



*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, September 10th, 2024 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and  
via TEAMS

[Join the meeting now](#)

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### AGENDA

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

II. **REVIEW OF AGENDA**

III. **RECOGNITIONS**

A. **2024-2025 Fulbright Teachers For Global Classrooms Program**

Congratulations to Capital High School Educator Jake Warner who has been selected for the 2024-2025 Fulbright Teachers for Global Classrooms Program, a program sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA). As a result, Jake will attend the Global Education Symposium in Washington D.C., February 6-8. He will also attend the international field experience that is scheduled for next summer.

B. **2024 Public Sector Employer Governor's Safety Achievement Award**

The Helena Public Schools has been selected to receive the 2024 Public Sector Employer Governor's Safety Achievement Award. Special thanks to Neal Murray, Safety and Operations Manager, and Todd Verrill, Facilities Director for their commitment to safety in the district. The Governor's Safety Achievement Award recognizes Montana's small, medium and large employers and individuals in the public and private sectors that are committed to safety in the workplace.

IV. **PRESENTATION**

Helena Education Foundation-Lisa Cordingley, Executive Director

**V. SUPERINTENDENT'S REPORT**

**VI. 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.*

**VII. NEW BUSINESS**

**A. Consent Action Items**

1. Personnel Actions
2. Warrants
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. Acknowledge FY 2024-25 Out-Of-District Attendance Agreements (Helena Students Attending Other Districts)
5. 07.24.24 Board of Trustees Summer Retreat Minutes
6. 08.06.24 Board of Trustees Special Board Meeting Open Session Minutes
7. 08.06.24 Board of Trustees Special Board Meeting Closed Session Minutes
8. 08.13.24 Board of Trustees Full Board Meeting Minutes
9. Resolution To Dispose of Personal Property- Benwell FP-12 4-Post Hoist
10. Resolution To Dispose of Personal Property-Outdated & Obsolete Curricular Resources

**B. Items For Action**

1. Policy 3410: Student Health/Physical Screenings Examination
2. Smith Elementary HVAC Design Contract
3. ESSER Funds Spend Down 2024 Report

**C. Items For Information**

1. Compensation Philosophy
2. Annual Safety and Security Report
3. Policy 5255: Disciplinary Action
4. Policy 7055: Operations and Management of District Facilities
5. Policy 7515: Fund Balance

**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

VIII. UPCOMING MEETINGS

IX. BOARD COMMENTS

X. ADJOURNMENT

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 09/10/2024

**Item III.A-B.**

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:      **Recognitions****

A. 2024-2025 Fulbright Teachers For Global Classrooms Program

B. 2024 Public Sector Employer Governor's Safety Achievement Award

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item IV.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**     **Presentation**  
                      Helena Education Foundation-Lisa Cordingley, Executive Director

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item V.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title: Superintendent's Report**

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

*To: Board Chair Ms. Siobhan Hathhorn and Board of Trustees*  
*FROM: Mr. Wetz, Superintendent*  
*RE: Superintendent Report*  
*DATE: September 10th, 2024*

- Recognition
  - Welcome New Educators!
  - Thank you to Valley Bank, Lisa Cordingley and the Helena Education Foundation and Jane Shawn, and the Helena Education Association for sponsoring the 2024 New Educator Orientation and to our community partners for welcoming our new educators. Special thanks to Barb Ridgway, Allison Balboni, Jane Shawn, Lisa Cordingley, and Becca Leaphart for all their efforts in organizing the event.
  - Congratulations to Broadwater Elementary Kindergarten Teacher Kyla Owen for securing a prestigious \$24,000 technology grant to help the district implement AI safely and effectively in the classroom.
  - Congratulations to Broadwater Elementary Montessori Teacher Jodi Delaney who is entering her eighth year as a participant in the Montana Historical Society's "Teacher Leader in Montana History" program, which enhances the teaching of our state's rich history.
  - Congratulations to Capital High Educator Jim Weber who recently found out that the SME Education Foundation is offering Capital High School a Sustainability Award in the amount of \$5,000 for the purpose of providing continued support for SME PRIME related manufacturing and engineering educational opportunities to secondary students during the 2024-25 academic year.
  - Special thanks to Jane Shawn, Maria Foot, Jake West, and Barb Ridgway for all their efforts in making the new educator/mentor program a success.
  - Thank you to the Helena Police Department and Angel Fund for purchasing shoes for local kids through Running for Montana's Future (RFMTF).
  - Thank you to Lisa Cordingley and the Helena Education Foundation for hosting the 2024 Carnival Classic.

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- New Business
  - Enrollment Cleanup – District
  - KinderSprouts Start Up Update – Bryant/Rossiter
  - Charter Schools Start Up Update
  - Health Trust Update
  - CMS Comp Study
  - Shared Governance District Wide Training
  - Helena Public Schools-Cellphone Conversations
  
- Outreach/Meetings
  - Board of Health Meeting
  - Board Leadership
  - Rotary Club
  - Kiwanis Club
  - CMS Comp. Study
  - Hometown Helena
  - Cabinet & Leadership
  - All Administrators Meetings
  - TV, Print, Radio Media
  - SPH – Sponsorship
  - 2024 Annual Presentation of the Community Health Improvement Plan
  
- Other
  - October 17<sup>th</sup> and 18<sup>th</sup> – Educator Conferences- No School



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VI.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:     General Public Comment**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 09/10/2024

**Item VII.A.1-A.10**

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:      Consent Action Items**

1. Personnel Actions
2. Warrants
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
4. Acknowledge FY 2024-25 Out-Of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)
5. 07.24.24 Board of Trustees Summer Retreat Minutes
6. 08.06.24 Board of Trustees Special Board Meeting Open Session Minutes
7. 08.06.24 Board of Trustees Special Board Meeting Closed Session Minutes
8. 08.13.24 Board of Trustees Full Board Meeting Minutes
9. Resolution To Dispose of Personal Property- Benwell FP-12 4-Post Hoist
10. Resolution To Dispose of Personal Property-Outdated & Obsolete Curricular Resources

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

**PERSONNEL ACTIONS**

August 14, 2024 – September 10, 2024

**CERTIFIED PERSONNEL**

**Appointments**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Offered Salary</u></b>	<b><u>Accepted Salary</u></b>	<b><u>Start Date</u></b>
Four Georgians/Nurse (.6812 FTE)	Allen, Andrea	\$31,395.34/yr.	\$31,395.34/yr.	08/26/2024
Four Georgians/Grade 5	Aschim, Delaney	\$42,872.81/yr.	\$42,872.81/yr.	08/26/2024
Four Georgians/Grade 1	Berg, Shannon	\$229.27/day	\$229.27/day	08/26/2024
Curriculum/K-8 TOSA (.50 FTE)	Buresh, Ashlie	\$39,008.36/yr.	\$39,008.36/yr.	08/26/2024
Four Georgians/Grade 1	Gomes, Debbie	\$229.27/day	\$229.27/day	08/26/2024
CRA/Mathematics	Johnson, Nicholas	\$42,872.81/yr.	\$42,872.81/yr.	08/26/2024
Curriculum/6-12 TOSA (.50 FTE)	Lunnon, Kayla	\$37,156.26/yr.	\$37,156.26/yr.	08/26/2024
HHS/Spanish	McLellan, Judy	\$32,028.67/yr.*	\$32,028.67/yr.*	08/26/2024
HHS/Mathematics (.50 FTE)	Mercier, Jennifer	\$22,508.22/yr.	\$22,508.22/yr.	09/05/2024
CHS/English (.50 FTE)	Rummel, Robert	\$23,044.14/yr.*	\$23,044.14/yr.*	08/26/2024
PAL/Art (.50 FTE)	Thiessen, Emily	\$25,187.78/yr.	\$25,187.78/yr.	08/26/2024

\*First Semester Only

**Terminations/Retirements**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
CHS/English (1 <sup>st</sup> Semester)	Gregory, Hannah	Resignation	08/12/2024
Bryant/LOA	Brooks, Lonnie	Resignation	08/18/2024
SSC/Occupational Therapist	Kavanagh, Ryann	Resignation	08/26/2024

**Leaves**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Term</u></b>	<b><u>Type of Leave</u></b>
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**CLASSIFIED PERSONNEL****Appointments**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Offered Salary</u></b>	<b><u>Accepted Salary</u></b>	<b><u>Start Date</u></b>
Jefferson/SACC Para Educator	Anderson, Parkar	\$14.80/hr.	\$14.80/hr.	09/09/2024
Rossiter/Para Educator	Bachmeier, Tiffany	\$14.81/hr.	\$14.81/hr.	09/16/2024
Bryant/Para Educator	Bryden, Sage	\$17.45/hr.	\$17.45/hr.	08/26/2024
Hawthorne/Part-time Para Educator	Cantrell, Caitlin	\$17.68/hr.	\$17.68/hr.	08/26/2024
Four Georgians/Para Educator	Gartrell, Dayna	\$16.15/hr.	\$16.15/hr.	08/26/2024
Jefferson/Para Educator	Heigh, Alex	\$14.15/hr.	\$14.15/hr.	08/26/2024
CHS/Para Educator	Jensen, Tammy	\$16.58/hr.	\$16.58/hr.	09/03/2024
Rossiter/Para Educator	LeBoutillier, Selena	\$17.68/hr.	\$17.68/hr.	08/26/2024
Human Resources/Recruiter	Medley, Riley	\$58,100.22/yr.	\$58,100.22/yr.	09/09/2024
Facilities/HVAC/Plumber Technician	Pillatzke, Christopher	\$38.00/hr.	\$38.00/hr.	08/19/2024
Elementary/IEFA Tutor	Sackman, KC	\$22.01/hr.	\$22.01/hr.	09/16/2024
Broadwater/SACC Para Educator	Senger, Danielle	\$16.12/hr.	\$16.12/hr.	08/27/2024
HHS/Part-time (.50 FTE) Gen. Secretary	White, Cindy	\$19.43/hr.	\$19.43/hr.	08/19/2024
Bryant/Para Educator	Zoeckler, Jordan	\$16.80/hr.	\$16.80/hr.	08/26/2024

**Terminations/Retirements**

<b><u>Location/Assignment</u></b>	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Hawthorne/Para Educator	Alduenda, Petra	Resignation	08/13/2024
CRA/General Secretary	Barnes, Rainy	Resignation	08/23/2024
Bryant/Para Educator	Basten, Nicole	Resignation	08/16/2024
Jefferson/SACC Para Educator	Dorrington, Sara	Declined	08/21/2024
Kessler/Para Educator	Ferguson, Shayla	Resignation	08/19/2024
Four Georgians/Para Educator	George, Megan	Resignation	08/15/2024
Warren/Para Educator	Groff, Courtney	Resignation	08/22/2024
Bryant/Para Educator	Hadley, Ashelynn	Separation	08/30/2024
Kessler/Para Educator	Helgeson, Laura	Resignation	08/21/2024
Facilities/Custodian	Helmbrecht, Brian	Resignation	08/28/2024

Bryant/Custodian  
Broadwater/SACC Para Educator

Lightner, Jacklyn  
Reichert, Dylan

Resignation  
Resignation

08/23/2024  
08/16/2024

**Leaves**

**Location/Assignment**  
Bryant/Para Educator

**Name**  
Heed, Angelica

**Term**  
09/03/24 to 12/04/24

**Type of Leave**  
LOAWOP

**SUPPLEMENTARY CONTRACT ASSIGNMENT**

Helena School District #1

Warrants August 1 to 31, 2024

Direct Deposits: \$742,619.38

Payroll Warrants: 70131869-70131878

Payroll Deduction: 69300831-69300852

Non-Check Payroll Deductions: \$1,166,030.46

Non-Check Accts Payable Deductions: \$3,343,875.90

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

Claim Warrants: 69300666-69300923

CRA Middle School Student Activity Checks: 17431-17432

HMS Middle School Student Activity Checks:

Capital High Student Activity Checks: 24722

Helena High Student Activity Checks: 36704

Cancelled Warrants: \$3,213.30

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

Fiscal Year 2024-25

Discretionary Attendance:

Grade	District of Residence	Address	School of Attendance
1	Clancy Elementary	Clancy, MT59634	Broadwater Elementary
2	Trinity Elementary	Helena, MT59602	Broadwater Montessori
2	Trinity Elementary	Helena, MT59602	Jim Darcy Elementary
2	Trinity Elementary	Helena, MT59602	Kessler Elementary
2	East Helena K-12	East Helena, MT59635	Rossiter Elementary
4	Clancy Elementary	Clancy, MT59634	Jefferson Elementary
4	Trinity Elementary	Helena, MT59602	Jim Darcy Elementary
5	Trinity Elementary	Helena, MT59602	Broadwater Montessori
5	East Helena K-12	East Helena, MT59635	Central Elementary
5	East Helena K-12	East Helena, MT59635	Hawthorne Elementary
5	Trinity Elementary	Helena, MT59602	Central Elementary
5	Trinity Elementary	Helena, MT59602	Broadwater Elementary
6	Trinity Elementary	Helena, MT59602	CR Anderson Middle School
6	East Helena K-12	Helena, MT59601	Helena Middle School
7	Clancy Elementary	Clancy, MT59634	CR Anderson Middle School
8	Clancy Elementary	Clancy, MT59634	Helena Middle School
8	East Helena K-12	East Helena, MT59635	Helena Middle School
8	Wolf Creek Elementary	Helena, MT59602	Helena Middle School
9	Jefferson High School	Clancy, MT59634	Helena Middle School
9	Jefferson High School	Clancy, MT59634	Capital High School
9	Jefferson High School	Clancy, MT59634	Capital High School
9	East Helena K-12	East Helena, MT59635	Helena High School
10	East Helena K-12	Helena, MT59602	Capital High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Capital High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	East Helena K-12	East Helena, MT59635	Capital High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Townsend K-12	Townsend, MT59644	Helena High School

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

Fiscal Year 2024-25

Discretionary Attendance:

Grade	District of Residence	Address	School of Attendance
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	Jefferson High School	Clancy, MT59634	Helena High School
10	East Helena K-12	Helena, MT59602	Capital High School
10	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Montana City, MT59634	Helena High School
11	Jefferson High School	Jefferson City, MT59638	Capital High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	East Helena K-12	Helena, MT59601	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Capital High School
11	Jefferson High School	Clancy, MT59634	Capital High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Jefferson City, MT59638	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
11	East Helena K-12	East Helena, MT59635	Helena High School
11	East Helena K-12	East Helena, MT59635	Helena High School
11	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Jefferson City, MT59638	Capital High School
12	Jefferson High School	Clancy, MT59634	Capital High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	East Helena K-12	Helena, MT59601	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	East Helena K-12	Helena, MT59602	Helena High School
12	Jefferson High School	Clancy, MT59634	Capital High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Montana City, MT59634	Capital High School
12	East Helena K-12	East Helena, MT59635	Capital High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School



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

Fiscal Year 2024-25

Discretionary Attendance:

Grade	District of Residence	Address	School of Attendance
12	East Helena K-12	East Helena, MT59635	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	East Helena K-12	East Helena, MT59635	Helena High School
12	Jefferson High School	Clancy, MT59634	Helena High School
12	East Helena K-12	East Helena, MT59635	Helena High School
12	Jefferson High School	Jefferson City, MT59638	Capital High School

Mandatory Attendance:

Grade	District of Residence	Address	School of Attendance
3	Chinook Elementary	Chinook, MT59523	Bryant Elementary
5	Butte Elementary	Butte, MT59701	Four Georgians Elementary
8	Deer Lodge Elementary	Deer Lodge, MT59722	Helena Middle School
9	Missoula High School	Missoula, MT59808	Capital High School

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 Helena	Clancy	Montana City	Jefferson City	Basin	Wolf Creek	Canyon Creek	Boulder	Elliston	Trinity	Chinook	Butte	Deer Lodge	Missoula	Townsend	Total
K	1					1										2
1	2	1														3
2	3							1		3						7
3	1										1					2
4	3	2								1						6
5	3							1		3		1				8
6	4						1		1	1						7
7	1	1			1											3
8	1	1				1							1			4
9	4	48	10											1		63
10	5	17													1	23
11	4	14	2	2												22
12	8	20	1	2												31
	40	104	13	4	1	2	1	2	1	8	1	1	1	1	1	181

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

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Fiscal Year 2024-25

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Discretionary Attendance:

Grade	Address	District of Attendance
Pre-K	Helena, MT59602	Clancy Elementary
K	Helena, MT59602	Montana City Elementary
K	Helena, MT59602	Montana City Elementary
5	Helena, MT59602	East Helena K-12
5	Helena, MT59602	Montana City Elementary
10	Wolf Creek, MT59648	Cascade High School
10	Cascade, MT59421	Cascade High School
11	Wolf Creek, MT59648	Cascade High School
11	Wolf Creek, MT59648	Cascade High School
11	Wolf Creek, MT59648	Cascade High School
11	Helena, MT59601	East Helena K-12
12	Wolf Creek, MT59648	Cascade High School
12	Wolf Creek, MT59648	Cascade High School

Mandatory Attendance:

Grade	Address	District of Attendance
K	Helena, MT59601	Huntley Project K-12
5	Helena, MT59601	Montana City Elementary
7	Helena, MT59601	Montana City 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	East Helena K-12	Montana City Elementary	Clancy Elementary	Jefferson High School	Trinity Elementary	Cascade High School	Huntley Project K-12	Augusta High School	Total
Pre-K	4	10	6						20
K	11	13	1				1		26
1	6	8	5		1				20
2	12	2	5						19
3	15	13	5						33
4	10	1	4		2				17
5	15	8	7		2				32
6	13	11	7						31
7	7	4	4						15
8	16	2	4						22
9	21			1					22
10	24			4		2		1	31
11	19			4		4			27
12	25			4		2		2	33
	198	72	48	13	5	8	1	3	348



*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 Summer Retreat

Wednesday, July 24<sup>th</sup>, 2024

Bryant Elementary School

1520 Livingston Avenue Helena, MT 59601

9:00 a.m.

### MINUTES

#### ATTENDEES

##### *Trustees*

Siobhan Hathhorn, Board Chair  
Jennifer McKee, Vice Chair  
Rachel Robison, Trustee  
Kay Satre, Trustee  
Jeff Hindoien, Trustee  
Jennifer Walsh, Trustee  
Janet Armstrong, Trustee  
Linda Cleatus, Trustee

##### *Others*

Rex Weltz, Superintendent  
Karen Ogden, Communications Officer  
Kaitlyn Hess, Assessment & Federal Programs  
Keri Mizell, Human Resources Director  
Candice Delvaux, Executive Assistant  
Gary Myers, Director of Educational Technology  
Barb Ridgway, Chief of Staff  
Justine Alberts, Curriculum Director  
Josh McKay, Assistant Superintendent  
Todd Verrill, Facilities Director  
Jim Kerins, CMS Consultants  
Caleb Lewis, CMS Consultants

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

Board Chair Siobhan Hathhorn called the meeting to order at 9:18 a.m. and led the Pledge of Allegiance.

#### **II. REVIEW OF AGENDA**

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

**III. GENERAL PUBLIC COMMENT**

There was no general public comment.

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

**IV. NEW BUSINESS**

**A. Consent Action Items**

1. Personnel Actions
2. Warrants
3. Electronic Vote on MTSBA Association Business
4. Acknowledge FY 2024-25 Out-Of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)
5. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
6. 5.21.24 Board of Trustees Work Session Minutes
7. 5.24.24 Board of Trustees Work Session Minutes
8. 5.30.24 Board of Trustees Work Session Minutes
9. 6.4.24 Board of Trustees Work Session Minutes
10. 6.11.24 Board of Trustees Full Board Meeting Minutes

Board Chair Siobhan Hathorn 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 Janet Armstrong seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

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

**B. Items For Action**

1. **Approval and Ratification of the HPS-Carpenter Collective Bargaining Agreement for 2024-2026**

Ms. Keri Mizel, Human Resources Director, presented the action item, *Approval and Ratification of the HPS-Carpenter Collective Bargaining Agreement for 2024-2026* to the Board of Trustees.

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties. The Helena School District and the Western States Regional Council of Carpenters reached a tentative agreement on June 26, 2024. The Carpenters (2 members) unanimously ratified the tentative agreement to the contract and notified us on June 27, 2024. The District negotiation team recommends ratification.

The two (2) year agreement was open for language and wages for July 1, 2024 through June 30, 2026. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The District shall continue to contribute to the employee cafeteria plan an amount of \$1,031.90 per month/\$12,382.80 for the 2024-2025 benefit year.
- The District shall provide one additional floating personal day to be used no later than June 15th annually.
- Sick leave donations are to be approved for a qualifying event as defined under the Family Medical Leave Act (FMLA). Sick leave donations for a parent, sibling or for purposes of parental leave is limited to a four week maximum.
- A one and a half (1.5%) increase of \$.40 per hour to the base wage from \$26.59 to \$26.99 per hour for the 2024-2025 fiscal year.
- A cell phone allowance of \$50/month will continue to be paid on a quarterly basis on a separate check.
- A current employee with 25+ years of service with the District will receive an additional \$0.25 per hour effective July 1, 2024 to align with the longevity schedule.
- The total estimated salary cost of this settlement is \$2,216.92 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Carpenters have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on facilities projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

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

Board Chair Siobhan Hathhorn commented, "At this point I would entertain a motion to approve the action item *Approval and Ratification of the HPS-Carpenter Collective Bargaining Agreement for 2024-2026.*"

**Motion:** Trustee Jeff Hindoien moved to approve and ratify the *HPS-Carpenter Collective Bargaining Agreement for 2024-2026*. Trustee Linda Cleatus seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

2. **Approval and Ratification of the HPS-Craft Council Collective Bargaining Agreement for 2024-2025**

Ms. Keri Mizel, Human Resources Director, presented the action item, *Approval and Ratification of the HPS-Craft Council Collective Bargaining Agreement for 2024-2025* to the Board of Trustees.

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties. The Helena School District and the Craft Council (Plumbers and Pipefitters, Local Union #41 and International Association of Machinist and Aerospace Workers Local #88) reached a tentative agreement on July 17, 2024 that was ratified by the members. The District negotiation team recommends ratification. The one (1) year agreement was open for wages and language for the fiscal year July 1, 2024, through June 30, 2025. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The District shall continue to contribute to the employee cafeteria plan an amount of \$1,031.90 per month/\$12,382.80 for the 2024-2025 benefit year.
- The District shall provide two additional floating personal days to be used no later than June 15th annually. One floating personal day will sunset June 2025.
- A one and a half (1.5%) increase to base wages for the 2024-2025 fiscal year. For the plumbers, this would be an increase of \$.56 per hour to the base wage from \$37.44 to \$38.00 per hour. For the mechanic, this would be an increase of \$0.49 per hour to the base wage from \$32.41 to \$32.90 per hour for the 2024-2025



- A cell phone allowance of \$50/month will continue to be paid on a quarterly basis on a separate check.
- An additional clothing allowance of \$200.00 to be paid in July 2025. This benefit will sunset July 30, 2026.
- The total estimated salary cost of this settlement is \$2,206.50 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Craft Council have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on facilities projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

Approve and ratify the collective bargaining agreement as agreed upon between HPS and the Craft Council.

Board Chair Siobhan Hathhorn commented, "At this point I would entertain a motion to approve the action item *Approval and Ratification of the HPS-Craft Council Collective Bargaining Agreement for 2024-2025.*"

**Motion:** Trustee Jeff Hindoien moved to approve and ratify the *HPS-Craft Council Collective Bargaining Agreement for 2024-2025*. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

### 3. Approval and Ratification of the HPS-Custodians and Centralized Maintenance Collective Bargaining Agreement for 2024-2025

Ms. Keri Mizel, Human Resources Director, presented the action item, *HPS-Custodians and Centralized Maintenance Collective Bargaining Agreement for 2024-2025 to the Board of Trustees.*

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The Helena School District and the American Federation of State, County, and Municipal Employees (AFSCME) Montana Council #9 Local #2774, reached a tentative agreement on June 25, 2024. The members ratified the tentative agreement to the contract and notified us on July 18, 2024. The District negotiation team recommends ratification. The two (2) year agreement was open for wages only for July 1, 2024 through June 30, 2025. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The District shall continue to contribute to the employee cafeteria plan an amount of \$1,031.90 per month/\$12,382.80 for the 2024-2025 benefit year.
- The District shall provide one additional floating personal day to be used no later than June 15th annually.
- A one and a half percent (1.5%) increase of \$0.25 to the base wage from \$16.57 to \$16.82 per hour for the 2024-2025 fiscal year.
- The total estimated salary cost of this settlement is \$37,261 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Custodians and Centralized Maintenance have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on maintenance and grounds projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

Approve and ratify the collective bargaining agreement as agreed upon between HPS and the Custodians and Centralized Maintenance.

Board Chair Siobhan Hathorn commented, "At this point I would entertain a motion to approve the action item *HPS-Custodians and Centralized Maintenance Collective Bargaining Agreement for 2024-2025.*"

**Motion:** Trustee Jeff Hindoien moved to approve and ratify the *Custodians and Centralized Maintenance Collective Bargaining Agreement for 2024-2025.* Trustee Linda Cleatus seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

**4. Approval and Ratification of the HPS-Electrician Collective Bargaining Agreement for 2024-2026**

Ms. Keri Mizel, Human Resources Director, presented the action item, *Approval and Ratification of the HPS-Electrician Collective Bargaining Agreement for 2024-2026* to the Board of Trustees.

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties.

The Helena School District and the International Brotherhood of Electrical Workers Local 233 reached a tentative agreement on June 18, 2024. The Electrician (1 member) ratified the tentative agreement to the contract and notified us on July 8, 2024. The District negotiation team recommends ratification. The two (2) year agreement was open for language and wages for July 1, 2024 through June 30, 2026. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- The District shall continue to contribute to the employee cafeteria plan an amount of \$1,031.90 per month/\$12,382.80 for the 2024-2025 benefit year.
- The District shall provide two additional floating personal days to be used no later than June 15th annually. One floating personal day will sunset June 2025.
- Employees who have at least eighty (80) hours of accrued vacation as of May 25th, may cash out up to forty (40) hours once per year in the June pay period.
- A one and a half (1.5%) increase of \$.53 per hour to the base wage from \$35.12 to \$35.65 per hour for the 2024-2025 fiscal year.
- A cell phone allowance of \$50/month will continue to be paid on a quarterly basis on a separate check.
- The total estimated salary cost of this settlement is \$1,115.62 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Electrical Workers have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on facilities projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

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

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve the action item *Approval and Ratification of the HPS-Electrician Collective Bargaining Agreement for 2024-2026.*”

**Motion:** Trustee Jeff Hindoien moved to approve and ratify the *HPS-Electrician Collective Bargaining Agreement for 2024-2026*. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

5. **Approval of a General Wage Increase to the Independent Salary Matrix for 2024-2025**

Ms. Keri Mizel, Human Resources Director, presented the action item, *Approval of a General Wage Increase to the Independent Salary Matrix for 2024-2025* to the Board of Trustees.

Background:

Attracting and retaining top talent in the current job market is more challenging than ever. Salary is a significant factor for candidates evaluating job offers and for current employees considering their long-term career prospects. To maintain our position as an employer of choice and attract the best candidates, we must align our compensation packages to reflect industry standards. Independent positions (classified positions not represented by a bargaining unit) have not seen a salary increase over the last four years. Investing in competitive salaries is a direct reflection of our commitment to acknowledging and rewarding the valuable contributions of our current employees. A well-compensated workforce is likely to be engaged, motivated, and dedicated to their roles, resulting in increased productivity and higher morale across the organization. Moreover, competitive compensation fosters loyalty and reduces turnover risk, thereby promoting continuity and stability within our workforce.

The total estimated salary cost to the general fund is \$45,000 for the 2024-2025 fiscal year.

Superintendent recommendation:

Approve a 1.5% increase to the salary matrix for independents to remain competitive in the market, enhance recruitment efforts, retain our current talent, and promote equity across all employee groups.

Board Chair Siobhan Hathhorn commented, "At this point I would entertain a motion to approve the action item *Approval of a General Wage Increase to the Independent Salary Matrix for 2024-2025.*"

**Motion:** Trustee Linda Cleatus moved to approve a *General Wage Increase to the Independent Salary Matrix for 2024-2025*. Trustee Janet Armstrong seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

### C. Item For Information

#### 1. **Board of Trustees Summer Retreat Discussion**

The Board of Trustees moved on to discuss various topics. The discussion began with a Helena Public Schools Salary Survey Report presented by Jim Kerins and Caleb Lewis with Communication and Management Services (CMS). CMS worked with Helena Public Schools (HPS) leadership to identify benchmark positions for the salary survey. Selected positions provide occupational and hierarchical representation of positions in the district. The survey includes the 7 AA school districts in Montana, and governmental and private employers in the Helena area. Fifteen organizations participated in the study. The study focused on accurate matches and detailed wage and wage range information. CMS reviewed individual responses to ensure quality assurance and quality control. CMS offered a comprehensive report of aggregate findings and offers recommendations for change. CMS reviewed with the Board of Trustees a description of the survey methodology, scope and data sources, a summary of salary survey and market study findings relative to HPS wages, an organizational structure analysis including school district organizational charts, wage and economic trends, and recommendations for HPS's compensation plan. CMS discussed that next steps could include developing a compensation philosophy, revise the wage matrix, develop a classification system, establish an administrative salary schedule, and to conduct salary surveys regularly. Mr. Kerins and Mr. Lewis answered any questions the Board of Trustees had regarding their presentation.

Next, the Board of Trustees reviewed a School Administrators of Montana fall 2024 update given by Dr. Rob Watson, Executive Director for the School

Administrators of Montana. Superintendent Weltz moved on to discuss district strategic priorities with the Board of Trustees including a robust discussion around student achievement, culture, communication, budget, and facilities. Ms. Justine Alberts, Curriculum Director, and Ms. Kaitlyn Hess, Assessment and Federal Programming presented student achievement goals, and a district action plan to the Board of Trustees. The meeting concluded with a robust discussion about the best time to run future levies, the Project for Alternative Learning (PAL) program location, and vacant land that the district may be interested in purchasing in the future.

**V. BOARD COMMENTS**

There were no further board comments.

**VI. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 4:24 p.m.

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Candice Delvaux, Recording Secretary



*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 Special Board Meeting

Tuesday, August 6<sup>th</sup>, 2024  
Lincoln Center  
1325 Poplar St., Helena, MT, 59601  
4:30 p.m.

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# MINUTES

## ATTENDEES

Siobhan Hathhorn, Chair	Linda Cleatus, Trustee
Jennifer McKee, Vice Chair	Jeff Hindoien, Trustee
Janet Armstrong, Trustee	Rachel Robison, Trustee
Kay Satre, Trustee	Rex Wultz, Superintendent

### I. CALL TO ORDER / INTRODUCTIONS

Board Chair Siobhan Hathhorn called the meeting to order at 4:30 p.m.

### II. REVIEW OF AGENDA

The Board of Trustees reviewed the agenda, and no changes were made.

### III. GENERAL PUBLIC COMMENT

There was no general public comment.

**IV. NEW BUSINESS**

**A. ITEMS FOR INFORMATION**

**1. Board of Trustees Self-Evaluation**

The Board of Trustees reviewed and discussed the Board of Trustees Self-Evaluation results.

**2. Evaluation & Contract of the Superintendent**

*(Personnel Specific: This portion of the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure. MCA 2-3-203)*

The Board of Trustees entered closed session at 6:45 p.m. to conduct the evaluation and contract of the Superintendent.

The Board of Trustees reentered open session at 9:36 p.m.

**V. BOARD COMMENTS**

There were no additional comments.

**VI. ADJOURNMENT**

Board Chair Siobhan Hathhorn adjourned the meeting at 9:36 p.m.





**Superintendent**

Rex Wetz  
324-2001

**Business Manager**

Janelle Mickelson  
324-2040

## Board of Trustees Meeting

Lincoln Center  
1325 Poplar St., Helena, MT 59601  
And on TEAMS

**Tuesday, August 13<sup>th</sup>, 2024**  
5:30 p.m.

### MINUTES

**ATTENDANCE – Present unless otherwise noted.**

Siobhan Hathhorn, Chair  
Linda Cleatus, Trustee  
Jeff Hindoien, Trustee  
Jennifer Walsh, Trustee  
Kay Satre, Trustee  
Rachel Robison, Trustee  
Janet Armstrong, Trustee

Charlie Snellman, Capital High School Student Representative for the Board of Trustees  
Adella Harris, Helena High School Student Representative for the Board of Trustees

Rex Wetz, Superintendent  
Josh McKay, Assistant Superintendent  
Janelle Mickelson, Business Manager  
Barb Ridgway, Chief of Staff  
Kaitlyn Hess, Assessment and Federal Programs  
Justine Alberts, Curriculum Director  
Jane Shawn, HEA President  
Lona Carter, Special Education Director  
Karen Ogden, Communications Officer  
Wynn Randall, Rossiter Elementary Principal  
Lisa Cordingley, HEF Executive Director  
Tim McMahon, Activities Director  
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.

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

## **III. SUPERINTENDENT'S REPORT**

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

- Recognition
  - o Facilities and Maintenance-Summer Work
  - o Janelle Mickelson & Business Office-Close-Out 2023-24/Start Up 2024-25 Budgets
  - o Karen Ogden-2024-2025 HPS District Calendar in the Independent Record
  - o Thank you, Lisa Cordingley and the Helena Education Foundation for sponsoring and organizing all the fall events.
  - o Thank you, Lisa Cordingley and the Helena Education Foundation and Jane Shawn, and the Helena Education Association for sponsoring the 2024 New Educator Orientation.
  - o Board of Public Education Visit to SACC Program-Thank You Kirstan Rousch & SACC Staff
  - o Helena Public Schools has been selected to receive the 2024 Public Sector Employer Governor's Safety Achievement Award-Thank You Neal Murray & Todd Verrill
  - o Solar Photovoltaic System-Bryant Elementary-Thank you Todd Verrill, Rob Brewer, and the amazing group of public and private partners that made this project possible.
  
- New Business
  - o Administrative Changes 2024-2025
  - o Lona Carter-Special Education Director
  - o Jesika Fisher-1/2 FTE Elementary Principal Hawthorne Elementary
  - o Erin Hunt-1/2 FTE Assistant Principal C.R. Anderson Middle School
  - o Brian Kessler-Principal Helena High School
  - o Abby Kuhl-Principal Warren Elementary
  - o Erin Maxwell-Assistant Principal Helena Middle School
  - o Eric Peterson-Assistant Principal Helena High School
  - o Tia Wilkins-Principal Bryant Elementary
  - o Compensation Philosophy Study with CMS
  - o HPS Hosted AA Superintendent Summer Summit
  - o Summary of 2023-2024 SY

- Outreach/Meetings
  - o Board of Health Meeting
  - o Board Leadership
  - o HPS Presented at Hometown Helena
  - o 2024 Jeremy Bullock Safe Schools Summit
  - o Rotary Club
  - o CMS Comp. Study
  - o SAM Delegate Assembly & Evening of Excellence
  - o Cabinet & Leadership
  - o All Administrators Meetings
  - o Student Board Representatives
  - o TV, Print, Radio Media
  - o SPH – Sponsorship
  - o Montana Digital Academy AI Training
  
- Other
  - o Administration Back – August 5th
  - o Staff Back – August 26th
  - o First Day School August 28th – Grades 1-6, 9-12 PAL, 9 graders HS, Kindersprouts
  - o First Day School August 29th – 7-8 Grade, 10-12 HS
  - o Sept 3rd Tuesday First Day Kindergarten

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.

#### IV. GENERAL PUBLIC COMMENT

There was no general public comment, and the Board of Trustees moved on to review the Item for Information.

#### V. NEW BUSINESS

##### A. Item for Information

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

Chief of Staff Barb Ridgway introduced Ms. Julie Mitchell who is a former Helena Public Schools Board of Trustee, and a retired teacher from the Helena Public Schools. Ms. Ridgway and Ms. Mitchell collaborated on a project regarding student recruitment and retention in the Helena Public Schools and to learn why people are choosing to educate their students in other districts and to discover if there are things that we could possibly do as a district to recruit families to remain in the district or to come back to the district. Through their research and analyzing information from OPI they learned that in the 23-24 school year 209 students

requested a boundary variance (this does not include homeschooled students.) These students were from 141 families. 40 of the 209 were first time boundary variances in 2022 or 2023. 19 of the 40 students were kindergarten aged students, 9 of whom followed older siblings. 73% of the students reside in the 59602 geographic area of HSD#1. During her research, Ms. Mitchell called a random selection of families out of the 40 students that were leaving the district for the first time to find out why their family chose to leave the district. Some of the reasons why families left our district to attend a different district was because: they live or work closer to schools in another district, there was no available seat in neighborhood school for student, they prefer a smaller “cozier” school district, they prefer a K, 1-2, 3-5 school model to a K-5 model, they heard negative talk about student safety and negative peer interactions and preemptively opted to educate elsewhere, or they were concerned about transitions to bigger middle and high schools. Families were asked if they had a “magic wand” what would they have changed in order to have stayed in our school district and their responses were: they wished there had been room in their neighborhood school classroom, they wished they knew more about the positive things going on in their neighborhood school, and they wished they knew more about steps HSD is taking around student safety and creating comfortable environments. When Ms. Mitchell looked at all the information gathered it indicated that families do not necessarily know what our schools are already doing to create a positive learning environment or a sense of belonging and support for students emotional and physical safety, as well as support during transitions between elementary and middle school and middle school and high school.

During their research, Ms. Mitchell and Ms. Ridgway discussed that there must be additional ways that we can communicate how cool and amazing our schools are and discussed that the people who work in our neighborhood schools are key to the process in creating connections with families. Ms. Mitchell and Ms. Ridgway moved on to the next phase, which was inviting and engaging kindergarten aged students and their families. They began by emailing the registered childcare centers in the Helena area. The email was signed and sent by all elementary school principals inviting childcare providers to connect to elementary schools through the principal’s newsletter links (included in the email) and to schedule school tours for their students and families. They invited childcare centers to share this information with parents. Based on feedback from childcare centers, they revamped the kindergarten enrollment information page on the district website. Ms. Mitchell and Ms. Ridgway sent a letter to every preregistered kindergartner stating that we were looking forward to meeting them in the fall and they all received a sticker with their school mascot. The bottom half of the letter contained a link to the principal’s and superintendent’s weekly newsletter with other important information. Ms. Mitchell and Ms. Ridgway brainstormed more activities for the Week of the Young Child and Kindersprouts which created more opportunities for families to come into the schools and meet the principals. Ms. Mitchell and Ms. Ridgway also reached out to homeschool families and sent them a bookmark and a letter inviting them to enroll in Mount Ascension Academy or part time enroll at HHS or CHS. So far 18 families receiving the letter have contacted the district about Mount Ascension Academy.

Ms. Mitchell stated that to increase communication to families, changes were made in Powerschool to streamline communication between principals and families, the superintendent’s weekly newsletter will be more broadly focused on K-12, there is the Superintendent’s Monthly Your Turn in the IR, the school board regularly shares recognitions of student accomplishments for grades K-12, and the district social media channels share student recognitions as well as important practical information. The elementary school

principals and central administration have created a list of strategies to increase a sense of welcome and belonging with a goal to implement this upcoming year. One of their ideas was the Board of Trustees, as a group of volunteer elected officials, could support the creation of a Helena School Volunteer Associates organization which would offer volunteer opportunities in the district for community members in order to build positive relationships between individuals and create stronger bonds between the schools and the community. Ms. Mitchell concluded her presentation by stating that we will continue to employ the identify, listen, and invite strategies focused on student recruitment. We will analyze incoming student data and investigate why those families are choosing to be educated in the Helena District and we will work through the mechanics of implementing the new legislation on tuition and billing. Ms. Mitchell and Ms. Ridgway answered any questions the Board of Trustees had regarding the presentation.

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

**B. Consent Action Items**

1. Personnel Actions
2. Warrants
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
4. Acknowledge FY 2024-25 Out-Of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)

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 Walsh seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

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

**C. Items for Action**

1. **Approval of HPS-Painters Collective Bargaining Agreement**

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties. The Helena

School District and District Council #82 and Local Union #1922 of the International Union of Painters and Allied Trades met on June 19, 2024 and on July 31, 2024 where a tentative agreement was reached with members. The District negotiation team recommends ratification.

The two (2) year agreement was open for language and wages for July 1, 2024 through June 30, 2026. A summary of the conditions of the contract are noted below. Upon the Board's approval, a final copy will be made available electronically.

- A one year agreement for July 1, 2024 through June 30, 2025.
- The District shall continue to contribute to the employee cafeteria plan an amount of \$1,031.90 per month/\$12,382.80 for the 2024-2025 benefit year.
- The District shall provide two additional floating personal days to be used no later than June 15th annually. One floating personal day will sunset June 2025.
- Employees who have at least eighty (80) hours of accrued vacation as of May 25th, may cash out up to forty (40) hours once per year in the June pay period.
- Expansion of paid bereavement leave of up to five (5) paid days per event.
- A one and a half (1.5%) increase of \$0.41 per hour to the base wage from \$27.04 to \$27.45 per hour for the 2024-2025 fiscal year.
- A cell phone allowance of \$50/month will continue to be paid on a quarterly basis on a separate check.
- The total estimated salary cost of this settlement is \$1,703.18 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Painters have a collaborative relationship and productive negotiations history.
- This agreement continues to bring parity to the bargaining units within HSD that work together on facilities projects.
- This agreement supports the directive of the Board to support our staff members and address issues relative to the district budget.

Superintendent recommendation:

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

Board Chair Siobhan Hathhorn commented, "At this point I would entertain a motion to approve the HPS-Painters Collective Bargaining Agreement as presented."

**Motion:** Trustee Linda Cleatus moved to approve the HPS-Painters Collective Bargaining Agreement as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

## 2. Certify the Trustees' Financial Summary-Elementary Fiscal Year 2023-24

Ms. Janelle Mickelson, Business Manager, presented the next four action items to the Board of Trustees, including *Certify the Trustees' Financial Summary-Elementary Fiscal Year 2023-24*, *Certify the Trustees' Financial Summary-High School Fiscal Year 2023-24*, *Final Budget Adoption-Elementary Fiscal Year 2024-25*, and *Final Budget Adoption-High School Fiscal Year 2024-25*, and answered any questions the trustees had regarding the four action items. Ms. Mickelson stated there is one correction: the Teacher's Retirement System (TRS) did get the pension information out and she updated that information.

### Background:

School districts account for the receipt and disbursement of all money belonging to the district in accordance with the methods prescribed by the Office of Public Instruction (OPI). The Trustees' Financial Summary (TFS) is the annual financial report prescribed by the OPI.

### Considerations:

- Pursuant 20-9-213(6), MCA, the board of trustees transmit the TFS to the county superintendent of schools no later than August 15th and to the OPI no later than September 15th.
- Trustees are responsible for ensuring the accuracy and prompt submission of the TFS.
- Subsequent amendments to the TFS made by the clerk of the district are considered officially made on behalf of the trustees.
- The deadline for amendments is December 10th.

### Highlights:

- Salaries and benefits accounted for 93% of elementary general fund expenditures and 89% of high school general fund expenditures.
- Tuition revenues in the high school general fund were down approximately \$123,000 due to East Helena K-12 opening all grade levels in the high school last year.
- Several factors resulted in unanticipated underspent budget in the transportation fund as follows:
  - Leadership changes – 50% of the staff changed in FY 2023-24 and one technical position wasn't filled until early Spring.
  - Vacancy & salary savings – A new manager was hired at a lower salary. The position vacated by the new manager wasn't filled until late in the year and became a part-time rather than a full-time position.
  - Bus lanes repaved – planned projects for repaving a number of bus lanes did not occur.
  - Field trips – The District budgeted for field trips but was waiting on a legal opinion as to whether field trips are an allowable expenditure out of the transportation fund. A legal opinion has yet to be received.
  - The cash remaining from the unspent budget was transferred to the interlocal fund.
  - Approximately \$1,808,895 of one-on-one Special Education Paraprofessional salaries were spent out of the elementary tuition fund and approximately \$440,183 was spent out of the high school tuition fund.
  - All but \$244,215 of the ESSER funding has either been spent or committed. The remaining \$244,215 will be spent on Lost Learning Instruction by September 30, 2024.

- In addition to the above ESSER funding, the District has approximately \$30,034 of uncommitted ARP Homeless money to spend by September 30, 2024.
- In fiscal year 2023-24, the District and the Helena Education Association negotiated a 1.5% increase in salaries for fiscal year 2024. The cost of the increase in fiscal year 2023-24 was approximately \$583,500.
- Health benefits increased by approximately \$63 per month.
- Driver’s education expenditures outpaced revenues and approximately \$20,000 of expenditures were transferred to the interlocal fund.
- Approximately \$730,880 in technology costs were transferred to the interlocal fund. Although the elementary technology fund year-end cash balance was higher than last year (\$106,908 increase), the current levy just isn’t enough to support the technology needs of the district. The high school technology fund tends to do better financially but did receive nearly \$100,000 of support from the interlocal fund.
- The District received \$215,423.71 in Advanced Opportunity Aid. The grant money is accounted for in the flexibility fund and is used to reduce student and family out-of-pocket costs for AP exams, dual credit classes and other course fees and for the enhancement of career and technical education programs.
- The small year-end cash balance of \$80,805.93 in the building fund reflects that all projects have been substantially completed. The remaining balance will be used to complete door automation for Kessler Entry 9 and to complete the replacement of Entry 14 at CR Anderson.
- Major projects funded by the building reserve fund included: Smith Elementary re-roof, Capital High School partial re-roof, various repair & maintenance projects at Helena High School (basketball court upgrade, carpet & tile replacement, fire escape repairs and partial re-roof), bathroom upgrades at HMS, CRA, HHS, and CHS, and outdoor basketball court renovations at Helena Middle School.
- At year-end, after all cash transfers, the interlocal fund had an ending fund balance of \$6,962,233 of which \$736,182 is earmarked for school building budgets.

Superintendent recommendation:

Certify the Trustees’ Financial Summary and direct the clerk of the district to submit the report to the county superintendent of schools and to the Office of Public Instruction.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve the action item *Certify the Trustees’ Financial Summary-Elementary Fiscal Year 2023-24.*”

**Motion:** Trustee Jeff Hindoien moved to approve the action item *Certify the Trustees’ Financial Summary-Elementary Fiscal Year 2023-24.* Trustee Kay Satre seconded the motion.

**Public Comment:** None

**Vote:** 5-0 motion carries unanimously. *(Please note that Trustee Jennifer Walsh did not vote as she is a trustee strictly for the high school district and this action item is for the elementary district).*



3. **Certify the Trustees' Financial Summary-High School Fiscal Year 2023-24**

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve the action item *Certify the Trustees' Financial Summary-High School Fiscal Year 2023-24*, as presented."

**Motion:** Trustee Kay Satre moved to approve the action item *Certify the Trustees' Financial Summary-High School Fiscal Year 2023-24*. Trustee Jennifer Walsh seconded the motion.

**Public Comment:** None

**Vote:** 6-0 motion carries unanimously.

4. **Final Budget Adoption-Elementary Fiscal Year 2024-25**

Ms. Janelle Mickelson, Business Manager, shared highlights for the 2024-2025 budget for various accounts including the general fund, transportation, tuition, retirement, adult education, technology, flexibility, debt service, and the building reserve. Ms. Mickelson also discussed salary increases/decreases, health benefits, and other budgeted increases such as utilities and property and liability insurance. Ms. Mickelson answered any questions the Board of Trustees had regarding the final budget adoption for the elementary and high school fiscal year 2024-25.

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve the action item: *Final Budget Adoption-Elementary Fiscal Year 2024-25*:

**Motion:** Trustee Jeff Hindoien moved to approve the action item, *Final Budget Adoption-Elementary Fiscal Year 2024-25*. Trustee Linda Cleatus seconded the motion.

**Public Comment:** None

**Vote:** 5-0 motion carries unanimously. *(Please note that Trustee Jennifer Walsh did not vote as she is a trustee strictly for the high school district and this action item is for the elementary district).*

5. **Final Budget Adoption-High School Fiscal Year 2024-25**

Board Chair Siobhan Hathhorn commented. "At this point I would entertain a motion to approve the action item: *Final Budget Adoption-High School Fiscal Year 2024-25*:

**Motion:** Trustee Jennifer Walsh moved to approve the action item, *Final Budget Adoption-High Fiscal Year 2024-25*. Trustee Kay Satre 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 Report**

Mr. Charlie Snellman, Capital High School Student Representative for the Board of Trustees, gave his Student Representative Report. Mr. Snellman commented, “Summer has been great and students from Capital High can be seen working in the Helena community, traveling abroad, recreating on Montana public lands and lakes, and enjoying time with friends and family. With the school year fast approaching, students are wrapping up (or more realistically just now starting) their summer assignments and research projects. At school, Mr. Zanto and other staff have been hard at work preparing for the new year and finalizing schedules. As of August 9<sup>th</sup>, approximately 1,344 students are enrolled at Capital High. 347 freshmen, 356 sophomores, 344 juniors, and 297 seniors. Underclassmen make up 52.3% of the student population with the remaining 47.7% being upperclassmen. Luckily, there were few changes to staff at Capital High. The few new teachers at Capital moved from other in-district schools and we have one new teacher filling in for a staff member on sabbatical leave during the first semester. I am also excited to say that the new director of orchestras at CHS is Kevin Cleary, who used to be my middle school orchestra teacher. I am looking forward to orchestra my senior year with him on the podium. On Wednesday, August 28<sup>th</sup>, before the official first day of school, we will welcome our 347 freshman students at Bruin Beginnings. Our youngest bruins will receive a tour, schedules, textbooks, lockers, and Chromebooks in the morning. Most of their day will be guided by upperclassman Link Leaders who are familiar with and active at Capital. An added feature this year is that all freshman students will take the MAP (Measure of Academic Progress) Assessment in the afternoon. Students will use their new Chromebooks to take both the math and reading diagnostic. The data from the assessment will be used to guide any possible course-level changes to help ensure that students will have the most successful freshman year possible. This early assessment also allows teachers to tailor instruction to meet individual needs, address learning gaps, and provide targeted support for freshman as they transition to CHS. Other students at CHS have been seizing opportunities to help their community this summer. Elaina Edwards, a CHS HOSA member hosted her 3rd blood drive, and her 4th is scheduled for January 2nd. So far, Elaina has helped the American Red Cross to collect a total of 82 units of lifesaving blood during an emergency time of need. CHS National Honor Society is gathering a database of opportunities to volunteer and increased their hours requirement from 10 to 20 hours of service per semester. This increase will not only help the community in monumental ways but serve as networking opportunities to connect CHS students with the greater Helena community. The Student Council is also looking forward to hosting dances and social events. Many sports teams have continued to meet for off-season training all summer. On behalf of the staff and students of Capital High, we are looking forward to another great and action-packed school year!”

Ms. Adella Harris, Helena High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Harris commented, “Helena High is approaching the 24-25 school year at full charge with staff working hard, athletes making the preparations, students enjoying their last few weeks of summer, all with new principal Brian Kessler leading

the way. Bengal counseling staff has been working hard to finalize and clean up student schedules, helping to set up pathways for success in every aspect that piques their student's interest. Professional development meetings are underway as educators prepare for the coming school year. Custodial crews are busy getting rooms and hallways clean and prepared for the students and staff about to roam the halls in just a few short weeks. We would like to give a huge shout out to our custodial staff for the work they have completed all summer. It is not an easy task to work in a hot building scraping wax, moving classrooms, and doing all of the necessary things to have classrooms and a large school ready for school to start, but our crew has done an amazing job of taking pride in their work and making sure our building is ready to go. Thank you to our Office Manager, Ms. Rainey for helping to keep the building running and fielding plenty of phone calls over the summer to help register new students, answer questions on when everything will be happening in the fall, and helping to ensure our building is ready to go for the coming school year. Our students' involvement in their activities doesn't stop when the school year ends. Their passion for what they believe in, and their talents keep them involved and active in the community. Helena High's new Student Council Officers have made it a priority to get a jumpstart on the school year. The team has met throughout the summer and is currently busy planning the HHS homecoming activities and events. Members of Helena High's choir have joined together and started a band over the summer. In June, members of the Bengals speech and debate team traveled to Iowa to compete in Nationals. The team also held mini day camps for team members and incoming freshman. As for our Bengal Athletics, our teams have made it a priority to put in the work to prepare for the fall season, as well as making their mark in the community. Throughout the summer the women's volleyball team has held weekly workouts, open-gym, and Friday yoga. They have had many new recruits, a large majority being the incoming class of 2028. The Lady Bengals Soccer team have been practicing three days a week all summer to focus on preparing their bodies and most importantly building a team connection. The men's team has been doing the same, working five days a week for the upcoming season. The Helena High women's and men's golf team has been able to practice and play every Thursday thanks to the kindness of local courses Green Meadow and Bill Roberts. The Helena High Football team has held workouts every morning throughout the summer. The team has attended football camp at MSU in June and players volunteered to help St. Peter's shovel bark and gravel for a new playground at Ray Bjork Learning Center. The Bengals cross-country team has been meeting five days a week since January 26, seeing more consistency in their team than any prior season. The team is expecting more than 70 runners this fall, making it the largest team in recent memory. As the school year approaches, there are a few traditional back to school events that will be happening:

- The annual Booster BBQ will take place on August 24 from 11-2, stop by and reconnect with those who you may not have seen for a while, or enjoy a burger or hot dog from the administrators
- Student schedule pickups/release will be on August 21, 22, and 23
- Staff is back on campus officially starting on August 26
- We look forward to welcoming the Class of 2028 for our annual Bengal Beginnings Day on August 28!

Lastly, Principal Brian Kessler is passionate to focus on family engagement throughout the 2024-2025 school year. Willing and ready to look at what are "we", Helena High, doing well? What can we improve, and how can we do it effectively? He is meeting with individuals and students from every corner of Helena High effectively adapting to our Bengal Family. HHS is

prepared, excited, and eager to welcome the upcoming school year with open arms.”

2. Helena Education Association Report

Ms. Jane Shawn, HEA President, gave the Helena Education Association report. Ms. Shawn commented, “Kyla Owen who is a kindergarten teacher at Rossiter, was awarded the \$24,000 grant from the American Federation of Teachers. It centers around technology and expanding technology and AI knowledge, and she'll be interviewing teachers for the first round of the grant opportunity and then they'll expand every year for three years. In June, Erika McMillin and I went to a Power Worker training provided by MFPE and the National Education Association. It provided us with more guidance and support on member outreach and through some grant money from this training HEA is holding three events specifically for our para educators to build their voice and hear their issues, and one of them was today. In July, Kim Stout and I attended the NEA Representative Assembly in Philadelphia. Also in July, Kellen Alger, attended the AFT conference in Houston. The AFT meets to complete their business every other year and they usually have a very distinguished keynote speaker, and this year Kamala Harris spoke to members just a couple of days after she became the apparent Democratic nominee for the presidency. At the beginning of August, many HEA members attended the first annual Feaver Fest, which was held in honor of the late Eric Feaver, past president of both MFPE and HEA, it was a great time in Women's Park. It was really the first major fundraiser for the Montana Federation of Public Employees newly formed foundation, and that foundation is going to support public service workers. Two days later, HEA members marched in the Pride parade in Helena, along with MFPE delegation, and we saw lots of employees and students lining the parade route. Maria Foot and Jake West have been developing a new mentor training for the mentors in our buildings, and they're going to deliver that training on the morning of the 23rd before the mentors work with their mentees that afternoon for the new teacher day. Many teachers attended conferences this summer, I haven't heard about them all, but I usually do in September. Currently Kim Stout is in Chicago. She was invited by AFT to go to a Microsoft AI Conference. Teachers and para educators across the district are attending professional development activities this week and next. Many are also back in their classrooms, getting ready for new students. I have met one on one with several of our new educators and will be attending the orientation meeting and the new educator day on the 23rd. I am excited about that because I get to be the MC on the tour train.”

3. Facilities and Technology Committee Report

There was no Facilities and Technology Committee report this evening.

4. Budget and Finance Committee Report

There was no Budget and Finance Committee report this evening.

5. Policy Committee Report

There was no Policy Committee report this evening.

6. Teaching & Learning Committee Report  
There was no Teaching & Learning Committee report this evening.
  
7. Health Benefits Committee Report  
There was no Health Benefits Committee report this evening.
  
8. Wellness Committee Report  
There was no Wellness Committee report this evening.
  
9. Montana School Boards Association Report  
There was no Montana School Boards Association Report this evening.

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

## **VI. UPCOMING MEETINGS**

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

- Tuesday, September 2<sup>nd</sup>, Policy Committee Meeting, 12:00 p.m., Lincoln Center
- Wednesday, September 3<sup>rd</sup>, Teaching & Learning Committee Meeting, 12:00 p.m., Lincoln Center
- Monday, September 9<sup>th</sup>, Facilities & Technology Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, September 10<sup>th</sup>, Budget & Finance Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, September 10<sup>th</sup>, Full Board Meeting, 5:30 p.m., Lincoln Center
- Tuesday, September 24<sup>th</sup>, Board of Trustees Work Session, Central Elementary, Time TBD

## **VII. BOARD COMMENTS**

Superintendent Weltz stated that we will be holding a Board of Trustees Orientation next month where trustees will be able to meet the staff of various district departments and find out more about what their role is in the district. Chair Hathhorn stated that she will be emailing the trustees to see if their preference is to meet at noon or 4:00 p.m. for the Board Work Sessions this year, or if they would like to alternate monthly between the two-time options.

**VIII. ADJOURNMENT**

Board Chair Siobhan Hathorn adjourned the meeting at 7:29 p.m.

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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 a 12,000 pound capacity Benwell FP-12 4-post hoist

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell or dispose of such Benwell hoist because it is 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 Benwell Hoist. Interested parties must submit sealed bids to the Helena School District #1 Business Office, 1325 Poplar Street, Helena, MT 59601 by 3:00 p.m. on Monday, September 30<sup>th</sup>. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for HHS 4-Post Hoist. In the event that no bids are received, the District will dispose of the Benwell Hoist in any manner deemed appropriate.

The items may be viewed at Helena High School at 1300 Billings Ave, from September 16-25<sup>th</sup>. Please contact Roni Robertson at 406-439-1958 to schedule an appointment as classes are running Monday-Friday.

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 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 obsolete Mathematics, Health, Social Studies, English Language Arts, and Writing teacher manuals, student textbooks and student workbooks that are no longer used in elementary and middle school classrooms due to updated curriculum and outdated resources.

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to DONATE such teacher manuals, student textbooks and student workbooks because they are abandoned, obsolete, undesirable or unsuitable for school purposes. Please contact Ms. Justine Alberts at 406-324-2032 for more information and/or viewing.

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:**

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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

**Policy Background  
Board of Trustees Meeting  
September 10, 2024**

**The following policy is being presented for Action:**

**3410 Student Health / Physical Screenings Examination**

The policy has been revised to clearly establish that the District will not conduct physical examinations without parental consent unless ordered to do so by a court or there is concern for the health or safety of the student or others is in question.

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

**5255 Disciplinary Action**

This policy is being revised to clarify that a supervisor does not have the authority to reprimand the Superintendent.

**7055 Operations and Management of District Facilities**

This policy is being recommended for repeal. It is redundant given that there is a District Safety Policy (7060). Since the adoption of this policy the Board has adopted an entire series of policies that address School Facilities (9000 Series).

**7515 Fund Balance**

The policy is being revised to increase the range the District maintains in the Committed General Fund Balance from 3% - 6% to 5% - 10%. The title Administrator for Business Operations has been revised to reflect the position's current title – Director Business of Business Services / Clerk.

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.B.1.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:      Item For Action**

1. Policy 3410: Student Health/Physical Screenings Examination

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

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
40	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 VII.B.2.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**      **Item For Action**  
                         2. Smith Elementary HVAC Design Contract

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

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

**Helena School District Board of Trustees**

1325 Poplar St.  
Helena, MT 59601-0939  
[boardoftrustees@helenaschools.org](mailto:boardoftrustees@helenaschools.org)

4 September 2024

**Dear Helena School District Board of Trustees,**

I respectfully request the board of trustees approve the attached proposal from Con'eer Engineering, Inc. for the design of a new HVAC system at Smith Elementary School. The cost of the design and contract administration services is \$180,300. The lead engineer is Mr. Gruizenga, PE how is very familiar with the school's current system as he contributed to the district's 2022 Deferred Maintenance Report. The report listed the Smith system's replacement as a high priority project due to its inefficiency and outdated design. The total estimated cost of the HVAC project is approximately \$2M which includes the 10% design and contract administration service fees listed above. MCA 20-9-204 (3)(b)(i) allows for the selection of a registered professional engineer without advertisement for bids.

Sincerely,



Todd J. Verrill

**Attachments:**

1. Memorandum, dated 19 July 2024, Smith Elementary School HVAC Rehabilitation
2. Con'eer Engineering, Inc. Project Proposal
3. Con'eer Engineering, Inc. Hourly Billing Rates



July 19, 2024

Helena Public Schools  
Attention: Todd Verrill  
1325 Poplar St.  
Helena, MT 59601

Email: [tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

RE: Smith Elementary School  
HVAC Rehabilitation

Dear Todd,

Thanks for taking the time to share your proposed project at Smith Elementary with me during my visit with you and Rob Brewer. The site walk-thru was very helpful in determining the project's initial challenges and scope. In the Helena School District Deferred Report completed in Spring 2022 work was estimated at \$1.1 million. With the recent escalation of equipment and labor cost I believe that the project will probably run just under \$2 million.

As we complete the project design, we will provide budget estimates significantly tighter than those prepared in the Deferred Maintenance report. The report estimate did not include any budget for air conditioning. Per our discussion you highlighted that air conditioning is a priority in any HVAC project at this facility.

Per our discussion the project scope is as follows:

1. Centralize the four boiler plants to a maximum of two plants, preferably to one plant. The revised equipment will include high efficiency modular boilers, variable speed boilers and digital controls.
2. The desire is to have five different roof mounted air handlers replaced. The constant volume classroom ventilation systems shall be revised to variable volume systems.
3. The building water heaters will be, at a minimum, replaced and if possible consolidated into a single system in a central location.
4. The new building will utilize DDC controls. The controls will allow remote building monitoring by Facility Service staff and limited individual occupant space temperature control.
5. Provide the code required hoods on the kitchen equipment.
6. The revision to the HVAC equipment and adding Air Conditioning will cause modification to the building electrical system.

Our design effort will be to create a set of drawings suitable for bidding by local area contractors by the end of 2024 with an effort to bid the project in December. The desire is to complete

construction during the summer of 2025. The construction goal is to complete all classroom space work prior to the commencement of school in August with the heating systems being completed by mid-October. If possible, air conditioning will be completed for use in the fall of 2025 but with equipment lead times it should be assumed that air conditioning will not be available till spring of 2026.

Attached is a letter of services agreement. Please review and let me know if you have any questions. We look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey A. Gruizenga". The signature is fluid and cursive, with a prominent initial "J" and "G".

Jeffrey A. Gruizenga, PE





July 19, 2024

Helena Public Schools  
Attention: Todd Verrill  
1325 Poplar St.  
Helena, Montana 59601

Email: [tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

RE: Mechanical Improvements  
Smith Elementary School

Dear Todd:

We are pleased to make this Proposal to you for Engineering Services required for the proposed revisions to the mechanical system at Smith Elementary School. We are basing this Proposal on our conversations with you and your staff regarding the scope of work.

Attached is a letter explaining the proposed project scope and construction schedule. The project will centralize boiler operations, add DDC controls and incorporate air conditioning throughout the building.

Our initial conceptual estimates for the probable cost of Mechanical and Electrical work range from \$1,800,000 to \$2,100,000.

New Mechanical and/or Electrical systems must conform to the International Building, Mechanical and Energy Conservation Codes; the Uniform Plumbing Code; and the National Electrical Code.

Our Basic Design Services will consist of the following:

1. Construction Documents including Drawings and Specifications suitable for bidding by Contractors to complete the proposed Mechanical and Electrical Work; and for review by the Authorities Having Jurisdiction. Documents will include performance specifications for Temperature Control, fire suppression and Fire Alarm Systems.
2. Bidding assistance includes answering Contractor questions and preparation of Addenda to the Construction Documents. Attendance at a Pre-Bid meeting is included.
3. Agency Review assistance includes answering questions; providing responses to AHJ Review Comments; and updating Construction Documents.

Our Contract Administration Services will include the following:

1. Review of Contractor Submittals for Mechanical and Electrical materials.
2. Contract Assistance including answering Contractor questions; and preparation of Supplemental Drawings or Change Order Documents necessary for clarification or completion of the Work.
3. Periodic Observation of the Work. (5 trips including a Pre-Construction Meeting)
4. Substantial Completion Review including preparation of punch lists for Mechanical and Electrical Work.

5. Verification of Contractor completion of punch list items. A verification of the temperature controls will be completed remotely.

The following Services are not included in this proposal. We can provide proposals for these services should you desire.

1. Energy modeling services.
2. Design or application assistance for LEED™ Certification.
3. Commissioning of Energy Systems.
4. Production of As-Built Record Drawings.
5. End of Warranty Year Review.

We propose that our total compensation for the Basic Design and Contract Administration Services outlined above shall be lump sums totaling \$180,300.00, to be billed monthly according to progress as follows:

Construction Documents	\$132,400
Structural Engineer (If Needed)	\$7,500
Bidding/Agency Review Assistance	\$6,800
Review of Submittals	\$4,800
Contract Assistance/Questions/Observation	\$25,100
Substantial Completion Review	\$3,700

For Additional Services not defined in the Scope of Work we will bill you on an hourly basis according to our standard fee schedule, but only upon your prior approval for rendering services. Trips will be billed at a rate of \$1850.00 per trip.

In addition, we will produce (3) sets of Construction Documents for distribution to the Design Team and Reviewing Authorities. Construction documents for Plan Services and/or Contractors will be distributed electronically. Printing and mailing costs will be invoiced to you.

Fees are due within 30 days of completion of each phase. Delays in payment of more than 30 days from phase completion shall draw interest of 1.5% per month.

If the above is to your satisfaction and understanding, please sign one copy of this Proposal and return it to our office. This contract is valid only if signed within 60 days of the letter date, unless extended by both parties.

Thank you for the opportunity to make this Proposal to you. We would be happy to answer any questions or provide additional information should you require it.

Sincerely,



Jeffrey A. Gruizenga, PE  
Con'eer Engineering, Inc.

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Enc Standard 2024 Hourly Billing Rates

Date: \_\_\_\_\_



**HOURLY BILLING RATES**  
*(Effective January 1, 2024)*

Principal, Consulting Engineer, PE	\$188.00
Project Manager, Senior Engineer, PE	\$172.00
Project Engineer, PE	\$166.00
Design Engineer, PE	\$158.00
Senior Designer, E.I.	\$122.00
Designer	\$108.00
Sr. CADD Technician	\$86.00
CADD Technician	\$74.00
Clerical	\$76.00

Plotting Time

*\$5.00 / Sheet Plus \$16.00 / Plot Hour*  
(1 Hour Minimum)

Additional Expenses

Auto Mileage (Per Mile)	\$ .70
Other Expenses @ Multiplier	1.1

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.B.3.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**      **Item For Action**  
                         3. ESSER Funds Spend Down 2024 Report

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

## Rationale for Purchasing ESSER III Lost Instruction Materials

The COVID-19 pandemic has disrupted student learning, leading to significant gaps in foundational areas like reading, writing, and mathematics. Prolonged periods of remote instruction and limited access to resources have amplified these challenges, particularly for our youngest learners and students with disabilities. To address this, we are investing ESSER III funding in high-quality instructional materials, curricular support, and adaptive technologies that provide targeted, differentiated learning opportunities to mitigate learning loss. Further, we are seeking to purchase additional technology devices so more of our impacted students can access online intervention materials.

Our focus is on Tier 2 and Tier 3 resources that complement core programs such as Into Reading, Eureka Math2, and Collections and support our educators with opportunities for differentiated instruction- enrichment, on-level challenge, and intervention. These materials will accelerate student learning by addressing foundational skills in reading comprehension, writing, and math. For example, writing programming will help rebuild writing proficiency, offering a scaffolded approach. Additionally, the Handwriting Without Tears program will target our early writers, providing an opportunity to tie phonics instruction to the written language and develop literacy and language. In math, the i-Ready Learning platform provides personalized, data-driven instruction to close gaps and ensure students meet grade-level expectations. Curriculum Associate's Tools for Instruction resources are created and accessible to our district as part of the assessment programming and ties directly to the student's assessment measure(s). This supports immediate opportunities for intervention and progress monitoring.

We are also prioritizing resources for special education programming and adaptive computer equipment to support students of any ability, disproportionately affected by the pandemic's disruptions. These tools will help all learners, including those with special needs, access digital instruction and recover from learning loss, ensuring they are equipped for academic success.

Finally, we solicited experts in the field to support curricular work. Through professional development and work days, we have supported our educators in reworking instructional units and strengthening their understanding of the teaching and learning process to better address the unique needs of our diverse student population.

<b><u>ESSER Funds Spend Down 2024</u></b>	<b><u>\$280,281.00</u></b>
Title I Chrome Carts for Instruction	\$86,000.00
Iready	\$32,130.00
Recode Of HS Employee	\$1,000.00
Recode Of HS Employee	\$2,500.00
Sped Programs (CRA) Curriculum Support	\$8,383.34
Tier 2 Curriculum	\$26,000.00
Side By Side Consulting	\$7,500.00
Summer Curriculum	\$1,000.00
YAM	\$15,494.25
Handwriting without Tears	\$6,750.00
Tools for Instruction_Math Lessons_Printing	\$5,461.64
Middle School (SIMS) Writing Material	\$2,500.00
Charger	\$744.91
Summer School Salaries_Benefits	\$9,804.14
ESY Transportation costs	\$63,174.72
Indirect Costs	\$11,838.00
Total	\$0.00

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.1.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**      **Item For Information**  
1. Compensation Philosophy

# CMS

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Communication and  
Management Services, LLC

## **Helena Public Schools Leadership Meeting Compensation Philosophy Discussion September 10<sup>th</sup>, 2024**

### **Objectives:**

- Develop Helena Public Schools's (HPS) Preliminary Compensation Philosophy Statement.
- Discuss process for finalizing and implementing the Compensation Philosophy.

### **Tentative Agenda:**

1. Introduction and discussion of objectives.
  - Discuss the value of a compensation philosophy.
2. Define and document HPS's Preliminary Compensation Philosophy Statement.
  - Compensation Philosophy Considerations (Primer pages 2 - 4).
  - Examples (Primer pages 5 - 9).
  - Preliminary Compensation Considerations (Primer pages 10-13)
    - Board of Trustees
    - Stakeholders
    - Budget Value Statements
  - Define HPS's Compensation Philosophy (group exercise Primer pages 14-15).
3. Next Steps.
  - Review draft compensation philosophy with administration.
  - Submit Compensation Philosophy to the Board of Trustees for approval.
  - Begin the process of developing a classification system that aligns with the Compensation Philosophy after Board approval.



# CMS

Communication and  
Management Services, LLC

## **Helena Public Schools Primer: Compensation Philosophy Discussion September 10<sup>th</sup>, 2024**

### Table of Contents (Ctrl+Click to follow link):

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## Introduction:

Helena Public Schools (HPS) is contracting with Communication and Management Services LLC (CMS) to update the classification and pay plan. The objective of the project is to develop and implement a classification and system that is externally competitive, internally equitably and fiscally responsible. CMS will collaborate with HPS to provide a contemporary classification and pay system based on the organizational needs and objectives, the regional labor market, professional standards, and best practices.

## Compensation Philosophy Considerations:

Communication and Management Services LLC recommends that before developing the classification and pay plan, HPS define its compensation philosophy. HPS is engaging Board Leadership for this purpose.

According to the Society of Human Resource Management, “A compensation philosophy is simply a formal statement documenting [the organization’s] position about employee compensation. It explains the ‘why’ behind employee pay and creates a framework for consistency. Employers use their compensation philosophy to attract, retain, and motivate employees.” The compensation philosophy will drive decisions through the classification plan design process. It is important to articulate a pay philosophy and have stakeholder buy-in from the outset.

The proposal for the September 10<sup>th</sup>, 2024, meeting is to engage Board Leadership in recommending and formulating HPS’s compensation philosophy. CMS will work with Board Leadership to develop a recommended compensation philosophy statement.

HPS will use the approved compensation philosophy as a guide in developing classification and pay criteria (e.g., classification system, compensable factors, wage infrastructure) that support this philosophy.

The Compensation Philosophy will serve as a guidepost and will articulate the district’s management interests but will not limit or otherwise affect employees’ ability to collectively bargain.

## Components of a Compensation Philosophy

The following are the typical components of a compensation philosophy followed by examples of compensation philosophies from other organizations. A compensation philosophy statement typically addresses the following issues:

Competitive Position	Do we want to lead, match, or lag the market? Being a market leader means that you pay more for jobs than your competitors do to gain an advantage or to attract talent away from its competitors. Matching the market is paying roughly the same as its competitors. Typically, an employer does not choose to lag the market as a conscious pay strategy.
Affordability	Affordability concerns will influence where we want to be regarding the market. We need to think about the cost of the compensation program to the organization vs. the need to attract/retain talent.
Internal equity and defensibility*	For example, is <i>cross-occupational equity</i> in pay a major concern? Is the overall program equitable? Is the overall program defensible and perceived by employees as fair? Are the programs included in the compensation philosophy and policy legally compliant? Are the programs the organization offers fair, competitive and in line with the compensation philosophy and policies?
Manager and employee understanding	The compensation program should be understood (particularly by managers) and accepted throughout the organization. Can the organization effectively communicate the philosophy, policy and overall programs to employees?
Administrative Efficiency	Maintaining and administering an organization's compensation program should be as simple and straightforward as possible. This means striking a balance between what appears to be the "best" program and what is efficient, effective, and easy to administer.
Performance Incentive	Does HPS want to pay for performance? i.e., an incentive plan with clearly defined goals, pre-established criteria and regular payouts when employees meet or exceed goals. HPS can base performance incentives on the accomplishment of individual goals determined at the performance review.
Longevity	Is rewarding longevity (institutional loyalty) important HPS? Are performance incentives more important than longevity?

\*Classification and pay systems must conform with the Federal Equal Pay Act of 1963 and Montana Code Annotated 39-3-104 (below). These legal obligations will be major considerations in defining HPS's classification and pay system.

### **Federal Equal Pay Act of 1963** SEC. 206. [Section 6] (d) Prohibition of sex discrimination

(1) No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages to employees in such establishment at a rate less than the rate at which he pays wages to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor other than sex: *Provided*, That an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee.

(2) No labor organization, or its agents, representing employees of an employer having employees subject to any provisions of this section shall cause or attempt to cause such an employer to discriminate against an employee in violation of paragraph (1) of this subsection.

(3) For purposes of administration and enforcement, any amounts owing to any employee which have been withheld in violation of this subsection shall be deemed to be unpaid minimum wages or unpaid overtime compensation under this chapter.

(4) As used in this subsection, the term "labor organization" means any organization of any kind, or any agency or employee representation committee or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

### **Montana Equal Pay for Equivalent Service**

**39-3-104. Equal pay for women for equivalent service.** (1) It is unlawful for the state or any county, municipal entity, school district, public or private corporation, person, or firm to employ women in any occupation within the state for compensation less than that paid to men for equivalent service or for the same amount or class of work or labor in the same industry, school, establishment, office, or place of employment of any kind or description.

(2) If the state or any county, municipal entity, school district, public or private corporation, person, or firm violates any of the provisions of subsection (1), it is guilty of a misdemeanor and upon conviction thereof shall be fined not less than \$25 or more than \$500 for each offense.

# Sample Compensation Philosophy Statements

## Saint Paul Public Schools

Saint Paul Public Schools' mission is to inspire students to think critically, pursue their dreams and change the world. Student learning and high academic achievement is at the heart of all we do. To ensure educational excellence for our students, it is imperative that we have high standards and expectations for our employees. To that end, SPPS is committed to providing a competitive total rewards employee program to attract, engage, motivate and retain diverse and extraordinary talent with the requisite expertise, skills and commitment to ensuring academic excellence for all students.

SPPS's total rewards program is an investment in each employee and our collective future. The goal of the total rewards program is to deliver a comprehensive and market competitive compensation and benefit package for all employees.

Through our total rewards program, Saint Paul Public Schools aspires to:

- **Become a market leader in the Twin Cities and the region.** The district aspires to be a market leader across all job types. Salaries will be targeted at the level needed to achieve our recruitment, performance and retention objectives.
- **External Competitiveness:** Our compensation program must be designed to attract, retain and reward a diverse, high-quality and high-performing workforce. This means setting salaries and benefits at levels that are competitive with our designated comparative sets in both the public and private sectors, where appropriate. To continue to attract and retain quality talent, we must provide opportunities for growth and career development.
- **Internal Equity:** Provide and implement salary guidelines that ensure comparable jobs are paid similarly across the organization and in accordance with state statute. Pay adjustments may be provided to employees when appropriate to address internal equity while recognizing the need for market competitiveness. Salaries for new employees will be established at levels that recognize the individual's skills and experience while considering the salary levels of current employees within the same or comparable positions.
- **Balanced Approach:** Operate within the realities of the labor market and adjust as needed to attract and retain staff in this ever-changing landscape.
- **Establish Minimum Standards:** Actively work to get salaries of all positions to initially be at the median and, over time, to the top quartile to solidify the district's position as a market leader.
- **Continuous Improvement:** Review the total compensation program regularly for competitiveness, cost-effectiveness and value to employees. Review of position descriptions and benchmarking of positions will be done regularly. A comprehensive review will be done at least every 3-5 years.
- **Differentiation:** We recognize that the competitive market may be different for different jobs/positions.
- **Ensure sound, responsible stewardship over the district's resources.** The district's overall performance, achievement of strategic objectives and financial capacity driven by student enrollment and market conditions will determine the budget available for funding of compensation, cost-of-living increases, market adjustments, reclassifications and promotions.

## Houston Independent School District

The compensation philosophy of Houston Independent School District has two major components:

- Compensation Position: For non-teacher, central administration, and business support positions, HISD targets compensation at market competitive levels for which HISD competes for talent. Compensation for teachers and school-based administrators is targeted at the top quartile for large urban Region IV school districts and the school districts surrounding the greater Houston area.
- Labor Markets: Primary labor market is the greater Houston metropolitan area with an emphasis on education. HISD may consider general industry pay practices for administrative, business operations, and technology jobs.

## University

The University of Iowa utilizes a compensation philosophy that incorporates total rewards, by providing both direct salary and indirect benefits as forms of compensation. This combination of rewards is key to recruiting and retaining the diverse workforce needed to fulfill the mission and strategic goals of the University, as articulated in the University's 2016-2021 strategic plan and those of individual colleges, divisions and departments.

In this context, the philosophy of the University's Compensation System for non-organized Professional and Scientific staff is to:

- Foster and reward excellent job performance
- Achieve and maintain competitive salaries in the relevant labor markets
- Recognize career development and provide opportunities for salary advancement, consistent with changing responsibilities and the University's current and future staffing needs
- Recognize equity and relevant experience as reflected in individual levels of responsibility and performance
- Comply with federal and state regulations, including equal pay and comparable worth
- Provide flexibility to meet a variety of organizational objectives with multiple funding sources

Consistent with this philosophy, the University's Compensation and Classification System:

- Offers transparency to allow supervisors and employees to understand the University's compensation structure and pay practices
- Utilizes job specific classifications reflecting key areas of responsibility and skill
- Recognizes relative levels of knowledge and skill, judgment, breadth and scope of role, impact and accountability, and communication expertise in assigning job classifications to pay levels; identifies salary "market ranges" calibrated to reflect relevant labor markets for comparable positions
- Allows for special compensation or variable pay to supplement base salary to recognize and reward employees for meeting the strategic goals and objectives of the University or a specific organizational unit
- Emphasizes a balance of performance and relative market position in making individual salary decisions, within resources available
- Supports the strategic use of limited resources

## University (continued)

Within the University's comprehensive compensation system, colleges and divisions are encouraged to communicate their specific policies, practices and goals.

The primary considerations of the University's compensation system are to reward performance, recognize development and job growth, and compensate individuals relative to their contribution to the University. The University competes for talent in multiple markets in multiple geographical locations, among differing industry sectors, and with different types of employers. The definition of market for any individual position will depend upon the skills required for a position and the availability of talent, as necessary to recruit and retain the employees needed for the university to be successful.

## Montana Legislative Branch

The Montana Legislative Branch compensation philosophy is to provide a total rewards program that attracts and retains qualified employees who are committed to public service excellence. A competitive compensation program is an essential and necessary cost of providing Legislative services. The Montana Legislative Branch compensation program will:

- Administer compensation in a like manner to the executive branch. Compensation may be comparable to executive branch positions with similar responsibilities and will reflect the additional requisite skills and the unique conditions and limitations under which Legislative Branch staff operate.
- Provide a market-based pay structure that considers overall trends in market data and provides a long-term perspective by maintaining a high degree of consistency and stability in the data the Branch uses to set wages. Legislative Branch pay will be comparable with the state pay plan and competitive with peer organizations and the private sector.
- Ensure pay decisions prioritize internal equity and external competitiveness by balancing merit and relative market position when making individual wage determinations within the constraints of available resources.
- Recognize the unique contributions of all work units through the ability for divisions to customize the pay plan to meet their distinct business needs.
- Exercise financial stewardship by responsibly and actively managing compensation to ensure effective use of resources and that budgets remain within legislative appropriations.
- Offer transparency to allow supervisors and employees to understand the compensation structure and pay practices.
- Provide opportunities for professional and economic growth including pay advancement within wage ranges and career ladder opportunities to advance to higher wage ranges consistent with changing responsibilities and Legislative Branch staffing needs.
- Provide performance incentives to foster and reward excellent job performance and institutional loyalty, motivate employees to maintain high standards of productivity and reward employees for outstanding performance.
- Maintain internal equity and compliance with state and federal law by having a formal *job content* and market-based classification and pay system that ensures cross-occupational equity.

The compensation system, including the pay matrix, internal equity, budget, performance incentives, and longevity are reviewed annually.

## City of Missoula

The City of Missoula strives to provide exemplary service to the community and commits to enhancing opportunity and the quality of life through effective delivery of City services while recognizing our fiscal responsibility to those we serve. The City of Missoula's compensation philosophy supports an understandable compensation plan that is thoughtfully aggressive in attracting and retaining engaged, innovative, and diverse staff at all levels.

A quality compensation plan supports our mission to foster a nimble organization of employees challenged to provide high quality, responsive and innovative services efficiently and effectively. The city strives to administer pay and benefits in an equitable and clearly communicated manner that provides equal pay for equal work without regard to race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance. Responsibility for the compensation plan is shared among all parties responsible involved in establishing, negotiating, and administering compensation and aligns with the City's responsibility as stewards of public funds.

Following are the objectives of the City's total rewards plan which includes wages, benefits, and other rewards such as leave and workplace flexibility that are competitive, sustainable, and responsible:

- Achieve and maintain competitive wages reflecting the relevant labor market as defined by the geographic region, key markets for employees, and required qualifications.
- Ensure classification and pay systems provide equal pay for equal work and systematically establish and perpetuate equity and allow flexibility to respond to dynamic workforce needs.
- Provide a competitive, comprehensive benefits package that offers flexibility and choices to supplement compensation; supports employees in meeting financial commitments, preparing for retirement, and maintaining health and wellness for themselves and their families; and that preserves and enhances a family-friendly workplace for employees at all stages of life.
- Encourage employee growth and improvement by providing opportunities for wage increases based on the acquisition of qualifications and assumption of additional responsibilities of value to the city.
- Consider performance and innovation incentives when job expectations are communicated, understood, achieved, and documented.
- Ensure compliance with federal and state regulations.
- Provide pay practice transparency recognizing that citizens fund employee compensation and deserve commensurate value from the City.
- Responsibly manage financial assets and ensure the City's compensation system is sustainable.

The City of Missoula will periodically evaluate and update, as necessary, wage rates, benefit programs, and compensation practices to ensure market competitiveness, effectiveness, and continued compliance.



## City of Helena

**Who we are:** municipality committed to service-delivery to the Helena community

**What we value:** providing service to the community by hiring and retaining competent, committed employees who value the intrinsic value of their work while, at the same time, recognizing our fiscal responsibility to those we serve.

**Competitive Outlook:** The City of Helena continues to experience high vacancy rates. In FY22, the city had 368.12 budgeted FTEs. The city averaged 34 vacancies in FY22 – 9.5% vacancy rate. According to a recent study, 52% of state and local workers cited that they would seek a higher salary or a better benefits package, 47% felt burned out from stress of job during the pandemic, and 35% stated that they needed a better work-life balance.<sup>1</sup> The 2021 City of Helena Workplace Climate Survey results show that employees are dissatisfied with wages and opportunities for career growth.

**Operating Objectives:** Provide the Helena community with well-trained, competent employees who hold safety and customer service as priorities.

**Human capital needs:** Recruit and retain top talent by:

- Offering career development and professional progression opportunities
- Offering competitive wages and benefits relative to market
- Providing work-life balance

**Transparency:** Provide a pay plan and pay practices that are transparent and understandable for employees and citizens alike.

## Preliminary Compensation Philosophy Considerations – School Board Discussion:

Below are compensation philosophy related excerpts from the July 24, 2024, School Board discussion regarding compensation. The following comments do not represent any formal position or statement for the compensation philosophy. Rather, they represent ideas the board may wish to discuss during the compensation philosophy development exercise.

- Work life balance is important.
- We must take care of our people and find the funding. What are other school districts doing?
- What is our philosophy on incentivizing people to move into higher level positions? What does the Helena School district see as the hierarchy of jobs in the district? How can we structure wage ranges to support career paths? For example, should a director position be paid higher than a principal (do we want to incentivize employees to move into Director positions?).
- What is our philosophy on pay compression? How much distance should we maintain between the wages of a manager and the people they supervise?
- We want to ensure pay equity across all occupations by implementing a comprehensive and transparent compensation review system that addresses disparities, regardless of collective bargaining or management status.
- Establish a standardized and equitable annual pay increase policy that applies consistently across all employee groups, regardless of collective bargaining or management status (we want to move away from a process where the administrative raises are discretionary or inconsistent, or where some groups get increases and others get nothing).
- The philosophy should address how we want to compensate leaders.
- The philosophy should address our wage ranges. How far above market should the district set the maximum rate of a position? Typical wage ranges vary by position level, with line staff ranges spanning 20% to 40% [from the minimum to the maximum wage], managers 40% to 60%, and executives 60% or more. Line staff have narrower ranges due to more consistent roles and smaller incremental increases, while managers and executives have wider ranges due to greater responsibilities, market fluctuations, and performance-based incentives. Managerial and executive compensation also accounts for career progression and the impact on organizational performance.
- We must reward institutional knowledge and loyalty. It is appropriate to pay above market for long-term high performing employees. We need to ensure the system provides continued wage growth for valued experienced employees.
- Should employees who are at or above market get smaller annual increases than those who have not yet achieved market?
- The market data does not consider tenure. Much of the market data (particularly for administrators) represents newer employees (there has been turnover in the leadership ranks among many districts). HPS employees who appear above market may be right in line with the market for peers with similar experience.
- We want employee pay to be at market.

## Preliminary Compensation Philosophy Considerations – Staff

### Representatives:

Following are compensation philosophy considerations from the August 15th, 2024, Staff Representative Work Session regarding compensation philosophy considerations. The following individuals participated in the work session:

### Attendees:

- Anne Rainey, President, Secretary Union, Office Manager, Helena High
- Jane Shawn, Helena Education Association President
- Anna Alger, Kindergarten Teacher, Jim Darcy
- Avra Branson, Paraeducator, Central Elementary
- Rex Weltz, Superintendent
- Josh McKay, Assistant Superintendent
- Keri Mizell, Human Resources Director
- Barb Ridgeway, Chief of Staff
- Gary Myers, Director of Educational Technology
- Wynn Randall, Principal Rossiter Elementary
- Caleb Lewis, Communication and Management Services
- Jim Kerins, Communication and Management Services

### Recommendations:

- Staff Representatives concur that, going forward, all employee groups should benefit from wage adjustments (i.e., if union groups receive wage adjustments, independents and administrators should also receive wage adjustments). Establish a *standardized and equitable annual pay increase policy* that applies consistently across all employee groups, regardless of collective bargaining or management status (we want to move away from a process where the administrative raises are discretionary or inconsistent, or where some groups get increases and others get nothing).
- Staff Representatives voiced concerns that *the current system can lead to compression* between experienced and new employees. Contracts were recently renegotiated to enable management to consider prior related experience when setting new hire pay. This results in some new hires making close to more experienced pay (e.g., individuals whose new hire pay was set prior to this provisions).
- Staff Representatives would like to see a philosophy that promotes and encourages tenure at HPS. They would like the compensation philosophy to vocalize HPS's commitment to incentivizing longevity.
- What is our philosophy on incentivizing people to move into higher level positions? What does the Helena School district see as the hierarchy of jobs in the district? How can we structure wage ranges to support career paths? For example, should a director position be paid higher than a principal (do we want to incentivize employees to move into Director positions?).
  - Representative feels that approximately 1 out of 10 teachers are interested in moving into administrative positions. We would like to see a philosophy that revolves around supporting individuals in reaching their own professional goals,

with an emphasis on recruiting administrative positions internally when possible.

Is there a possibility of losing principals if teachers make more?

- Staff Representatives expressed concern against performance incentive pay systems. Representatives support “steps” but not performance incentive.
- Staff Representatives feel that the lack of structure in administrative pay (lack of bands, steps) can lead to inequities, inconsistency, and a lack of predictability. They expressed a concern that this could create difficulties in retaining administrators. Creating structure for administrative pay needs to be a priority.
- We must reward institutional knowledge and loyalty. It is appropriate to pay above market for long-term high performing employees. We need to ensure the system provides continued wage growth for valued experienced employees
- School districts essentially work with the same funding, so if HPS wants to be a market leader, we will have to reprioritize funding that would otherwise go toward certain services or programs into ensuring we can “recruit and retain the highest quality staff.”
- The Compensation Philosophy should address how the district will handle movement between employee classifications. How should the district administer pay when an employee moves from being a teacher to an administrator or vice versa?
- The Compensation Philosophy should articulate other aspects of compensation (beyond wages) including supporting employees to further their education and professional development.

## Budget Value Statements:

In the spring of 2023, the Helena School District convened a diverse group of nearly 40 stakeholders with the purpose of examining the district budget and making recommendations for potential reductions. The committee examined several sources of information to create “budget value statements.” The purpose of these statements was to capture goals and objectives that could be used to evaluate potential budget reduction ideas. The following statements were presented to the Board of Trustees at their October meeting.

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

1. Empower students with a dynamic and diverse education, foster the well-being and shared responsibility for life-long success and achievement. (Short title: student outcomes and achievement)
2. Provide all students a well-rounded education that meets or exceeds (*or upholds*) accreditation standards in well-maintained, safe facilities that are equipped with relevant technology. (Short title: programs and environment)
3. Build trust and support for additional funding by continuously adapting and maintaining a vibrant and well-connected community. (Short title: trust and engagement)
4. Foster financial sustainability with a budget that is economically responsible, supported, and informed by the needs and aspirations of our community. (Short title: sustainability)
5. Recruit and retain the highest quality staff through recognition of accomplishments, quality training, robust support, and market compensation. (Short title: staff)

## September 10<sup>th</sup>, 2024, Work Session:

When defining the HPS's compensation philosophy, Board leadership should consider a variety of factors to ensure the policy is fair, competitive, and sustainable. By considering the following factors, Board Leadership can develop a comprehensive and balanced compensation philosophy that supports HPS's operational needs, financial sustainability, and goals of fairness and competitiveness.

During our work session, we will discuss and record Board Leadership's thoughts regarding each of these factors, then develop a draft Compensation Philosophy Statement.

### **1. Market Competitiveness:**

- Benchmarking: Compare compensation levels with those of similar cities and regions to ensure competitiveness.
- Industry Standards: Consider prevailing wage rates and benefits packages in the public and private sectors.

### **2. Budgetary Constraints:**

- Fiscal Health: Align compensation with HPS's financial capacity and long-term fiscal health.
- Sustainability: Ensure that compensation policies are sustainable over the long term without leading to budget deficits.

### **3. Equity and Fairness:**

- Internal Equity: Ensure pay equity among employees performing similar work or with similar responsibilities.
- External Equity: Provide compensation that is competitive in the broader labor market to attract and retain talent.
- Establish a standardized and equitable annual pay increase policy that applies consistently across all employee groups.

### **4. Employee Retention and Attraction:**

- Retention Strategies: Offer competitive pay and benefits to retain experienced and skilled employees.
- Talent Attraction: Create appealing compensation packages to attract top talent from diverse backgrounds.

### **5. Total Compensation Package:**

- Benefits: Include comprehensive benefits such as health insurance, retirement plans, paid leave, and other perks.
- Non-Monetary Rewards: Consider work-life balance, professional development opportunities, and career advancement.

### **6. Legal and Regulatory Compliance:**

- Labor Laws: Adhere to federal, state, and local labor laws and regulations.

### **7. Collective Bargaining:**

- Union Agreements: Comply with collective bargaining agreements if applicable. Support collective bargaining efforts. The Compensation Philosophy will serve as a guidepost and will articulate the district's management interests but will not limit or otherwise affect employees' ability to collectively bargain.

## September 10<sup>th</sup>, 2024, Work Session (continued):

### **8. Establish internal hierarchy and wage infrastructure:**

- Pay differentials should reflect the increased responsibilities and expectations of leadership while maintaining fairness. Ensuring that leadership roles are sufficiently incentivized.
- For example, what is the appropriate relationship between the highest-paid teacher and the entry rate for a principal?

### **9. Merit:**

- Implement pay structures that recognize experience with and contributions to HPS's goals. Provide opportunities for salary increases based on merit (e.g., experience and education).

### **10. Public Perception and Accountability:**

- Transparency: Ensure transparency in compensation practices to build trust and accountability.
- Public Perception: Consider the public's perception of school district compensation and address concerns about fairness and efficiency.

### **11. Economic Conditions:**

- Economic Environment: Adapt compensation policies to reflect current economic conditions, such as inflation rates and employment levels.
- Cost of Living: Consider the local cost of living when determining appropriate compensation levels.

### **12. Organizational Goals and Strategic Alignment:**

- Strategic Objectives: Align compensation policies with HPS's strategic goals and objectives.
- Workforce Planning: Consider future workforce needs and how compensation can support strategic workforce planning.

### **13. Stakeholder Input:**

- Employee Feedback: Solicit and consider input from employees regarding compensation and benefits.
- Community Input: Engage with community stakeholders to understand their expectations and concerns.

### **14. Manager and Employee Understanding:**

- The compensation program should be understood (particularly by managers) and accepted throughout the organization. Can the organization effectively communicate the philosophy, policy and overall programs to employees?

### **15. Administrative Efficiency:**

- Maintaining and administering an organization's compensation program should be as simple and straightforward as possible. This means striking a balance between what appears to be the "best" program and what is efficient, effective, and easy to administer.

### **16. Longevity:**

- Is rewarding longevity (institutional loyalty) important to HPS? Are performance incentives more important than longevity?



# Helena Public Schools Compensation Philosophy

Presented by Communication and Management Services:

- Jim Kerins
- Caleb Lewis





- **Value of a Compensation Philosophy**
- **Defining HPS's Preliminary Compensation Philosophy**
- **Classification and Pay System Discussion**
- **Next Steps**

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# Agenda

# Defining a Compensation Philosophy

According to the Society of Human Resource Management, “A compensation philosophy is simply a formal statement documenting [the organization’s] position about employee compensation. It explains the ‘why’ behind employee pay and creates a framework for consistency. Employers use their compensation philosophy to attract, retain, and motivate employees.” The compensation philosophy will drive decisions through the classification plan design process. It is important to articulate a pay philosophy and have stakeholder buy-in from the outset.

<https://www.shrm.org/resourcesandtools/tools-and-samples/hr-qa/pages/compensationphilosophy.aspx>

# Factors to Consider when Developing the Compensation Philosophy

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# Factors to Consider when Developing the Compensation Philosophy

## Market Competitiveness:

- Benchmarking: Compare compensation levels with those of similar organizations and regions to ensure competitiveness.
- Industry Standards: Consider prevailing wage rates and benefits packages in the public and private sectors, specifically in equivalent school districts.
- Do we want to lead, match, or lag the market? Being a market leader means that you pay more for jobs than your competitors to gain an advantage or to attract talent away from its competitors. Matching the market is paying roughly the same as competitors.

(See List of 2024 Helena Public Schools Salary Survey Participants Next Slide)



## **Participating School Districts**

**Belgrade School District  
Billings School District  
Bozeman School District  
Butte School District**

**Great Falls School District  
Kalispell School District  
Missoula School District**

## **Participating Helena Area Employers**

**Carroll College  
City of Helena  
Lewis and Clark County  
Montana Executive Branch**

**Montana Legislative Branch  
Montana Judicial Branch  
Montana State Fund  
St. Peters Hospital**

# Factors to Consider when Developing the Compensation Philosophy

## Factors Continued

### **Budgetary Constraints:**

- Fiscal Health: Align compensation with HPS's financial capacity and long-term fiscal health.
- Sustainability: Ensure that compensation policies are sustainable over the long-term without leading to budget deficits.
- Affordability concerns will influence where we want to be regarding the market. We need to think about the cost of the compensation program to the organization versus the need to attract and/or retain talent.

### **Equity and Fairness:**

- Internal Equity: Ensure pay equity among employees performing similar work or with similar responsibilities.
- Is the overall program defensible and perceived by employees as fair? Are the programs the organization offers fair, competitive and in line with the compensation philosophy and policies?

# Factors to Consider when Developing the Compensation Philosophy

Factors Continued

## **Employee Retention and Attraction:**

- Retention Strategies: Offer competitive pay and benefits to retain experienced and skilled employees.
- Talent Attraction: Create appealing compensation packages to attract top talent from diverse backgrounds.

## **Total Compensation Package:**

- Benefits: Include comprehensive benefits such as health insurance, retirement plans, paid leave, and other perks.
- Non-Monetary Rewards: Consider work-life balance, professional development opportunities, and career advancement.

# Factors to Consider when Developing the Compensation Philosophy

Factors Continued

## **Legal and Regulatory Compliance:**

- Labor Laws: Adhere to federal, state, and local labor laws and regulations.

## **Collective Bargaining:**

- Union Agreements: Comply with collective bargaining agreements if applicable. Support collective bargaining efforts. The Compensation Philosophy will serve as a guidepost and will articulate the district's management interests but will not limit or otherwise affect employees' ability to collectively bargain.



# Factors to Consider when Developing the Compensation Philosophy

Factors Continued

## Internal hierarchy and wage infrastructure:

- What is the appropriate relationship between the highest-paid teacher and the entry rate for a principal? Pay differentials should reflect the increased responsibilities and leadership expectations of principals while maintaining fairness.

## Merit:

- Implement pay structures that recognize experience with and contributions to HPS's goals. Provide opportunities for salary increases based on merit (e.g., experience and education).

# Factors to Consider when Developing the Compensation Philosophy

Factors Continued

## **Public Perception and Accountability:**

- **Transparency:** Ensure transparency in compensation practices to build trust and accountability.
- **Public Perception:** Consider the public's perception of school district compensation and address concerns about fairness and efficiency.

## **Economic Conditions:**

- **Economic Environment:** Adapt compensation policies to reflect current economic conditions, such as inflation rates and employment levels.
- **Cost of Living:** Consider the local cost of living when determining appropriate compensation levels.

# Factors to Consider when Developing the Compensation Philosophy

Factors Continued

## **Organizational Goals and Strategic Alignment:**

- Strategic Objectives: Align compensation policies with HPS's strategic goals and objectives.
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## **Stakeholder Input:**

- Employee Feedback: Solicit and consider input from employees regarding compensation and benefits.
- Community Input: Engage with community stakeholders to understand their expectations and concerns.

# Factors to Consider when Developing the Compensation Philosophy

## Components Continued

### **Manager and Employee Understanding:**

- The compensation program should be understood (particularly by managers) and accepted throughout the organization. Can the organization effectively communicate the philosophy, policy and overall programs to employees?

### **Administrative Efficiency:**

- Maintaining and administering an organization's compensation program should be as simple and straightforward as possible. This means striking a balance between what appears to be the "best" program and what is efficient, effective, and easy to administer.

### **Longevity:**

- Is rewarding longevity (institutional loyalty) important to HPS? Are performance incentives more important than longevity?

# Thank You

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**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.2.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**     **Item For Information**  
                  2. Annual Safety and Security Report

# Helena Public Schools

## 2023-2024 Safety and Security Report

### **CYBERSECURITY**

- Updated Cybersecurity Incident Response Plan
- Attended tabletop training exercises for Cybersecurity response
- Migrated staff to 16 character, CISA-compliant passwords
- Updated half of district wireless access points to Wi-Fi 6 devices
- Implemented BrightArrow parent, staff, and student messaging system
- Conducted numerous “phishing” campaigns for staff detection training

### **OTHER TECHNOLOGY / SECURITY**

- Provided training for new administrators and secretaries on access control and cameras
- Conducted yearly audit of doors and buzzers to ensure system integrity
- UPS battery audit for access systems
- Trained building administrators on scheduling door lock/unlock system

### **SAFETY & SECURITY SYSTEMS**

- Added 21 new keyless entry points and 40 cameras at various schools
- Upgraded to InformaCast Fusion for rapid distribution of emergency notifications
- “Red” phone staff training completed (HHS, CHS, BRY). Planning to expand to the middle schools this year
- Quarterly tests of automated security systems and emergency dial codes. All systems functioned as expected
- New hallway security doors and quiet rooms for Bryant SPED

### **DRINKING WATER SAFETY**

- Schools are in compliance with State and Federal standards for water quality
- Started drinking water sampling for lead in April. All schools complete except CHS, HHS, CRA, HMS, BRY, CEN. The sampling deadline is December 2024
- Replaced Warren chlorination system. New chemical pumps and analytical instruments ensure water quality
- Replaced old sink fixtures and drinking fountains with new DEQ reimbursement

### **FIRE AND MEDICAL SAFETY**

- All buildings passed Fire Marshal inspections for 2023-2024
- Abraham Construction completed fire escape repairs and upgrades on six staircases at HMS, HHS, and CHS
- Fire extinguisher training with custodians, summer 2023 and 2024

# Helena Public Schools

## 2023-2024 Safety and Security Report

- Installed 19 AEDs (donated by HPD). Worked with HSD nurses to develop SOP for inspections and training

### **GENERAL SAFETY**

- New playground structure installed at Hawthorne. Old structure was unsafe.
- Completed annual playground inspections. Trained custodial staff conducted weekly playground safety inspections throughout the school year
- Both high schools passed inspections by Montana Department of Labor

### **TRAINING AND EDUCATION**

- All schools completed their required practice emergency drills for the year which included 4 fire drills and 4 others.
- Conducted monthly new employee safety training
- Certified 50+ HSD employees in AED and CPR resuscitation
- District Crisis Procedure Manual updated and renamed Emergency Operations Plan (EOP)
- Participating in Local Emergency Planning Committee (LEPC), and MCRT with Lona Carter

### **SECURE ENVIRONMENT CONSULTANTS (SEC) REPORT (Executive Summary points)**

- The district has put forth effort in developing and executing safety and security plans, and it currently provides a generally safe and secure environment for its staff and students
- SEC strongly recommends the district continue to pursue safety levy funding as the current state of security is desperately in need of updates.
- The district has done a remarkable job of maintaining a safe and secure environment despite a lack of ability to make significant investments in improvements
- SEC commends the district on its strategy to enhance existing physical security measures and to expand on both safety and security related equipment and emergency protocol training regimens

### **SAFETY AWARD**

- Helena Public Schools has been selected to receive the 2024 Governor's Safety Achievement Award.



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.3.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**      **Item For Information**  
3. Policy 5255: Disciplinary Action

**Policy Background  
Board of Trustees Meeting  
September 10, 2024**

**The following policy is being presented for Action:**

**3410 Student Health / Physical Screenings Examination**

The policy has been revised to clearly establish that the District will not conduct physical examinations without parental consent unless ordered to do so by a court or there is concern for the health or safety of the student or others is in question.

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

**5255 Disciplinary Action**

This policy is being revised to clarify that a supervisor does not have the authority to reprimand the Superintendent.

**7055 Operations and Management of District Facilities**

This policy is being recommended for repeal. It is redundant given that there is a District Safety Policy (7060). Since the adoption of this policy the Board has adopted an entire series of policies that address School Facilities (9000 Series).

**7515 Fund Balance**

The policy is being revised to increase the range the District maintains in the Committed General Fund Balance from 3% - 6% to 5% - 10%. The title Administrator for Business Operations has been revised to reflect the position's current title – Director Business of Business Services / Clerk.

2 **PERSONNEL**

3 Disciplinary Action

4 District employees who fail to fulfill their job responsibilities or to follow reasonable directions  
5 of their supervisors, or who conduct themselves on or off the job in ways that affect school  
6 operations, may be subject to discipline. Behavior, conduct, or action that may call for  
7 disciplinary action or dismissal includes but is not limited to reasonable job-related grounds  
8 based on a failure to satisfactorily perform job duties, disruption of the District’s operation, or  
9 other legitimate reasons.

10 Discipline will be reasonably appropriate to the circumstance and will include but not be limited  
11 to a supervisor’s right to reprimand an employee. ~~and~~ The Superintendent, building principal or  
12 supervisor have the right to suspend an employee, without pay, or to impose other appropriate  
13 disciplinary sanctions. Disciplinary sanctions, including all forms or reprimands, will be  
14 documented and placed in the employees personnel file accordance with Policy 5040. In  
15 accordance with Montana law, only the Board may terminate an employee or non-renew  
16 employment.

17 The Superintendent or designee is authorized to immediately suspend a staff member, with or  
18 without pay, and recommend retention or termination of employment.

19

20 Cross Reference: Policy 5225 Termination from Employment / Non-Renewal of  
21 Employment

22 Policy 5040 Personnel Records

23

24 Legal Reference: §20-3-324, MCA Powers and duties  
25 §20-4-204, MCA Termination of tenure teacher services  
26 §20-4-207, MCA Dismissal of teacher under contract  
27 §39-2-903, MCA Definitions  
28 §45-8-361, MCA Possession or allowing possession of a weapon in  
29 school building – exceptions – penalties – seizure  
30 and forfeiture or return authorized – definitions

31 Policy History:

32 Adopted on: 6.11.2019

33 Revised on:

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.4.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**     **Item For Information**  
4. Policy 7055: Operations and Management of District Facilities

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**Helena School District**

7055

OPERATIONAL SERVICES

Operation and Maintenance of District Facilities

~~The District seeks to maintain and operate its facilities in a safe and healthful condition. The Superintendent shall provide for a program to maintain the facilities of the District. The Board shall provide for educational facilities which are functional and safe for the conduct of the educational and extracurricular activities of students.~~

Legal References: 10.55.908, ARM School Facilities

Cross References:

Policy History:

Adopted on: 6.14.2016

Revised on:

Reviewed on:

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.5.**

**Meeting Date:** 09/10/2024

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

**Item Title:**     **Item For Information**  
5. Policy 7515: Fund Balance

2  
3 OPERATIONAL SERVICES

4  
5 Fund Balances

6  
7 The Board approves budgets that support the immediate and long-range goals and established  
8 priorities within instructional, non-instructional, and administrative programs. The Board  
9 requires that, before presentation of a proposed budget for adoption, the Superintendent and the  
10 ~~Administrator of Business Operations~~ Director of Finance / Clerk will prepare, for Board  
11 consideration, appropriate documentation supporting recommendations for meeting District  
12 needs within the limits of anticipated revenues. Once adopted by the Board, the operating budget  
13 shall be administered by the Superintendent or Superintendent’s designees.

14  
15 **PURPOSE**

16  
17 This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in  
18 the General Fund financial statements. Certain commitments and assignments of fund balance  
19 will help ensure that there will be adequate financial resources to protect the District against  
20 unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.  
21 The policy also authorizes and directs the ~~Administrator of Business Operations~~ Director of  
22 Finance / Clerk to prepare financial reports which accurately categorize fund balances as per  
23 Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting  
24 and Governmental Fund Type Definitions.

25  
26 **GENERAL POLICY**

27  
28 Fund balance is essentially the difference between the assets and liabilities reported in a  
29 governmental fund. There are five separate components of fund balance, each of which identifies  
30 the extent to which the District is bound to honor constraints on the specific purpose for which  
31 amounts can be spent.

- 32
- 33 • Non-spendable fund balance (inherently non-spendable) - examples include inventory  
34 and the corpus of an endowment fund
  - 35 • Restricted fund balance (externally enforceable limitations on use) - by enabling  
36 legislation or by grantors, bondholders, or constitutional provisions
  - 37 • Committed fund balance (self-imposed limitations on use) - essentially the General  
38 Fund Reserve Balance and the Elementary Interlocal Fund balance
  - 39 • Assigned fund balance (limitation resulting from intended use) - by the District or by  
40 an official designated by the Board of Trustees
  - 41 • Unassigned fund balance (residual net resources) - General Fund Budget amount  
42 available for any purpose

43 The first two components listed above are not addressed in this policy due to the nature of their  
44 restrictions. This policy is focused on the financial reporting of the Committed Fund Balance,  
45 Assigned Fund Balance and Unassigned Fund Balance.

47 **PROVISIONS**

48  
49 *Committed Fund Balance*

50  
51 The Board of Trustees, as the District’s highest level of decision-making authority, may commit  
52 fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such  
53 as a majority vote or resolution. These committed amounts cannot be used for any other purpose  
54 unless the Board removes or changes the specific use through the same type of formal action  
55 taken to establish the commitment. School Board action to commit fund balance needs to occur  
56 within the fiscal reporting period, no later than June 30th; however, the amount can be  
57 determined subsequent to the release of the financial statements.

58  
59 **MINIMUM FUND BALANCE**

60  
61 The school district will strive to maintain the Committed General Fund Balance to ~~3%-6%~~ 5% -  
62 10% percent of the annual budget.

63  
64 *Assigned Fund Balance*

65  
66 Amounts that are constrained by the District’s intent to be used for specific purposes, but are  
67 neither restricted nor committed, should be reported as assigned fund balance. This policy hereby  
68 delegates the authority to assign amounts to be used for specific purposes to the Superintendent  
69 and ~~Administrator of Business Operations~~ Director of Finance / Clerk for the purpose of  
70 reporting these amounts in the annual financial statements.

71  
72 *Unassigned Fund Balance*

73  
74 These are residual positive net resources of the general fund in excess of what can properly be  
75 classified in one of the other four categories.

76  
77 *Fund Balance Classification*

78  
79 The District considers restricted fund balances to have been spent first when an expenditure is  
80 incurred for purposes for which both restricted and unrestricted fund balance is available.  
81 Similarly, when an expenditure is incurred for purposes for which amounts in any of the  
82 unrestricted classifications of fund balance could be used, the District considers committed  
83 amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

84  
85 This policy is in place to provide a measure of protection for the District against unforeseen  
86 circumstances and to comply with GASB Statement No. 54. No other policy or procedure  
87 supersedes the authority and provisions of this policy.

88  
89 Legal References:                   Statement No. 54 of the Governmental Accounting Standards  
90   Board  
91   MCA 20-9-104 General Fund Operating Reserve  
92



93 Policy History:  
94 Adopted on: 12.12.2017  
95 Revised on:  
96 Revised on:  
97