awards for Teaching Excellence
- B. Great Northern Cheer & Dance Competition-Capital High School
- C. Great Northern Cheer & Dance Competition-Helena High School
- D. Montana "Outstanding Earth Science Teacher" Award
- E. State Envirothon Competition-Capital High School
- F. Science Olympiad State Tournament- C.R. Anderson Middle School
- G. Science Olympiad State Tournament-Capital High School
- H. Science Olympiad State Tournament- Helena High School
- I. HOSA State Competition-Capital High School
- J. State SkillsUSA Competition-Capital High School
- K. Lifetime Achievement Award from the Montana Council for Exceptional Children

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item IV.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

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. Wertz, Superintendent
RE: Superintendent Report
DATE: May 14th, 2024

- Recognition
 - Vigilante Parade
 - School Principal's Day, May 1, 2024
 - Teacher Appreciation Week, May 6-10, 2024
 - School Lunch Hero Day, May 3, 2024
 - School Nurse Day, May 8, 2024
 - School Communicators Day, May 10, 2024
 - Congratulations to our Capital High and Helena High students who were inducted into the National Honor Society.
 - Thank you to Lisa Cordingley and the Helena Education Foundation for distributing grants across the district to educators as well as hosting the Pen & Ink Launch Party.
 - HEF - Celebration of Excellence.
 - Thank you to Capital High Educator Kim Cook, who created a new Montana Cares App video to help create awareness of the resources available for students in this app.
 - Thank you to Janet Riis, Executive Director of the Angel Fund, for hosting various Stuff the Bus events. These events raise money to help schools purchase school supplies through Angel Fund's Stuff the Bus campaign for local Helena-area students.
 - Congratulations to our five Helena Public Schools educators who recently completed their coursework as members of the School Administrators of Montana (SAM) 2023-24 Aspiring Principal Cohort.
 - Roxanne Shockley, Helena Middle School
 - Ryan Schulte, Helena High School
 - Kayla Ryan, Byrant & Central Elementary Schools
 - Kelly Connolly, Smith Elementary School
 - Brittney Booton, Broadwater Elementary School

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- New Business
 - Safety and Security/Technology Update
 - Next Steps
 - Special Board Meeting
 - Secure Environment Consultants (SEC)-Jason Russell
 - Market Analysis
 - Charter School and KinderSprouts Update
 - Hiring Update
 - HHS Principal
 - Special Education/Student Services Director
 - City of Helena and Lewis and Clark County Housing Development Update
 - May Butler Update

- Outreach/Meetings
 - Cabinet & Leadership
 - MTSBA Think Tank
 - Chamber of Commerce
 - Hometown Helena Kiwanis
 - Parent Advisory Committee – Rescheduled
 - Teacher Advisory Committee – Rescheduled
 - Senator Daines Team Meeting – School Supports
 - MASS/OPI State Superintendent Candidate Forum
 - School Administrators of Montana Webinar
 - Board of Health Finance Meeting
 - Board of Health Meeting
 - 4-Rivers Regional Superintendents Meeting
 - Levy Educational Meetings Across The City
 - Board Leadership
 - AA Superintendents
 - City of Helena
 - HEA/HSD Meeting
 - HEF Board Meeting
 - HEF Executive Committee
 - TV, Print, Radio Media

- Other
 - No School May 27th Memorial Day

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item V.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: General Public Comment

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item VI.A.1. - A.6

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

Item Title: Consent Action Items

1. Warrants
2. Approval of FY 2023-24 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
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5. 4.9.24 Full Board Meeting Minutes
6. Resolution to Dispose of Facilities Vehicles

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

Helena School District #1

Warrants April 1 to 30, 2024

Direct Deposits: \$3,462,500.75

Payroll Warrants: 70131780-70131799

Payroll Deduction: 69299227-69299252

Non-Check Payroll Deductions: 5,470,357.32

Non-Check Accts Payable Deductions: \$496,001.88 **Allegiance Payment Not Included

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

Claim Warrants: 69298904-69299377

CRA Middle School Student Activity Checks: 17393-17403

HMS Middle School Student Activity Checks: 8762-8772

Capital High Student Activity Checks: 24598-24639

Helena High Student Activity Checks: 36607-36634

Cancelled Warrants: \$7,723.39

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 **FY 2023-24** OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Fiscal Year 2023-24

Grade	District of Residence	Address	School of Attendance
9	East Helena K-12	East Helena, MT 59635	Helena High School
10	East Helena K-12	East Helena, MT 59635	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena High School
10	Jefferson High School	Montana City, MT 59634	Helena High School
10	Jefferson High School	Clancy, MT 59634	Helena 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	Helena High School
11	Jefferson High School	Montana City, 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	Jefferson High School	Clancy, MT 59634	Helena High School
12	Jefferson High School	Clancy, MT 59634	Project for Alternative Learning
12	Jefferson High School	Clancy, MT 59634	Helena High School

**APPROVAL OF FY 2023-24 OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)**

Running Total of FY 2023-24 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	5	41		3	2															51
10	8	18	3	3						1		1		1						35
11	5	24	1	1							1								1	33
12	11	22		3		1														37
	40	107	4	10	2	2	2	1	1	1	1	1	1	2	1	1	1	1	1	179

APPROVAL OF **FY 2024-25** OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Running Total of FY2024-25 Out-of-District Attendance Agreements

Address

Grade	East		Montana	Jefferson	Total
	Helena	Clancy	City	City	
K					0
1					0
2					0
3					0
4					0
5					0
6	1				1
7					0
8					0
9	1	19	5		25
10	1				1
11		1			1
12	1	4			5
	4	24	5	0	33

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

Discretionary:

<u>Grade</u>	<u>Address</u>	<u>District of Attendance</u>
9	Helena, MT 59601	Jefferson High School
9	Helena, MT 59602	Jefferson High School
9	Helena, MT 59602	Jefferson High School
9	Helena, MT 59602	Jefferson High School
9	Helena, MT 59602	Jefferson High School
9	Helena, MT 59601	Jefferson High School
9	Helena, MT 59602	Jefferson High School
10	Helena, MT 59601	Jefferson High School
10	Helena, MT 59601	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59601	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59602	Jefferson High School
11	Helena, MT 59601	Jefferson High School
12	Helena, MT 59601	Jefferson High School
12	Helena, MT 59601	Jefferson High School
12	Helena, MT 59601	Jefferson High School

Mandatory:

<u>Grade</u>	<u>Address</u>	<u>District of Attendance</u>
6	Helena, MT 59601	Billings Elementary

**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	Jefferson High School	Cascade Elementary	Cascade High School	Montana City Elementary	Augusta High School	Anaconda Elementary	Billings 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							1					8
7	6	16		2		1								25
8	4	14				2		1				1		22
9		23	7		9		1			1				41
10		16	2		3						1		3	25
11		27	7		3		1							38
12		14	3											17
	39	178	19	2	15	12	2	1	1	1	1	1	3	275



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, April 9th, 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

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
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

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

III. RECOGNITIONS

The Board of Trustees recognized the staff and students listed below.

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 Helenda 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.

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

IV. SUPERINTENDENT'S REPORT

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

- Recognition
 - 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
 - Superintendent Weltz invited Chief of Staff Ridgway to present. To summarize, 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. The Board has determined it will offer the following Early Literacy Targeted Intervention Program(s) for an eligible child:
 - A full-time based program for eligible children who are four (4) years of age or older on or before September 10 of the year in which the children are to participate in the program and are not entering and have not completed kindergarten. A parent/guardian may enroll an eligible child in a full-time classroom-based program on a part-time basis. The classroom-based program must align with developmentally appropriate early education learning standards determined by the Board of Public Education. The district will start the program this fall.

College-Davidson and Airport Campus, Holter Museum, St. Peter's Health, Montana Wild, and Dick Anderson Construction. Ms. Carter shared how the program will look next year and answered any questions the Board of Trustees had regarding the 6th Grade Career Exploration Program.

- 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

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. Beth Murphy gave general public comment. Ms. Murphy is a former classroom teacher for the Helena Public Schools and was an active union member with the Helena Education Association and was on the HEA Board of Directors. Ms. Murphy commented on topics including but not limited to her opposition of instructional coaches, teachers on special assignment (TOSA), or any employee who has the designation of a teacher but who has no students assigned to them. Ms. Murphy suggested utilizing something such as a free teacher mentorship program or curriculum committees instead.

Mr. Jon Bennion is a resident of Clancy. Mr. Bennion commented on topics including but not limited to the new out of district placement policy and the funding piece associated with that, and he believes if there are issues there that parents are very much willing to go to their resident school districts and extract every last penny that they can.

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

VI. NEW BUSINESS

A. Items For Information

1. 2023 District Audit: Anthony Gerharz, Manager, Wipfli LLP

Mrs. Janelle Mickelson, Business Manager and District Clerk for Helena Public Schools, introduced Mr. Anthony Gerharz, Manager for Wipfli LLP, who conducted the Helena Public Schools 2023 District Audit. Mr. Gerharz stated that he was pleased to report that they issued an unmodified audit opinion on the financial statements which means that they are free from material misstatements and that the numbers can be relied upon. There were no findings, no material weaknesses, and no significant deficiencies. Additionally, as part of their audit, as usual, they must look at our federal awards and during that portion they also did not find any issues or findings that need to be reported to the federal agencies. Specifically, the grants that they looked at were ESSER funding, Title One, and Strive Readers which is also known as the Montana Comprehensive Literacy Program. Mr. Gerharz answered any questions the trustees had regarding the 2023 District Audit. The Trustees thanked Mr. Gerharz and Ms. Mickelson and her team for all of the work that went into the audit.

2. Cancellation of Elementary Trustee Election

Business Manager Janelle Mickelson introduced the item for information *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 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.

Ms. Mickelson answered any questions the trustees had regarding the *Cancellation of Elementary Trustee Election*.

3. K-12 School Nurse Health and Safety Report

Chief of Staff Barb Ridgway introduced Nurse Shannon McNamee who presented for information the *K-12 School Nurse Health and Safety Report* to the Board of Trustees. Ms. McNamee shared a definition of school nursing which states, “*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.*” Ms. McNamee stated, “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 (CDC) as well as our Helena Public Schools’ Vision, Mission, and Principals.” Ms. McNamee moved on to share the framework for 21st Century School Nursing Practice followed by introducing the nurses that work in the Helena Public Schools. Our nurses are Shannon McNamee, RN, Emily Rodway, RN, Cori Wellenstein, RN, Isabelle McGreevey, RN, Autumn Boutin, RN, Franci Leonard, RN, Wendy Kowalski, RN, Marti Kuntz, RN, and Kelsey Mitchell, RN. Ms. McNamee discussed many of the various health concerns across the district and shared that 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. Ms. McNamee moved on to discuss topics including but not limited to the nursing services program goals, vaccinations, health screenings, nurse provided education, professional development plan, and use of technologies. Ms. McNamee concluded her presentation by stating, “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.” Ms. McNamee answered any questions the trustees had regarding the K-12 School Nurse Health and Safety Report.

4. Policy 1070 (1420) School Board Meeting Procedure

Chief of Staff Barb Ridgway presented for information *Policy 1070 (1420) School Board Meeting Procedure* to the Board of Trustees. This policy is previously numbered as 1070 but the number will be changed to 1420 so it aligns with the model policy. 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 location 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. Chief of Staff Barb Ridgway answered any questions the trustees had regarding *Policy 1070 (1420) School Board Meeting Procedure*.

5. Policy 1240 Duties of Individual Trustees

Chief of Staff Barb Ridgway presented for information *Policy 1240 Duties of Individual Trustees* to the Board of 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. The policy states that, “*The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board. Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Trustees share the responsibility to visit every school building at least once per year to examine its management, conditions, and needs.*” Chief of Staff Barb Ridgway answered any questions the trustees had regarding *Policy 1240 Duties of Individual Trustees*.

6. Policy 2165 Early Literacy Targeted Intervention

Ms. Ridgway presented for information *Policy 2165 Early Literacy Targeted Intervention* to the Board of Trustees. 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. The Board has determined it will offer the following Early Literacy Targeted Intervention Program(s) for an eligible child:

- A full-time based program for eligible children who are four (4) years of age or older on or before September 10 of the year in which the children are to participate in the program and are not entering and have not completed kindergarten. A parent/guardian may enroll an

eligible child in a full-time classroom-based program on a part-time basis. The classroom-based program must align with developmentally appropriate early education learning standards determined by the Board of Public Education. The district will start the program this fall.

- A jumpstart program for eligible children who are five years of age or older on or before September 10 of the year in which the children are to participate in the program and who have not yet completed 3rd grade. The jumpstart program shall occur during the time between the end of one school calendar year and the start of the next school calendar year as determined by the Board preceding a child’s entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours and be aligned to the framework determined by the Board of Public Education. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade. 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. The district is hoping to start this program in the summer of 2025.

Districts may also offer a home-based program approved by the Board of Public Ed, but our District is choosing not to offer that option at this time. Chief of Staff Barb Ridgway answered any questions the trustees had regarding *Policy 2165 Early Literacy Targeted Intervention*.

7. Policy 8110 Bus Routes and Schedules

Ms. Ridgway presented for information *Policy 8110 Bus Routes and Schedules* to the Board of Trustees. 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. Chief of Staff Barb Ridgway answered any questions the trustees had regarding *Policy 8110 Bus Routes and Schedules*.

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

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

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

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

Public Comment: None.

Vote: 6-0 motion carries unanimously.

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

C. Items for Action

1. Policy 3141 Nonresident Student Enrollment

Chief of Staff Barb Ridgway presented for action *Policy 3141 Nonresident Student Enrollment*. Board Policy 3141 (3025) has been revised to address the updates to the out-of-district laws. *Policy 3141 Nonresident Student Enrollment* will be replacing *Policy 3025 Discretionary Nonresident Student Attendance*. Ms. Ridgway stated that on line 27 the date of June 15th will be changed to June 1st. Ms. Ridgway stated that on line 53 it should state *Policy 1065* not *Policy 1400*. Ms. Ridgway reviewed the language on lines 57 through 86 that shows the three categories that allow you to potentially deny the candidate, which must be documented. Chief of Staff Ridgway answered any questions the Board of Trustees had regarding *Policy 3141 Nonresident Student Enrollment*.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve *Policy 3141 Nonresident Student Enrollment* including the changes recommended by Ms. Ridgway.”

Motion: Trustee Jennifer McKee moved to approve *Policy 3141 Nonresident Student Enrollment* including the changes recommended by Ms. Ridgway. Trustee Linda Cleatus seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

2. Policy 3025 Discretionary Nonresident Student Attendance-Repeal & Replace-Existing Policy

Chief of Staff Barb Ridgway presented for action *Policy 3025 Discretionary Nonresident Student Attendance* to the Board of Trustees. This policy will be repealed and replaced with *Policy 3141 Nonresident Student Enrollment*. Chief of Staff Ridgway answered any questions the trustees had regarding *Policy 3025 Discretionary Nonresident Student Attendance*.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to repeal *Policy 3025 Discretionary Nonresident Student Attendance*.”

Motion: Trustee Jeff Hindoien moved to repeal existing *Policy 3025 Discretionary Nonresident Student Attendance* and replace it with *Policy 3141 Nonresident Student Enrollment* as presented. Trustee Linda Cleatus seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

3. Policy 7008 Tuition Policy

Chief of Staff Barb Ridgway presented for action *Policy 7008 Tuition Policy* to the Board of Trustees. *Policy 7008 Tuition Policy* is replacing the existing *Policy 7015 Tuition Policy*. This new policy states, “Whenever an out-of-district student is enrolled in the district, an attendance agreement must be approved by the Board. The district shall notify the district of residence of each out-of-district student attendance agreement approved by the Board of their tuition obligations by July 15 following the year of attendance. Tuition rates shall be determined by Montana law. For any resident student of the district enrolled in another school district as an out-of-district student, the district shall finance such tuition from the tuition fund, general fund, or any other legally allowable fund at the discretion of the trustees.” Chief of Staff Ridgway answered any questions the trustees had regarding *Policy 7008 Tuition Policy*.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to approve *Policy 7008 Tuition Policy* as presented.”

Motion: Trustee Kay Satre moved to approve *Policy 7008 Tuition Policy* as presented. Trustee Jennifer McKee seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

4. Policy 7015 Tuition Policy-Repeal & Replace-Existing Policy

Chief of Staff Barb Ridgway presented for action *Policy 7015 Tuition Policy*. This policy is being repealed and will be replaced by *Policy 7008 Tuition Policy*. Ms. Ridgway answered any questions the trustees had regarding *Policy 7015 Tuition Policy*.

Board Chair Siobhan Hathhorn commented. “At this point I would entertain a motion to repeal *Policy 7015 Tuition Policy*.”

Motion: Trustee Jeff Hindoien moved to repeal *Policy 7015 Tuition Policy* and replace it with *Policy 7008 Tuition Policy*. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 6-0 motion carries unanimously.

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

D. REPORTS

1. Student Representatives Reports

Ms. Willa Bishop, Helena High School Student Representative for the Board of Trustees, was not in attendance this evening, therefore, Ms. Hernandez gave the report for her this evening. “Last Thursday, Helena High’s student council put together an assembly encouraging participation in the 100th annual Vigilante Day parade. Bryant students kicked off the assembly by putting on their own parade for the school, with each grade making a “float” after doing class projects on that specific subject. They then joined us for most of the assembly, including a roping competition, a traditional potato dance, and some barrel racing. “The Vig” was also introduced as the trophy given to the class with the most school spirit. After the assembly, students were able to pick up registration material for their floats and will start to turn those in this coming Friday. While freshman, sophomores and seniors enjoyed their day off today, juniors took the district wide ACT test online. This test is important because even if students don’t want to take it, getting scores can give them the opportunity to receive scholarships or pathways into higher education if they desire. Helena High counseling department and teachers around the school have done a great job making sure students are prepared for the standardized test. Spring sports are in full swing, with tennis, softball, and track and field all traveling and competing multiple times a week across the state. The girls track team is looking for a 3-peat state title with five girls qualifying for state. Administration has noticed a drop in attendance recently, a trend that is happening across the state and country. This trend may have started during COVID, but looking at trends in the past, attendance will get worse before it gets better. Parents are notified when their child is marked unexcused in a class, and they must be checked out or excused to avoid this. Teachers, administrators and coaches are all working hard to make sure that students come to school so that they can succeed and take advantage of every learning opportunity.”

Ms. Luna Hernandez, Capital High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Hernandez commented, “The District Music Festival will be hosted in Helena later this week- orchestras will perform on Thursday night at the HHS gym and choirs and bands will perform during the day on Friday in both the HHS gym and HMS auditorium. On Saturday April 13th, students will travel to Gallatin High School where students will perform Solos and Small Ensembles with a chance to go to the State Music Festival.

Listening Sessions:

Multi-Tiered Systems of Support will be conducting student voice sessions throughout the

upcoming week. There will be 8 students selected from each grade level to help gain more student insight on issues/solutions regarding CHS. Students that have been randomly selected will miss a portion of their 2nd period class only for one day.

Testing this week:

The ACT test was today. All juniors tested today in various classrooms. The test was online- which meant it had to be on the district server on a district device. On Wednesday and Thursday this week, freshman will take the iReady benchmark assessment, and sophomores will take the pre-ACT. This will provide students with data (and practice) for the ACT next year. While freshman and sophomores are testing, juniors and seniors will have the opportunity to attend a career fair hosted in the cafeteria, as well as attend their choice of 15 different career presentations that will take place in classrooms.

Art students on display:

The Holter Museum is hosting the annual Youth Electrum Exhibition April 5th - May 8th in downtown Helena. This year they are featuring over 150 artworks from Helena School District students. Capital High School always brings a lot of amazing talent to this show and this year is no different so be sure to check it out!

Vigilante Parade:

Registration for the Vigilante Parade starts this Thursday. The 100th parade will be on Friday, May 3rd.

Choose To Include Week- This month Capital High School held Choose to Include Week. Thank you to all staff that participated and to Ellie Fjeseth and Heidi Foreman for setting it up. We had a lot of students and staff participate in various lunchtime activities as well as dress up in various themes each day of the week.

Registration update:

Registration for the upcoming school year is complete. We recently hosted all 8th grade students in the annual 8th grade tour and activities fair.

March Madness:

To promote the CHS Instructional Framework, all curricular departments had the opportunity to win a free lunch sponsored by Student Council. Throughout the month of March, through the use of a pineapple chart that was located in the staff lounge, teachers earned points by posting instructional strategies (as an invite to being observed) and staff earned points by completing observations in the classroom. The winning department was English!"

2. Helena Education Association Report

Ms. Jane Shawn had no report this evening for the Helena Education Association.

3. Facilities and Maintenance Committee Report

Trustee Kay Satre gave the Facilities and Maintenance Committee Report. Trustee Satre shared the April Facilities and Maintenance Update with the Board of Trustees that Facilities Director Todd Verrill shared at the Facilities and Maintenance Committee Meeting:

Projects Last 30 Days:

- HMS cafeteria door and hardware replacement
- Rossiter Elementary hot water heater replacement
- Field prep for spring sports
- AED wall cabinet installation
- CRA fire suppression system maintenance
- Smith interior painting is 95% complete
- Refurbished three speaker podiums
- Levy discussions with community groups and IR

Current Projects

- CHS basketball hoop system replacement
- Bryant Elementary door project
- Kessler Elementary playground improvements
- Bryant Elementary solar design and project advertisement

March Work Orders

Completed: 550

Custodial Projects:

- Prep for summer flooring projects
- Gym floors
- New flooring
 - HMS
 - Hawthorne
- Spring break deep cleaning in schools

Staff:

- Two new employees hired in MAR
- Three employee losses in MAR
- Current # vacancies: 6

Safety and Security Update

- CPR / AED training-Planning to train approximately 40 staff and admin
- PurpleAir outdoor air monitors installed at CHS and HHS (Smith monitor is forthcoming)
- Received MT Dept of Labor annual inspection report-Reviewing findings
- 18 staff attended active shooting training at Kessler on 9 MAR
- Monthly and quarterly water sampling....all water tested safe
- New employee safety training (x2 / month)
- Finalizing AED procedures and rollout

Superintendent Weltz shared that going forward we would add a technology component to the Facilities Committee Meeting and our Directory of Educational Technology Gary Myers would provide a report at the meeting, and going forward it would become the Facilities and Technology Committee.

4. Budget and Finance Committee Report
Trustee Janet Armstrong was not in attendance; therefore, Trustee Terry Beaver gave the Budget and Finance Committee Report this evening. The Budget and Finance Committee met today at noon and received the 2023 District Audit report from Anthony Gerharz, Manager, Wipfli LLP, that was presented tonight to the entire board.

5. Policy Committee Report
Trustee Jeff Hindoien gave the Policy Committee Report. Trustee Hindoien shared that the Policy Committee reviewed all the policies that were presented to the full board this evening.

6. Teaching & Learning Committee Report
Board Chair Hathhorn gave the Teaching & Learning Committee Report. At the meeting they first talked about the Week of the Young Child which is a district wide effort to get kids involved and there were activities at each school. There was a Eureka Training Update on the material that the board has approved. They are training on how to teach math at a deeper level, incorporating it into the professional learning communities including hands on work and how to use the manipulatives that go along with the elementary math materials. There will be teachers in each building that will get a higher level of instruction and they can be the lead in the buildings that other teacher can go to for advice and further training. There was also a discussion on MAST and charter schools.

7. Health Benefits Committee Report
Trustee Kay Satre stated there is no report to give for the Health Benefits Committee this evening, however, the Health Benefits Committee has a full day meeting tomorrow to talk about restructuring options for the current self-funded program.

8. Wellness Committee Report
Board Chair Siobhan Hathhorn gave the Wellness Committee Report. The Wellness Committee met today, Robert Worthy spoke first and he's finishing up the Made in Montana Grants and he wrote and received a \$14,500 grant for the summer program, and with that he bought a new mobile refrigeration unit so that he can better serve the kids. He's expecting to serve 60,000 meals this summer, which includes serving enough food for seven days. There is a hydroponics grant that will possibly go through the Wellness Committee next year, but for now Principal Carey has started with a smaller version with a grant through the Helena Education Foundation, and they have been growing and eating their own vegetables which has been going very well. St. Peter's Health has put in a grant for a gardening space at Ray Bjork through the daycare and the space they are renting from us, and they are including high school students to be working through the science department and growing some of those vegetables and learning about gardening. The Helena Food Share have been focusing on Warren with the Charlie Cart, and their last recipe was beet canned pancakes, and they were extremely popular.

9. Montana School Boards Association Report
Board Chair Siobhan Hathhorn gave the Montana School Boards Association Report. They held a three-day meeting that was mostly internal working on strategic goals of the organization, along with discussing MAST and MUST, and they will be joining the rest of the state in addressing the funding formula.

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, April 23rd, Board Work Session, 3:30 p.m., Hawthorne Elementary
- Wednesday, May 1st, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, May 7th, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, May 13th, Facilities & Maintenance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, May 14th, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, May 14th, Full Board Meeting, 5:30 p.m., Lincoln Center
- Tuesday, May 21st, Board Work Session, 3:30 p.m., PAL

VIII. BOARD COMMENTS

Superintendent Wertz thanked Facilities Director Todd Verrill and Director of Educational Technology Gary Myers and their team including Safety and Operations Manager Neal Murray and Jim Daanen, Safety and Security Developer, for their hard work all day on Saturday testing our 911 systems. Superintendent Wertz stated that we found two or three flaws in buildings that as we dial 911 it notifies the Great Falls emergency system, so our team is working on addressing those issues. Superintendent Wertz moved on to state that Valley Bank was a premier sponsor for the Helena Education Foundation, however, this year they stepped down from that role and no longer wanted to be a premier sponsor. Superintendent Wertz thanked St. Peter's Health for stepping up and becoming the premier sponsor of the Helena Education Foundation. Vice Chair Jennifer McKee expressed her appreciation of the Helena Public Schools IT department and her appreciation of their reverse-find feature for Chromebooks, which can help locate a Chromebook if it is ever lost. The Board of Trustees and Superintendent Wertz ended the meeting by having a brief discussion about the levies.

IX. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 9:18 p.m.

Candice Delvaux, Recording Secretary Date

HELENA SCHOOL DISTRICT NO., LEWIS AND CLARK COUNTY
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of facilities vehicles to include the following:

Truck, Chevrolet K30, 1979, VIN: CKL339J178408 / plate 5-1336

Truck, Chevrolet K30, 1980, VIN: CKX33AJ109363 / plate 5-1337

Truck, Chevrolet K2500, 1990, VIN: 1GCGK24K0LE224442 / plate 5-950

Van, Chevrolet G35, 1988, VIN: 2GCGG35K6J4145473 / plate 5-1091

Street Sweeper, Johnson MX450, 2008, VIN: 1J9VM3H648C172101 / plate; N/A

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell such vehicles because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall dispose of the vehicles by transfer to the Montana State Surplus Auction. The items may be viewed at the Montana state surplus yard, located at 16 West Custer Ave., Helena, MT 59602 on 27-28 September between the hours of 8:00am and 5:00pm, and on 29 September 2024 between the hours of 7:30am and 5:00pm. Please contact Christopher Brown at (406) 324-1720 or at cbrown5@helenaschools.org for more information. Additional information is available at <https://www.pateauction.com/auctions/detail/state-of-montana-surplus-property-auction-bw30574>

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the disposal of the above-described property.

Adopted this ____ day of _____ 2024.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows _____ made the motion to approve this RESOLUTION TO DISPOSE OF PERSONAL PROPERTY and _____ seconded the motion; the following Trustees voted in favor of the motion:

_____; the following Trustees voted against _____; and the following Trustees were absent: _____.

By: _____

Janelle Mickelson, District Clerk

Helena School District No. 1

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item VI.B.1.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: Item For Information

1. Building Bridges: A Blueprint for Student Recruitment & Retention



Board of Trustees Meeting

VI. NEW BUSINESS

B. Item for Information

1. Building Bridges: A Blueprint for Student Recruitment & Retention

Background:

Julie Mitchell will share her research on HPS students who have enrolled in other districts, feedback from a parent survey and strategies for recruiting and retaining students as we implement the new rules on open enrollment.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item VI.B.2.

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Information**

2. Policy 3410: Student Health/Physical Screenings/Examinations

Policy Background
Board of Trustees Meeting
May 14, 2024

The following policy is being presented for Information:

3410 Student Health/Physical Screenings/Examinations - New

The policy references MCA § 40-6-701, which requires parental consent for “all physical and mental health care decisions for the child” and a parental opt-out for “any personal analysis, evaluation, survey, or data collection by a school district that would capture data for inclusion in the statewide data system except data that is necessary and essential for establishing a student's education record.”

5 Student Health/Physical Screenings/Examinations

7 Health services to be provided to all students may take place annually. Such services may include but
8 are not limited to:

- 10 1. Development of procedures at each building for isolation and temporary care of students
11 who become ill during the school day;
- 12 2. Consulting services of a qualified specialist for staff, students, and parents;
- 13 3. Vision and hearing screening;
- 14 4. Dental screening;
- 15 5. Immunization as provided by the Department of Public Health and Human Services.

17 Parents will be notified of the specific or approximate dates during the school year when standard
18 screenings administered by the District will be conducted. Standard screenings are not necessary to
19 protect the immediate health and safety of the student or other students and are noted in the Student /
20 Parent Handbook. Parents will receive written notice of any screening result which indicates a condition
21 that might interfere or tend to interfere with a student’s progress. Parents or eligible students will be
22 given the opportunity to opt out of the above-described screenings.

24 *Physical Examinations*

26 The District will not conduct physical examinations of a student without parental consent ~~or~~ unless
27 ordered by a court to do so. ~~A physical examination may be conducted without consent if~~ or there is a
28 concern for the health or safety of the student or others is in question.

30 Students who wish to participate in certain extracurricular activities may be required to submit to a
31 physical examination to verify their ability to participate in the activity.

33 All parents will be notified of requirements of the District’s policy on physical examinations and
34 screening of students, at least annually at the beginning of the school year and within a reasonable
35 period of time after any substantive change in the policy.

37 Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 40-6-701, MCA	Interference with Fundamental Parental Rights
		Restricted – Cause of Action
	20 U.S.C. 1232h(b)	General Provisions Concerning Education

42 Policy History:

43 Adopted on:
44 Reviewed on:
45 Revised on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.1.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
1. Personnel Actions

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

PERSONNEL ACTIONS

April 24, 2024 – May 14, 2024

CERTIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
TBD/Special Education/Resource	Cook, Amanda	\$49,307.74	\$49,307.74	08/26/2024
HHS/Principal	Kessler, Brian	\$122,500.00	\$122,500.00	07/01/2024
SSC/Occupational Therapist	Machart, Sierra	\$60,416.37	\$60,416.37	08/26/2024

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Broadwater/1 st Grade	Alexander, Brooke	Nonrenewal	06/06/2024
Warren/2 nd Grade	Arpin, Alinon	Nonrenewal	06/06/2024
Long Term Sub/Bryant	Anders, Diane	Fulfilled	06/06/2024
HMS/GT	Back, Cameron	Nonrenewal	06/06/2024
Four Georgians/SPED	Bengel, Kathleen	Nonrenewal	06/06/2024
Rossiter/1 st Grade	Berry Brown, Shana	Nonrenewal	06/06/2024
Central/1 st Grade	Blunn, Lauren	Nonrenewal	06/06/2024
Broadwater/Kindergarten	Booton, Brittney	Nonrenewal	06/06/2024
Four Georgians/Kindergarten	Boyle, Jessi	Nonrenewal	06/06/2024
Kessler/4 th & 5 th Grades	Brazil, McKenzi	Nonrenewal	06/06/2024
HHS/German	Browning, Elizabeth	Nonrenewal	06/07/2024
Jefferson/Music	Cantrell, Caitlin	Nonrenewal	06/06/2024
CHS/SS	Chapman, Lauren	Nonrenewal	06/07/2024
Long Term Sub/ Hawthorne	Christianson, Justine	Fulfilled	06/06/2024
CHS/English	Clancy, Regan	Nonrenewal	06/07/2024
Bryant/Kindergarten	Collier, Darcee	Nonrenewal	06/06/2024
Jefferson/1 st grade	Collins, Minjian (June)	Nonrenewal	06/06/2024
Kessler/1 st grade	Coonen, Riley	Nonrenewal	06/06/2024
CRA/Health PE	Curry, Bryana	Nonrenewal	06/06/2024
CHS/Math	Dearborn, Tasha	Nonrenewal	06/07/2024
Hawthorne/5 th Grade	Ellison, Teaje	Nonrenewal	06/06/2024

Jim Darcy/5 th Grade	Fairclough, Hunter	Nonrenewal	06/06/2024	
HHS/Health PE	Frankino, Jenna	Nonrenewal	06/07/2024	
HMS/English	Fuhrman, Georgia	Nonrenewal	06/06/2024	
Broadwater/2 nd Grade	Furshong, Gabriel	Nonrenewal	06/06/2024	
CHS/Math	Garmer, Sydney	Nonrenewal	06/07/2024	
Long Term Sub/Bryant	Guse, Katrina	Fulfilled	06/06/2024	
Broadwater/Smith PE	Hoem, Allison	Nonrenewal	06/06/2024	
CRA/Art	Hogan, James	Nonrenewal	06/06/2024	
HMS/SS	Howard, Audrey	Nonrenewal	06/06/2024	
CHS/Math	Hunt, Sharon	Nonrenewal	06/07/2024	
Rossiter/PE	Husk, Adam	Nonrenewal	06/06/2024	
Long Term Sub/HMS	IpoX, Melynda	Fulfilled	06/06/2024	
CRA/Science	Johnson, Heather	Nonrenewal	06/06/2024	
Long Term Sub/Warren	Johnson, Nicholas	Fulfilled	06/06/2024	
CRA/English	Kendrick, Sara	Nonrenewal	06/06/2024	
Long Term Sub/CRA	Kraft, Duncan	Fulfilled	06/06/2024	
HMS/GT	Knight, Catherine	Nonrenewal	06/06/2024	
Rossiter/SPED	Kuhlman, Kira	Nonrenewal	06/06/2024	
SPED Director	Maharg, Sean	Resignation	06/30/2024	
Central/Kindergarten	McCarl Warwick, Alyssa	Nonrenewal	06/06/2024	
CRA/SS	McGinley, Matthew	Nonrenewal	06/06/2024	
Long Tern Sub/Byant	Mech, Dene	Fulfilled	06/06/2024	
CHS/Counselor	Meldrum, Dana	Retirement	06/07/2024	*Rescinded
Rossiter/Kindergarten	Moore, Molly	Retirement	06/06/2024	
Kessler/3 rd Grade	Mouledous, Dilone	Nonrenewal	06/06/2024	
Starbase/Instructor	Nathe, Kaylee	Resignation	06/06/2024	
SSC/Occupational Therapist	Parker, Michaela	Resignation	06/06/2024	
Long Term Sub/Bryant	Pepper, David	Fulfilled	06/06/2024	
Rossiter/3 rd & 4 th Grades	Quigley, Grason	Nonrenewal	06/06/2024	
Jefferson/Interventionist	Rea, Jerri Lynn	Resignation	06/06/2024	
CHS/Industrial Arts	Riehl, Theodore	Nonrenewal	06/07/2024	
HHS/SS	Schommer, Peter	Nonrenewal	06/07/2024	
Rossiter/3 rd Grade	Schuma, Maggie	Nonrenewal	06/07/2024	
CHS/SPED	Scott, Stephanie	Nonrenewal	06/07/2024	
CRA/English	Sechrist, Laurie	Nonrenewal	06/07/2024	
Long Term Sub/HHS	Selong, Jason	Fulfilled	06/07/2024	
Jim Darcy/5 th Grade	Skolrud, Megan	Nonrenewal	06/06/2024	
Long Term Sub/Bryant	Standley, Amand	Fulfilled	06/06/2024	
Long Term Sub/CRA	Stenzel, Randolph	Fulfilled	06/06/2024	

Hawthorne/Kindergarten	Talia, Jaimie	Nonrenewal	06/06/2024
Alternative School/Art	Thiessen, Emily	Nonrenewal	06/07/2024
HMS/Science	Towery, Andrea	Nonrenewal	06/07/2024
HHS/English	Vallincourt, Jessica	Nonrenewal	06/07/2024
Kessler/4 th Grade	Van Voorst, Stephanie	Nonrenewal	06/06/2024
CHS/English	Veit, Susan	Nonrenewal	06/07/2024
Long Term Sub/Smith	White, Kaitlyn	Fulfilled	06/06/2024
Long Term Sub/Broadwater	Wilkes, Madison	Fulfilled	06/06/2024
Rossiter/Music	Wilkerson, Lindsey	Nonrenewal	06/06/2024
Long Term Sub/HHS	Wooley, Margaret	Fulfilled	06/07/2024
Bryant/2 nd Grade	Yackley, Jaden	Nonrenewal	06/06/2024
CRA/Spanish	Youngberg, Marcus	Nonrenewal	06/06/2024

Leaves

<u>Location/Assignment</u>	<u>Name</u>	<u>Term</u>	<u>Type of Leave</u>
CRA/Math	O'Leary, Kathleen	2024-2025	LOAWOP
HHS/Spanish	Petrik, Emily	08/26/2024 to 01/27/2025	LOAWOP
CHS/Science	Placko, Jean	2024-2025	LOAWOP

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Hawthorne/Day Custodian	Drake, Asa	\$16.65/hr.	\$16.65/hr.	04/30/2024 **
Bryant/Para Educator	Martorana, Rebecca	\$17.03/hr.	\$17.03/hr.	04/16/2024
Four Georgians/Para Educator	Stewart, Pamela	\$18.33/hr.	\$18.33/hr.	04/18/2024

**Revised Date

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Helena High/Custodian	Allinson, David	Resignation	05/29/2024
Hawthorne/SACC Site Manager	Carroll, Barbara	Retirement	08/16/2024 **
Central/Para Educator	Larragoite, Indica	Separation	04/29/2024
Bryant/Para Educator	Lord, Deanna	Resignation	05/07/2024
HMS/Para Educator	Peden, Amber	Separation	04/26/2024
Hawthorne/SACC Para Educator	Senger, Danielle	Resignation	05/02/2024
Four Georgians/Para Educator	Tummel, Joyce	Retirement	06/06/2024

**Revised Date

SUPPLEMENTARY CONTRACT ASSIGNMENT

<u>LNAME</u>	<u>FNAME</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>
Reyant	Mathew	Basketball-Head Girls	CHS
Sheridan	James	Track-Head Coach	CRA
Hogan	James P.	Track-Boys	CRA
Hunt	Jared	Track-Boys	CRA
Lyndes	Casey	Track-Boys	CRA
McGinley	Michael	Track-Boys	CRA
Wall	Glen	Track-Boys	CRA
Curry	Bryana	Track-Girls	CRA
Forsman	Emily	Track-Girls	CRA
Hagengruber	Leslie	Track-Girls	CRA
Hogan	Sarah	Track-Girls	CRA
McGinley	Matthew	Track-Girls	CRA
Sheridan	Jaymee	Track-Girls	CRA
Reiter	Tyson	Track Head Boys	HMS
Crowson	Amanda	Track-Boys	HMS
Flatow	Kevin	Track-Boys	HMS
Fuhrman	Georgia	Track-Boys	HMS
Nicholson	Brayden	Track-Boys	HMS

Roberts	Andrew	Track-Boys	HMS
Toivonen	Chris	Track-Boys	HMS
Smith	Lori	Track-Head Girls	HMS
Bishop	Kristen	Track-Girls	HMS
Curtis	Mikayla	Track-Girls	HMS
Hill	Anna	Track-Girls	HMS
Howard	Audrey	Track-Girls	HMS
Lieberg	Heather	Track-Girls	HMS
Zepeda	Hendel	Track-Girls	HMS

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.2.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: Item For Action

2. Approval of Resolution Requesting County to Conduct 2025 Elections

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

Board of Trustees Work Session

Approval of Resolution Requesting County to Conduct 2025 Elections



VI. NEW BUSINESS

C. Items for Action

2. Approval of Resolution Requesting County to Conduct 2025 Elections

Background:

Pursuant to 20-20-417, MCA, the trustees of a district may request the county election administrator to conduct certain school elections during the ensuing school fiscal year. The request must be made by a resolution of the board of trustees. Whenever the county election administrator agrees to conduct a school election, the administrator shall perform the duties imposed on the trustees and the clerk of the district for school elections and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other election items needed for canvassing the vote.

Considerations:

- The county election administrator has agreed to run elections scheduled for the regular election day, May 6, 2025.
- If a special election is requested, the county election administrator would want to find an agreeable date for the election and may refuse to run elections on a date that does not work for election office.
- The District must provide copies of all candidate filing forms and any ballot issue language by the candidate filing deadline.
- The county election office will run the election by district, not by precinct. Requests to run the election by precinct will not be accommodated.

Superintendent recommendation:

Approve the attached resolution requesting the county to conduct 2025 elections for Helena School District No. 1.

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)

BE IT RESOLVED, the Board of Trustees for School District No. 1, Lewis and Clark County, State of Montana, requests that Lewis and Clark County, State of Montana, conduct the following school elections by mail ballot for School District No. 1, Lewis and Clark County for fiscal year 2025:

All Elections

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Siobhan Hathhorn
Print Name of Board Chair

Signature of Board Chair

T. Janelle Mickelson
Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20__.

Policy Background
Board of Trustees Meeting
May 14, 2024

The following policies are being presented for Action:

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). Recordings will be retained for one year.

1240 Duties of Individual Trustees

This policy establishes the authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees do not assume responsibilities of administrators or staff.

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.

3035 Student Appearance – Repeal

3065 Participation in Inter-Scholastic Athletics – Repeal

3066 Obligation of Students Participating in School Sponsored Activities – Repeal

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.3.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
3. Policy 1070 (1420): School Board Meeting Procedure

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

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.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.4.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
4. Policy 1240: Duties of Individual Trustees

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

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**

Item VI.C.5.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
5. Policy 2165: Early Literacy Targeted Intervention Programs

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

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	Title 10, Chapter 63, ARM	Early Childhood Education Standard (Eff.
48		July 1, 2025)
49		
50		
51	<u>Policy History:</u>	
52	Adopted on:	
53	Reviewed on:	
54	Revised on:	
55		
56		

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.6.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
6. Policy 8110: Bus Routes and Schedules

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

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.

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~~ Educate children regarding safe behavior
84 and 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**

Item VI.C.7.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: **Item For Action**
7. Policy 3035: Student Appearance-Repeal

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

2
3 STUDENTS

4
5 Student Appearance

6
7 Students' dress and grooming must not disrupt the educational process, interfere with the
8 maintenance of a positive teaching/learning climate, or compromise reasonable standards of
9 health, safety, and decency. While matters of dress remain the primary responsibility of students,
10 in consultation with their parents or legal guardians, students are reminded that their appearance
11 significantly affects the way others respond to them.

12
13 The Superintendent shall establish procedures for handling students who dress or groom
14 inappropriately. These procedures will be published in the Parent-Student Handbook.

15
16 Legal References:

17
18 Cross References:

19
20 Policy History:

21 Adopted on: 3.20.2012

22 Revised on:

23 Reviewed on:

24 Repealed on:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Item VI.C.8.

Meeting Date: 05/14/2024

Recognitions

Superintendent's Report

General Public Comment

Consent Action Items

Items For Information

Items For Action

Item Title: Item For Action

8. Policy 3065: Participation in Inter-Scholastic Athletics-Repeal

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

2

3 STUDENTS

4

5 Participation in Inter-Scholastic Athletics

6

7 Students participating in interscholastic athletics must be covered by insurance. The District will
8 not assume any cost of medical or other services due to injuries.

9

10 Students who participate in any athletic program must have a signed "Parents' Consent Form",
11 must pass a physical examination administered by a physician, a physician assistant (PA), or a
12 nurse practitioner (NP) and must sign the Chemical Use form.

13

14

15 Legal References:

16

17 Cross References:

18

19 Policy History:

20 Adopted On:

21 Revised On: 9.10.2002

22 Reviewed On:

23 Repealed On:

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/14/2024

Item VI.C.9.

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

Item Title: **Item For Action**
 9. Policy 3066: Obligation of Students Participating in School Sponsored Activities-Repeal

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

2
3 STUDENTS

4
5 Obligation of Students Participating in School Sponsored Activities

6
7 Students participating in school sponsored activities assume a responsibility to fellow students,
8 the district, and the community to be law-abiding citizens.

9
10 The administration shall place limits, up to and including restricting a student from participating
11 in school sponsored activities or being awarded school honors, if a student is found by school
12 officials to have violated Board Policy or committed an act prohibited by state or federal law.

13
14 An appeal process will be available to all students under the District’s “Uniform Complaint
15 Policy.”

16
17 Legal References:

18
19 Cross References:

20
21 Policy History:

22 Adopted On: 2.12.1995
23 Revised On: 9.10.2002, 1.9.2007
24 Reviewed On:
25 Repealed On: