



## Board of Trustees Meeting

Lincoln Center | 1325 Poplar St. | Helena, MT 59601  
Tuesday, November 12<sup>th</sup>, 2024 - 6:00 p.m.  
Lincoln Board of Trustees Conference Room and  
via TEAMS

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### AGENDA

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

II. **REVIEW OF AGENDA**

III. **RECOGNITIONS**

A. **Montana Business Education Association's Outstanding Business Teacher of the Year**

Congratulations to Helena High Educator Samantha Humphrey who was recognized at the MEA Conference as the Montana Business Education Association's Outstanding Business Teacher of the Year!!

B. **2024 All-State Honor Musicians- Capital High School**

Congratulations to the following Capital High students who were selected to the Montana All-State Honor Music Festival. Special thanks to educators Thomas Baty, Kevin Cleary, and Duane Zehr for all that they do to support these amazing musicians.

CHS Band

Meika Arensmeyer  
Thomas Byron  
Josiah Todd

CHS Orchestra

Vivian James  
Mason Whitney  
Adeline Walters  
Hollis Elliott

Charlie Snellman  
Fox Rowland  
Alternate - Claudia Cook

C. **2024 All-State Honor Musicians-Helena High School**

Congratulations to the following Helena High students who were selected to the Montana All-State Honor Music Festival. Special thanks to educators Kevin Cleary, Cody Hollow, and Molly Kohoutek for all that they do to support these amazing musicians.

**HHS Choir**

Nadja Bolotsky  
Brady Lay  
Ella Nasset  
Lily Pierson  
Leila Zentz

**HHS Band**

Carson Payne

**HHS Orchestra**

Elliot Cleary  
Isabel Ward  
Nailah Freeman  
Freya Elias  
Emeline Jefferies

IV. **PRESENTATION**

**Youth Ambassador World Tsunami Days Conference Presentation**

Helena High Educator Lauren Gustafson and Helena High students Eva Skibicki, Evelyn Callery, and Kenzie Criswell presented at the Youth Ambassador World Tsunami Days Conference in Japan in October and will be presenting to the Board of Trustees on their amazing experience.

**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 Resident Students Attending Other School Districts)
5. 10.08.24 Board of Trustees Full Board Meeting Minutes
6. Resolution to Dispose of Personal Property-HHS Work Equipment 24-25

**B. Item For Action**

1. Approval of RFQ For Smith Elementary HVAC Design and Project Management

**C. Items For Information**

1. Fall Enrollment 2024/2025 Update
2. Fall Academic Data Presentation
3. Board of Trustees Work Session Meeting Times

**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 Report
  - Trustee Kay Satre - Broadwater Elementary School & C.R. Anderson Middle School

VIII. UPCOMING MEETINGS

IX. BOARD COMMENTS

X. ADJOURNMENT

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item I.**

**Meeting Date:** 11/12/2024

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Reports

Board Comments

Adjournment

**Item Title:      CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item II.**

**Meeting Date:** 11/12/2024

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Reports

Board Comments

Adjournment

**Item Title:      REVIEW OF AGENDA**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item III.A-C**

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

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Adjournment

**Item Title: RECOGNITIONS**  
**A. Montana Business Education Association's Outstanding Business Teacher of the Year**  
**B. 2024 All-State Honor Musicians- Capital High School**  
**C. 2024 All-State Honor Musicians-Helena High School**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item IV.**

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

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Board Comments

Adjournment

**Item Title:        PRESENTATION  
                         Youth Ambassador World Tsunami Days Conference Presentation**



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item V.**

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

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Adjournment

**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. Weltz, Superintendent  
RE: Superintendent Report  
DATE: November 12th, 2024

- Recognition
  - Cabinet Team
  - Superintendent Mr. Jack Copps
  - Native American Heritage Month
    - Buffalo Harvest
    - Chris LaTray
  - November 11-15 National School Psychology Week
  - November 22 Substitute Appreciation Day
  - Samantha Humphrey – Outstanding Montana Business Teacher of the Year
  - State Basketball Special Olympics Nov 7-9 Throughout Helena and HPS
  - Congratulations to both Capital High and Helena High for making the national AP School Honor Roll, reaching silver and bronze status, respectively.
  - Thank you to Helena College for hosting Bryant Elementary’s Helena College Honorary Student program for 5<sup>th</sup> grade students.
  - Thank you to Principal Wynn Randall and the staff and students at Rossiter Elementary School for a great Board of Trustees Work Session at Rossiter.
  - Congratulations to the following 105.3 KMTX Teacher of the Month Recipients:
    - Ms. Jody Branting-Four Georgians Elementary School - September
    - Ms. Kim Ziska-Rossiter Elementary School - October
  - Thank you to Lisa Cordingley, and the Helena Education Foundation, for awarding Spark Grants across the district, and surprising teachers who were selected for Let’s Talk About Great Teachers recognition!! The “Let’s Talk” award was begun in 2007 as part of the Foundation’s popular “Great Conversations” event. Each of this year’s honorees will be recognized at this year’s event on November 20.
- New Business
  - Steering Committee-HPS Compensation Philosophy Update
  - Science of Reading – Statewide Workshop
    - Hosted by HPS
  - Consensus Training Workshop – District Wide
  - National School Bus Safety Week Ride Along
  - Winter Program Update – Elementary
  - Boundaries Discussion

HELENA SCHOOL DISTRICT #1  
OFFICE OF THE SUPERINTENDENT

- Outreach/Meetings
  - Parent Advisory Committee
  - Teacher Advisory Committee
  - AA Superintendents
  - Board Leadership
  - CMS Compensation Steering Committee
  - Hometown Helena
  - MQEC Board of Directors Meeting
  - HSD/HEA Meeting
  - HSD/Helena Symphony Meeting
  - HEF
  - HEF-Executive Committee
  - Cabinet & Leadership
  - TV, Print, Radio Media
  
- Other
  - November 27-29 Thanksgiving Break-No School

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item VI.**

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentation

Superintendent's Report

General Public Comment

Consent Action Items

Items For Action

Items For Information

Reports

Board Comments

Adjournment

**Item Title:      GENERAL PUBLIC COMMENT**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item VII.A.1. - A.6.**

- Call To Order/Pledge of Allegiance
- Review of Agenda
- Recognitions
- Presentation
- Superintendent's Report
- General Public Comment
- Consent Action Items
- Items For Action
- Items For Information
- Reports
- Board Comments
- Adjournment

**Item Title:**     **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 Resident Students Attending Other School Districts)**
- 5. 10.08.24 Board of Trustees Full Board Meeting Minutes**
- 6. Resolution to Dispose of Personal Property-HHS Work Equipment 24-25**

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

## PERSONNEL ACTIONS

October 23, 2024 – November 12, 2024

### CLASSIFIED PERSONNEL

#### Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Kessler/Para Educator	Cote, Olga	\$18.33/hr.	\$18.33/hr.	11/04/2024
HMS/Evening Custodian	Cramer, Andrew	\$16.90/hr.	\$16.90/hr.	10/28/2024
HMS/Para Educator	Dalzell, Candace	\$16.80/hr.	\$16.80/hr.	10/24/2024 **
HHS/Evening Custodian	Hand, Ryan	\$16.90/hr.	\$16.90/hr.	11/04/2024
HHS/Float Custodian	Krug, Jennifer	\$16.90/hr.	\$16.90/hr.	10/21/2024
Bryant/Part-time Para Educator	Ness, Nevaya	\$15.46/hr.	\$15.46/hr.	10/21/2024
HMS/Evening Custodian	Rawls, Jerry	\$16.90/hr.	\$16.90/hr.	10/22/2024
CRA/Float Custodian	Smith, Zachary	\$16.90/hr.	\$16.90/hr.	11/04/2024

\*\* Corrected Date

#### Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
HMS/ Evening Custodian	Cramer, Andrew	Resignation	11/04/2024
Lincoln/IT Help Desk	Beardsley, Stuart	Resignation	10/31/2024
Facilities/Centralized Maintenance	Gjerde, Bradley	Resignation	11/08/2024
Helena High/Evening Custodian	Hamburg, Jesse	Resignation	10/25/2024
CHS/Evening Custodian	Homer, Dennis	Resignation	11/15/2024
HMS/Para Educator	Pope, Missie	Separation	10/22/2024

# Helena School District #1

## Warrants October 1 to 31, 2024

Direct Deposits: \$3,249,389.23

Payroll Warrants: 70131906-70131953

Payroll Deduction: 69301895-69301921

Non-Check Payroll Deductions: \$5,199,991.35

Non-Check Accts Payable Deductions: \$ 1,583,231.39

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

Claim Warrants: 69301524-69302052

CRA Middle School Student Activity Checks: 17434-17439

HMS Middle School Student Activity Checks:

Capital High Student Activity Checks: 24749-24790

Helena High Student Activity Checks: 36728-36752

Cancelled Warrants: \$1,707.00

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

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Discretionary Attendance:

Grade	District of Residence	Address	School of Attendance
K	East Helena K-12	East Helena, MT 59635	Central Elementary
K	East Helena K-12	East Helena, MT 59635	Central Elementary
K	Whitehall Elementary	Whitehall, MT 59759	Broadwater Elementary
1	East Helena K-12	East Helena, MT 59635	MT Ascension Learning Academy
1	East Helena K-12	Helena, MT 59602	MT Ascension Learning Academy
1	East Helena K-12	East Helena, MT 59635	MT Ascension Learning Academy
1	Clancy Elementary	Clancy, MT 59634	MT Ascension Learning Academy
2	Whitehall Elementary	Whitehall, MT 59759	Broadwater Elementary
4	East Helena K-12	East Helena, MT 59635	Central Elementary
12	Townsend K-12	Townsend, MT 59644	MT Ascension Learning Academy



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

Running Total of FY 2024-25 Out-of-District Attendance Agreements

Address

Grade	East Helena	Clancy	Montana City	Jefferson City	Basin	Wolf Creek	Boulder	Eliston	Trinity	Chinook	Butte	Billings	Deer Lodge	Missoula	Townsend	Radersberg	Browning	Winston	Whitehall	Total
Ksprouts	3								1											4
K	3	1				1			3										1	9
1	7	4							1											12
2	4					1	1	1	3										1	11
3	1	1								1										3
4	6	2							1											9
5	4						1		3		1	1								10
6	5							1	3		1									10
7	2	1			1															4
8	2	2				1			1				1							7
9	6	50	10											1						67
10	7	20													1	1	1			30
11	8	16	3	3																30
12	11	22	2	2											1	1		1		40
	69	119	15	5	1	3	2	2	16	1	2		1	1	2	2	1	1	2	246

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

HELENA STUDENTS ATTENDING OTHER SCHOOL DISTRICTS

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Fiscal Year 2024-25

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Discretionary Attendance:

Grade	Address	District of Attendance
10	Wolf Creek, MT 59648	Fairfield High School

Mandatory Attendance:

Grade	Address	District/Center of Attendance
5	Helena, MT 59602	New Day
8	Helena, MT 59601	New Day
10	Helena, MT 59602	New Day

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	Fairfield High School	Augusta High School	New Day	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					1	33
6	13	11	7								31
7	7	4	4								15
8	16	2	4							1	23
9	21			1							22
10	24			4		2		1	1	1	33
11	19			4		4					27
12	25			4		2			2		33
	198	72	48	13	5	8	1	1	3	3	352



**Superintendent**

Rex Wertz  
324-2001

**Business Manager**

Janelle Mickelson  
324-2040

## Board of Trustees Meeting

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

**Tuesday, October 8<sup>th</sup>, 2024**  
5:30 p.m.

### MINUTES

**ATTENDANCE – Present unless otherwise noted.**

Siobhan Hathhorn, Chair  
Jennifer McKee, Vice Chair  
Linda Cleatus, Trustee  
Jeff Hindoién, 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 Wertz, Superintendent  
Josh McKay, Assistant Superintendent  
Janelle Mickelson, Business Director  
Barb Ridgway, Chief of Staff  
Todd Verrill, Facilities Director  
Keri Mizell, Human Resources Director  
Gary Myers, Director of Educational Technology  
Kaitlyn Hess, Assessment and Federal Programs  
Jane Shawn, HEA President  
Tim McMahon, Activities Director  
Lona Carter, Student Health Services & Special Education  
Karen Ogden, Communications Officer  
Brian Kessler, Helena High School Principal  
Wynn Randall, Rossiter Elementary School Principal

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 there were no suggested changes.

The Board of Trustees moved on to the presentation portion of the agenda.

## **III. PRESENTATION**

The Board of Trustees reviewed a presentation given by Ms. Janet Riis, Executive Director of the Angel Fund. Ms. Riis shared some amazing highlights from Angel Fund for the 2023-2024 year:

- \$47,978 was granted to Helena area schools to purchase much needed supplies in bulk locally.
- 909 students had new school clothes to start school and feel confident!
- 17 students were awarded post-secondary scholarships totaling \$38,000 to attend Montana college (10 freshman and 7 renewals).
- 167 students received new running shoes for PE class and for playing outside.
- \$11,747 raised from their Greater Helena Gives Campaign.
- \$17,620 fundraised at their On Broadway dinner and silent auction surpassing all previous years!
- \$16,968 fundraised at their inaugural Dueling Pianos appearance!
- 26 Angel Coordinators in the Helena School District helped students buy brand name clothes October through November through our local partners (Walmart, Old Navy, Target & TJ Maxx).

Ms. Riis answered any questions the trustees had regarding her presentation. The Board of Trustees moved on to hear the Superintendent's Report.

## **IV. SUPERINTENDENT'S REPORT**

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

- Recognition
  - o Walk, Bike, & Roll To School Day
  - o September 17th National IT Professional Day
  - o October 2nd National Custodian/Maintenance Appreciation Day
  - o October 6th National Coaches Day
  - o October is National Principal Month
  - o Thank you to Lisa Cordingley and the Helena Education Foundation for hosting "Fabulous Firsts" literacy events across the district.
  - o Congratulations to our CHS and HHS National Merit Semi-Finalists!!

- o Thank you to Principal Nick Radley and the staff and students at Central Elementary School for a great Board of Trustees Work Session at Central.
- o Thank you to members of the CTE departments at both Capital High School and Helena High School for creating an opportunity for students to explore construction jobs and interact with members of those industries through the Digger Days Event. Special thanks to the Helena Area Chamber of Commerce, Freedom Fabrication and Excavation, Valley View Lawn and Landscape, and all the local business participants who made this event possible.
- o Fourth-graders from across the district visited the fairgrounds for a sneak peek at the pre-pow wow Demonstration Day for teachers and students. This yearly outing is part of our district's Indian Education for All program—a day of celebration, learning and fun as students explore Native American culture.
- o Project for Alternative Learning Charter School students took their annual field trip to explore the Gates of the Mountains. Thank you, Rocky Mountain Credit Union, for making this adventure possible!
- New Business
  - o October 10th Steering Committee-HPS Compensation Philosophy Meeting
  - o Teacher / Staff & Administration Mental Health Support Initiative
  - o Adult/Community Education Focus
  - o 504 Training For Principals & Administrators with Bea Kaleva
  - o Official Enrollment Count
  - o Statewide Health Trust Discussion
  - o 2024 Fall Conference-MASS, MCASE, MACSS
  - o Budget Update
- Outreach/Meetings
  - o Parent Advisory Committee
  - o Teacher Advisory Committee
  - o AA Superintendents
  - o Lincoln Center District Updates
  - o Board Leadership
  - o Rotary Club
  - o CMS Comp. Study
  - o Hometown Helena
  - o MQEC Board of Directors Meeting
  - o Lifetime Sports CHS Class Fieldtrip
  - o HSD/HEA Meeting
  - o Cabinet & Leadership
  - o TV, Print, Radio Media
- Other
  - o October 17th and 18th – MFPE Educator Conferences- No School

Superintendent Wertz shared that the district would like to run a 10-year technology levy in May of 2025 and Mr. Gary Myers, Director of Educational Technology, presented additional information to the Board of Trustees regarding the proposed levy. Mr. Myers highlighted the need for increased funding for technology in the district, contrasting current expenditures with the original technology levy passed in 2004. Currently, the district allocates approximately \$1.9 million for technology, while full funding needs are estimated at nearly \$3.5 million. This funding is necessary for essential replacements and staffing for repairs. The current levy provides about \$1.1 million, leading to an impact on interlocal funding of approximately \$900,000. If all technology needs were met, this impact would rise to around \$2.4 million. Mr. Myers emphasized the importance of effectively communicating these needs to the community in anticipation of a proposed new levy, ensuring clarity about the district's technology funding situation.

Mr. Myers discussed the technology budget and stated that key areas heavily impacted by funding constraints include licensing services, which are essential and cannot be significantly reduced. Staffing also poses challenges; a position was cut a year and a half ago, and further reductions would hinder the ability to repair devices effectively. Mr. Myers pointed out critical funding gaps in device replacement and infrastructure improvements. Annual spending of around \$800,000 is needed for replacing Chromebooks and teacher laptops, as well as for network upgrades like wiring and switches. Without consistent annual funding, the district risks facing large expenditures every few years, potentially \$5 million for wiring upgrades across elementary schools or \$2-3 million for device replacements. This approach is inefficient and complicates long-term budget planning.

Mr. Myers introduced the concept of the "device cliff," highlighting concerns about the aging technology in the district. During COVID, the district utilized ESSER and emergency connectivity funds to purchase a significant number of Chromebooks and teacher devices, resulting in a temporary surplus. However, as the pandemic recedes, many of these devices are now three to five years old, which is considered a long lifespan for student technology. Mr. Myers noted that devices have faced substantial wear and tear, especially as they were frequently sent home with students. While most students take care of their devices, the impact of frequent use is evident. Teacher laptops, many of which are six to seven years old, are becoming inefficient due to insufficient memory, affecting their usability in the classroom. Mr. Myers expressed concern about the lack of funding for necessary device replacements, emphasizing that this issue is a significant worry for the future of the district's technology infrastructure.

Mr. Myers discussed that the proposed 10-year technology levy for the elementary will be around \$2,711,000 and the existing levy is \$520,500 for an increase of \$2,190,500. In the high school the proposed 10 year technology levy will be \$1,442,000 and the existing levy is at \$559,500 for an increase of \$882,500. The total proposed 10-year levy increase will be around 17.22 mills in the elementary, and 8.38 in the high school. For a \$100,000 house it will be an increase of \$23.25 a year for the elementary, a \$69.74 yearly increase for a \$300,000 house, and a yearly increase of \$139.48 for a \$600,000 house. In the high school for a \$100,000 house, it will be a yearly increase of \$11.31, for a \$300,000 house it will be a yearly increase of \$33.94, and for a \$600,000 house it will be a yearly increase of \$67.88.

Mr. Myers shared election results and informal election feedback from the most recent levy and stated that only 1,200 additional votes would have been needed for the levy to pass. Some of the informal feedback included concerns about the property tax burden, the overall high cost of the previous levy compared to other AA districts, and the nature of the safety and security levy as a permanent request. Additionally, there were sentiments expressed about the expectation for state-level funding for certain needs. Mr. Myers emphasized the importance of giving the community an opportunity to support the district's funding needs while recognizing the challenges ahead in garnering that support.

Trustee Janet Armstrong asked Mr. Myers to paint the picture of what it looks like in our classrooms for our students when we cannot keep up with replacing Chromebooks. Mr. Myers explained that currently, there is approximately one device for every two students in elementary schools. This scarcity necessitates a strict scheduling system for state-mandated assessments, which disrupts classroom activities and increases planning demands on teachers. Furthermore, accessing the online components of the curriculum and conducting digital assessments has become more complicated, leading to difficulties in lesson delivery.

Mr. Myers concluded his presentation by answering any questions the Board of Trustees had regarding the proposed technology levy.

Superintendent Wertz and the Board of Trustees had a robust conversation about the Steering Committee that has been formed for the Helena Public Schools Compensation Philosophy development. With direction from the board to move ahead with as much equity and predictability as possible, the district hired CMS consultants, a local, third-party Human Resource firm, to provide employee compensation data and salary recommendations. The steering committee was established to address compensation within the school district, responding to the need for a clear compensation philosophy. The committee includes representatives from various employee groups (custodians, secretaries, teachers, paraeducators, administrators, and trustees) with about 20 to 25 participants. The committee aims to create a philosophy that outlines salary ranges to ensure consistency and inform future decisions. CMS will compile recommendations based on stakeholder input, which will then be presented to the board for review and approval. The process is ongoing, with a second steering committee meeting planned for October 10, indicating a commitment to transparency and stakeholder engagement in compensation discussions. The discussion emphasized the importance of a consistent approach to compensation, especially during challenging budgetary times.

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



## V. GENERAL PUBLIC COMMENT

Ms. Emily Petrik gave general public comment. Ms. Petrik is an educator at Helena High School. Ms. Petrik’s public comment addressed several key topics including but not limited to stress and mental health, stress contagion and its effects, and how stress can impact students’ mental health and behaviors. Ms. Petrik concluded her public comment by expressing a desire to return to a future meeting and present further research on how stress affects teachers and students, with the goal of fostering a supportive and interconnected school community. She urged the board to prioritize mental health and well-being as part of their vision for the future.

Ms. Courtney McAdams gave general public comment. Ms. McAdams is the parent of a Capital High School graduate and the parent of a middle school student in the district. Ms. McAdams’s public comment addressed several key topics including but not limited to her belief that there is a lack of academic performance discussions at the board meetings, a lack of board focus on academic priorities, concerns regarding middle school academic performance, curriculum and instructional concerns, and requesting for the district and board to share more academic data and provide clear plans to address the achievement gaps, especially in middle school.

Mr. Thomas Baty gave general public comment. Mr. Baty is an educator in the district and the parent of a first-grade student in the district. Mr. Baty’s public comment addressed several key topics including but not limited to the financial challenges facing the district, urging the Board of Trustees to take a more active leadership role in advocating for changes to the state’s school funding model, and the urgency of addressing funding and support for public education.

Ms. Moffie Funk gave general public comment. Ms. Funk is a parent of two Helena Public School district graduates and has a grandson in kindergarten in the district. Ms. Funk’s public comment addressed several key topics including but not limited to appreciation for district and board leadership and efforts, teacher stress and support, the importance of funding for teacher support, addressing student stress and anxiety, advocacy for legislative action, and Ms. Funk praised the strong advocacy and leadership of the two Student Board Representatives.

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

## VI. NEW BUSINESS

### A. Consent Action Items

1. Personnel Actions
2. Warrants
3. Approval of FY 2024-25 Out-Of-District Attendance Agreements (Nonresident Students Attending Helena School District)
4. 9.10.24 Board of Trustees Full Board Meeting Minutes

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

**Motion:** Trustee Jennifer McKee moved to approve the Consent Action Items as presented. Trustee Kay Satre seconded the motion.  
**Public Comment:** None.  
**Vote:** 8-0 motion carries unanimously.

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

## **B. Items for Action**

### **1. Approval and Ratification of the Helena Secretaries Association and Helena Public Schools Collective Bargaining Contract**

Ms. Keri Mizell, Human Resources Director for Helena Public Schools, presented the action item, *Approval and Ratification of the Helena Secretaries Association and Helena Public Schools Collective Bargaining Contract*, to the Board of Trustees.

Background:

Pursuant to MCA 39-31-306, an agreement reached by the public employer and the exclusive representative must be reduced to writing and must be executed by both parties. The Helena School District and the Helena Secretaries Association Local #8500 of the Montana Federation of Public Employees (MFPE) reached a tentative agreement on July 30, 2024. The Secretaries ratified the tentative agreement to the contract on September 13, 2024, and notified us on September 19, 2024. The District negotiation team recommends ratification. The three (3) year agreement was open for language and wages for July 1, 2024, through June 30, 2027, with an agreement for annual wage reopeners. A summary of the conditions of the contract is 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 per benefit year for 12-month staff and \$1,238.28 per month/\$12,382.80 per benefit year for 10-month staff.
- A one and a half percent (1.5%) increase in each cell of the salary schedule for the 2024-2025 fiscal year. The Grade II base wage increases from \$18.16 to \$18.43 per hour and the Grade III base wage increases from \$18.85 to \$19.13 per hour. Grade I on the salary schedule to be removed.
- Allowance for all secretaries to have the option to have vacation credits in excess of 130 hours cashed out once per year to be paid in June.
- Seniority will be calculated based on an employee's length of continuous service with the District, not the employee's assigned department.
- The total estimated salary cost of this settlement is approximately \$28,088 for the 2024-2025 fiscal year.

Considerations:

- HPS and the Secretaries have a collaborative relationship and productive negotiations history.
- 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 Secretaries.

Ms. Mizell answered any questions the trustees had regarding the Helena Secretaries Association and Helena Public Schools Collective Bargaining Contract.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve the *Helena Secretaries Association and Helena Public Schools Collective Bargaining Contract* as presented.”

**Motion:** Trustee Linda Cleatus moved to approve the *Helena Secretaries Association and Helena Public Schools Collective Bargaining Contract* as presented. Trustee Jennifer Walsh seconded the motion.

**Public Comment:** None.

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

2. **Policy 5255: Disciplinary Action**

Ms. Barb Ridgway, Chief of Staff, presented the action item *Policy 5255: Disciplinary Action* to the Board of Trustees. This policy is being revised to clarify that a supervisor does not have the authority to reprimand the Superintendent. Ms. Ridgway answered any questions the trustees had regarding this policy.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve *Policy 5255: Disciplinary Action* as presented.”

**Motion:** Trustee Kay Satre moved to approve *Policy 5255: Disciplinary Action* as presented. Trustee Jeff Hindoien seconded the motion.

**Public Comment:** None.

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

3. **Policy 7055: Operation and Maintenance of District Facilities**

Ms. Ridgway presented the action item *Policy 7055: Operation and Maintenance of District Facilities* to the Board of Trustees. This policy is being recommended for repeal. It is redundant given that there is a District Safety Policy (Policy 7060). Since the adoption of this policy the Board has adopted an entire series of policies that address School Facilities (9000 Series). Ms. Ridgway answered any questions the trustees had regarding this policy.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to repeal *Policy 7055: Operation and Maintenance of District Facilities*.”

**Motion:** Trustee Jeff Hindoien moved to repeal *Policy 7055: Operation and Maintenance of District Facilities*. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

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

4. **Policy 7515: Fund Balance**

Ms. Ridgway presented the action item *Policy 7515: Fund Balance* to the Board of Trustees. This 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 of Business Services/Clerk. Ms. Ridgway answered any questions the trustees had regarding this policy. Trustee Kay Satre asked if the rationale for wanting to increase the range could please be explained. Ms. Janelle Mickelson, Business Director for Helena Public Schools, explained that this is the operating reserve in the general fund and by law you can have up to 10% in there. There are some exceptions that you can go above 10%, but 10% is the max, and we are approaching that in the high school and so it made sense to increase the range so we are not limited.

The Board of Trustees listened to public comment for this action item.

**Public Comment:** Ms. Jane Shawn gave public comment. Ms. Shawn is the HEA President and stated that she is reading comments tonight from the HEA bargaining team. Ms. Shawn’s public comment addressed several key topics including but not limited to expressing concerns about increasing reserve levels, the existing challenges facing educators including financial strain, urging the district to focus on using funds to meet immediate needs, rather than increasing reserves, and suggesting the board reassess reserve levels when the district is in a more stable financial position.

Ms. Janelle Mickelson commented on topics including but not limited to stating that this is just the range and it is just saying that if we wanted to go to 10% we can. We are not increasing the operating reserves with this policy, we are increasing what we could go to. Ms. Mickelson explained to the Board of Trustees what the committed general fund balance is.

The trustees commented on topics including but not limited to acknowledging the concerns of the staff and while trustees were generally in favor of ensuring financial stability through reserves, there was a shared concern about balancing immediate needs with long-term sustainability, especially given the district’s current financial challenges and uncertainties around future state funding.

Ms. Erika McMillin gave public comment. Ms. McMillin is an employee of the school district and a member of the bargaining team. Ms. McMillin’s public comment addressed several key topics including but not limited to concerns about the district’s financial priorities. Ms. McMillin emphasized that while the district may be striving to maintain certain reserve levels, many elementary schools are struggling, and budget cuts have directly impacted students’ daily experiences and urged the board to consider the impact on students, especially if further budget cuts are anticipated in the future.

Ms. Mickelson, and the Board of Trustees had a robust conversation about the use of reserves with a recognition of the complexities and pressures involved in financial decision-making.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve *Policy 7515: Fund Balance* as presented.”

**Motion:** Trustee Linda Cleatus moved to approve *Policy 7515: Fund Balance* as presented. Trustee Janet Armstrong seconded the motion.

**Public Comment:** The Public Comment was given above.

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

5. **Board of Trustees’ Response to Staff Communication Regarding Administrator Compensation**

Board Chair Siobhan Hathhorn presented the action item *Board of Trustees’ Response to Staff Communication Regarding Administrator Compensation* to the Board of Trustees. The Board of Trustees discussed the topic of administrator compensation, with a particular focus on sending an informational letter to all district staff regarding the history of administrator pay and address concerns about recent compensation adjustments. The Superintendent and other staff members provided context for the board, explaining that administrators had experienced stagnant compensation for an extended period—about 20 years—prior to recent adjustments. This led to concerns about recruitment and retention, and in response, the district adjusted administrator pay, including market analyses and compensation studies. The board also froze compensation for several years after addressing initial pay disparities.

The trustees had a robust discussion about several important issues including but not limited to public education, its funding, and the broader societal challenges that impact it, the complexity of information and communication in the district, statewide effort and community support, and the importance of fostering mutual understanding and cooperation for the benefit of the students and the community. Chair Hathhorn discussed several important issues including not but limited to praising the board’s commitment and transparency in serving the district, highlighting that the board members are volunteers who dedicate significant time and effort, concerns about recent public statements and clarification of that information. Chair Hathhorn urged staff and community members to verify information before making public statements and encouraged reaching out to union

representatives or board members to clarify any misunderstandings. Chair Hathhorn stressed the importance of district staff and the board working together to resolve issues and concluded by underscoring that school financing is a complex issue and emphasized the need for all stakeholders to seek a full understanding before making judgments or engaging in public criticism.

The Board of Trustees had a robust discussion on important topics including but not limited to emphasizing the importance of informing staff about the history and rationale behind administrator compensation. One trustee expressed the view that staff should take some responsibility for staying informed by reviewing meeting minutes and board agendas. Trustees discussed the time and effort they personally dedicate to their roles, including attending meetings, doing research, and making sacrifices in their personal lives. They conveyed that despite their voluntary status, they are committed to serving the district and being available for communication. The trustees were in agreement to move forward with a communication letter to ensure staff are informed about the history of administrator compensation.

Board Chair Siobhan Hathhorn commented, “At this point I would entertain a motion to approve the action item *Board of Trustees’ Response to Staff Communication Regarding Administrator Compensation.*”

**Motion:** Trustee Linda Cleatus moved to approve the action item *Board of Trustees’ Response to Staff Communication Regarding Administrator Compensation.* Trustee Kay Satre seconded the motion.

Trustee Jennifer Walsh acknowledged a previous comment she made at a work session expressing surprise about an agenda item. She clarified that despite her initial surprise, she took proactive steps to reach out to someone for further information and gain a better understanding of the issue before the meeting. Trustee Walsh emphasized that this effort allowed her to be well-informed and prepared to vote appropriately on the matter.

Board Chair Hathhorn discussed the structure and purpose of the board's work sessions, explaining that these sessions are designed to address more complex issues that require in-depth discussion. She noted that the sessions are scheduled during the school day, a decision made to accommodate staff, especially administrators and teachers, who appreciated the opportunity to present without needing to attend after-hours meetings. However, Chair Hathhorn, suggested the board may want to revisit the format and timing of these sessions to better handle complex discussions in the future.

**Public Comment:** None.

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

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

## **C. Items for Information**

### **1. Policy 3015: Attendance and Truancy**

Ms. Ridgway presented for information to the Board of Trustees *Policy 3015: Attendance and Truancy*. When the Policy Committee reviewed this policy they determined with the advice of Ms. Kaleva, Legal Counsel for the District, Montana Code Annotated citations would be added to the policy along with cross references to policies 3010 and 3141. Ms. Ridgway answered any questions the Board of Trustees had regarding *Policy 3015: Attendance and Truancy*.

### **2. Policy 3020: Education of Homeless Youth**

Ms. Ridgway presented for information to the Board of Trustees *Policy 3020: Education of Homeless Youth*. When the Policy Committee reviewed this policy it was determined that some of the language in the policy was outdated and changed the language on line 12 which states *welfare hotels* to be changed to *temporary housing* and changed the language on line 13 which states the *mentally ill* to be changed to *those with mental illness*. Ms. Ridgway answered any questions the Board of Trustees had regarding *Policy 3020: Education of Homeless Youth*.

Trustee Janet Armstrong discussed the district's policy on the education of homeless youth, emphasizing that while it is a positive initiative, it also reflects broader issues related to administrative responsibilities. Trustee Armstrong pointed out that districts are often accused of "administrative bloat" due to the expansion of roles and responsibilities, but in this case, the directive to appoint a liaison for homeless youth and ensure their enrollment and attendance is a mandate from the state. Trustee Armstrong noted that while the policy is important for supporting vulnerable students, it highlights how districts are increasingly tasked with duties that were previously handled by other social services. This shift results in additional administrative functions that the district must staff and manage.

### **3. Policy 3023: Education of Children in Foster Care**

Ms. Ridgway presented for information to the Board of Trustees *Policy 3023: Education of Children in Foster Care*. When the Policy Committee reviewed this policy, it was determined that some of the language in the policy was outdated and changed the language throughout the policy that states *child welfare agency* or *child protective agencies* to be updated to *child protective services*. Ms. Ridgway answered any questions the Board of Trustees had regarding *Policy 3023: Education of Children in Foster Care*.

### **4. Activities & Athletics Update-Tim McMahon, Activities Director**

Mr. Tim McMahon, Activities Director for Helena Public Schools, provided a summary of the district's athletics and activities programs, including participation data for last year and this year, as well as an update on the driver's education program. Last year, 636 students at Capitol High School participated in activities, with 48% female and 52% male and at Helena High, 786 students participated in activities, with 52% male and 48% female, reflecting a gender balance

similar to the overall student population. Mr. McMahon emphasized that this aligns with Title IX proportionality requirements, which ensure equal participation opportunities. These numbers reflect students involved in athletics, cheer, dance, and speech/debate, though they exclude other school activities like music and drama. This year, about 278 students at Helena High and 325 students at Capital High are currently participating in various activities, totaling approximately 1,000 students district-wide. About 25% of the student body participates in these activities, though music participation is not included in this count. Both high schools offer a range of activities, including multiple sports teams (e.g., volleyball, soccer, football, and cross country), speech and debate, and other clubs. The fall season includes up to 17 teams per school across various sports and activities. Last year, 418 students completed the driver's education course. This year, there are currently 136 students enrolled in five fall classes, with students ranging from 14.5 to over 17 years old. The program's eligibility was expanded to allow students as young as 14.5 years to enroll, addressing a drop in enrollment due to changes in state law. Mr. McMahon also mentioned that the fleet of vehicles used for the program has been reduced from nine to five cars, with plans to add two more cars in the coming months. Mr. McMahon discussed that St. Peter's Health has enhanced its financial support for the district's activities program through a new contract. The new partnership brings in around an additional \$17,000 annually to support student engagement and activities and in exchange for the increased funding, St. Peter's Health will receive more prominent advertising in district facilities. Mr. McMahon answered any questions the Board of Trustees had regarding his presentation. The Board of Trustees and Superintendent Wertz expressed their appreciation to Mr. McMahon for his expertise and leadership in the district.

The Board of Trustees moved on to hear Reports.

## **D. REPORTS**

### **1. Student Representatives Report**

Ms. Adella Harris, Helena High School Student Representative for the Board of Trustees, gave her Student Representative Report. Ms. Harris commented, "HHS ended September on a fantastic note. A homecoming filled week with dress up days, Mr. Kessler decked out as Bengi at the Student Council assembly, and a very fun homecoming dance. As we enter October, Helena High is thriving with new initiatives and activities that enhance student learning and engagement. Three of our students, Eva Skibicki, Evelyn Callery, and Kenzie Criswell, alongside one of our staff members, Mrs. Lauren Gustafson, will be traveling to Japan in less than two weeks to serve as representatives of the United States at the World Tsunami Days Student Conference in Kumamoto, Japan. This is due in large part to the hard work of Mr. Thennis and Mako Sakaguchi, who have been working on building our sister city relationship with Kumamoto Prefecture, who is hosting the event. Our team will be participating in discussions and learning sessions. Additionally, the team will present on the Mann Gulch Fire and how that event changed response protocols nationwide. We look forward to this great experience for our students and staff as well as the continued growth of the relationship between our two schools and communities. HHS was named to the AP Honor Roll once again, earning the bronze designation this year. This designation is a testament to the work being done,



not only in our AP classes, but throughout a student's careers as teachers are ensuring rigorous coursework and preparation to have the skills necessary to be college and career ready. Thank you to all our staff for what they do to give our students the best opportunities possible. We rely heavily on benchmark assessments and utilize the data to help ensure students are receiving the right interventions. Making sure that the conversations being held within grade levels and departments look at the area's students are struggling with the most. This is to help adjust what is being taught to include additional practice and access to needed information. This could not be done without the hard work of Mrs. Meghan Schulte. We are fortunate to have Mrs. Schulte working tirelessly to analyze data and put it into an understandable format to be used in PLCs and Grade Level meetings. A big congratulations to our National Merit Semifinalists – Eva Skibicki and Evelyn Callery! Another congrats to our girls' golf team who placed 2nd at the Divisional Tournament a few weeks ago and 5th place at the State Tournament. We also had four individuals place in the Top 20 at Divisionals – Mia Taylor, 4th and Mya Helvik, 7th, Sofia Cetraro, 11th, and Glacia Lucchetti, 13th. Congratulations to our Lady Bengals Volleyball team on their crosstown win 3-0 last week. Additionally, members of our HHS football team, volleyball team, and soccer teams took the time out of their Wednesday morning last week and participated in walk to school day with Warren and Smith elementary. Our Bengals continue to be involved in our lower elementary's to build up Bengal pride and foster connection. This week we are working through our first round of mental health screenings at the high school. This has been a great tool for us in the past to help recognize the importance of taking care of our students and staff's mental health while also providing support for students and families if needed. Cross country will compete in their 7v7 meet this Thursday at Bill Roberts Golf Course. Bengal football will host their senior night football game at Carroll College this Thursday against Sentinel. Many of our music students will be heading to the All-State Music Festival next week in Billings to participate in learning sessions and performances. Lastly, DECA is preparing to attend a leadership conference in Seattle this month. This month's report highlights both students and staff continuing to pour intention and Bengal pride into everything they do. The first quarter ends on November 1, which is fast approaching! We want to continue to foster and support the amazing things Helena High is doing as we go throughout this busy month.” Ms. Harris answered any questions the Board of Trustees had regarding her report.

Mr. Charlie Snellman, Capital High School Student Representative for the Board of Trustees, gave his Student Representative Report. Mr. Snellman commented, “Good evening, Trustees, Capital High School students are thriving as we progress past midterm week and continue through quarter one. We recently wrapped up an incredible Homecoming week, filled with school spirit and enthusiasm. Students embraced dress-up days and participated in a door decoration competition—my own door for Mrs. Stone's AP Literature class displayed some impressive creativity, if I may say so! CHS Student Council hosted a BBQ featuring club “sampler” activities: HOSA organized an organ-themed cornhole game, Science Club ran competitive trivia, Fly Fishing Club practiced their casts in the courtyard, and our staff band rocked a Led Zeppelin performance, adding a special touch to the festivities. The Homecoming assembly was electric, and the underclassmen-led dance capped off a week of Bruin pride. To top it all off, CHS defended the den at the Homecoming football game with a monumental upset, destroying Glacier with a score of 31-14. In other updates, the RBHI Screener (Rural Behavioral Health Institute) has been administered in all 2nd period classrooms over the past two weeks. We have a few students who still need to complete the screening on make-up day this Wednesday. Students who identify as needing support are referred to a school counselor or therapist for follow-up. Looking ahead, the PSAT will be administered to interested juniors next

Thursday during the MEA break. This exam is crucial for students aiming to qualify as National Merit Scholar Semi-finalists, and we're expecting a strong turnout. This year, our National Merit Scholar Semi-finalists are Adeline Walters and Mason Whitney. This scholarship is a very high honor, and we should be proud! In an additional nod to our academic prowess, CHS was just awarded the AP Honor Roll Silver Medal. For the future, we're going for gold. A special shout-out to Mr. Canney, our industrial tech teacher, for organizing Digger Day last Monday. This event provided students with invaluable hands-on experience in construction, allowing them to explore real-world skills. It was a great success, and we hope to continue offering more experiential opportunities like this. Last week was College Application Week at CHS. Our counselors met with all seniors during their English classes to guide them through applying to Montana's public colleges and universities. This initiative ensures that our students are well-prepared as they transition into their post-secondary education. On the arts front, our CHS music concerts have kicked off! Yesterday, our choir students performed their first concert of the year. Next Monday, the band will perform at 7:00 PM in the CHS auditorium, followed by the orchestra concert next Tuesday at the same time and place. We're excited to support our talented musicians, and we encourage the community to attend and show their support. Next week, during the Thursday and Friday that students have off, a select number of students will be attending the band, choir, and orchestra All-State Honors ensemble festivals in Billings. It is a high honor to be selected for this festival, as students must prepare an audition, be selected based on their audition out of hundreds of applicants, and prepare repertoire that far exceeds the typical level of a high school musician. Though my role is officially as student representative to the board, I would be remiss if I did not acknowledge a growing concern among CHS staff. While student morale appears high, there's significant discouragement among teachers. Teachers are continually asked to do more with less, and it's vital that we, as a community, show our appreciation for the people responsible for educating the future leaders, professionals, and citizens of Helena. Based on our robust conversations this evening and at past board meetings, I know that teachers and administrative workers are considered our greatest asset. I urge our community to become informed and I urge our board to remain as transparent as ever. Tomorrow, Adella and I will be meeting with students at PAL, where we hope to learn about their unique challenges and include their voices in future reports. There is always room for improvement, but I'm happy to report that, overall, the school year is off to a successful and spirited start. We look forward to keeping the momentum going." Mr. Snellman answered any questions the Board of Trustees had regarding his report.

2. **Helena Education Association Report**

There was no Helena Education Association report this evening.

3. **Facilities & Technology Committee Report**

There was no Facilities & Technology Committee Report this evening, because the committee will be meeting on Monday, October 14<sup>th</sup>.

4. **Budget and Finance Committee Report**

Trustee Janet Armstrong gave the Budget and Finance Committee Report. Trustee Armstrong stated at the Budget and Finance Committee there was a discussion about running a potential technology levy. Despite facing an unanticipated \$200,000 in expenses, the district's budget

remains in a healthy position and the financial outlook remains positive despite unexpected challenges. Trustee Armstrong answered any questions the Board of Trustees had regarding her report.

5. **Policy Committee Report**

Trustee Jennifer Walsh gave the Policy Committee Report. Trustee Walsh highlighted the productive discussion that the Policy Committee had and the opportunity to dive deeper into important topics. Not all policies listed on the Policy Committee Agenda were reviewed as they had run out of time to review them all at the meeting, but the remaining policies would be addressed in future meetings. No major changes were made to Policy 3040: Search and Seizure but a detailed discussion took place to better understand the parameters around student searches, including property searches and the legal boundaries. The committee discussed policies surrounding CPS (Child Protective Services) and law enforcement interviews with students, as well as the roles of custodial versus non-custodial parents in student release procedures. Trustee Walsh noted the importance of Policy 3060: Misconduct by Students with Disabilities that addresses how misconduct is handled for students with disabilities, particularly in relation to behavior linked to their disability versus other behavioral issues. This policy aims to clarify disciplinary actions in these contexts. Trustee Walsh answered any questions the Board of Trustees had regarding her report.

6. **Teaching & Learning Committee Report**

Board Vice Chair Jennifer McKee gave the Teaching & Learning Committee Report. Vice Chair McKee provided an overview of the Teaching and Learning Committee meeting that was held highlighting key discussions around assessment tools and the PDSA cycle (Plan-Do-Study-Act). The PDSA cycle was described as a continuous planning and improvement structure, ensuring that the district consistently analyzes assessments, identifies gaps, and adjusts strategies to improve student outcomes. A variety of assessments were discussed, including i-Ready, MAP assessments, and ACT scores, with a focus on using data to inform teaching practices and support student growth. Trustee McKee and Ms. Kaitlyn Hess, Assessment and Federal Programs, discussed the new MAST assessment in great detail. Trustee McKee answered any questions the Board of Trustees had regarding her report.

7. **Health Benefits Committee Report**

Trustee Kay Satre stated that the Health Benefits Committee did not meet, but she did have information about the health trust. Trustee Satre provided an update on a Health Trust information meeting held on September 12th, where John Doran, Chief Strategy Officer for the Montana School Insurance Services Alliance (MTSIA), outlined the structure and goals for a new health trust. The trust is a nonprofit initiative created with \$40 million in funding from HB332 and aims to improve stability and predictability in insurance premiums while enhancing benefits for school district employees. To access the funding, 150 districts and 12,000 employee members are required to join, with a 5-year commitment needed from districts. Trustee Satre discussed the structure of the trust, and benefits of joining the trust that was discussed at the meeting. MTSIA is currently gathering data from districts to refine the specifics of the health trust plans, including premiums, benefits, and administrative costs. Districts will have the opportunity to review how their current benefits compare to those in the new trust. The

commitment window for joining the trust will open in June/July 2025, with coverage beginning in July, August, or September 2026. Trustee Satre and Superintendent Weltz answered any questions the Board of Trustees had regarding the information presented.

8. **Wellness Committee Report**

Ms. Barb Ridgway, Chief of Staff, gave the Wellness Committee Report. The Wellness Committee continues to promote healthy eating and community engagement through initiatives like the Harvest of the Month program. This month's focus is on apples, with potatoes next month. The committee is also working on introducing healthy vending machines in high schools. Helena's Summer Food Program exceeded its meal-serving goals, providing 92,048 meals this summer, an increase of 30,000 meals from last year. Additionally, the district celebrated Montana Crunch Day with 4,000 apples, and another school was added to the Fresh Fruit and Vegetable Program. The committee is exploring hydroponic gardens and pursuing a Farm to School Grant, with a focus on expanding wellness efforts to middle schools. Ms. Ridgway praised Robert Worthy and his team for their exceptional work, especially in light of challenges with district kitchen facilities.

9. **Montana School Boards Association Report**

There was no Montana School Boards Association Report this evening.

10. **Parent Council Visit Reports**

Trustee Kay Satre gave a report from her Parent Council Visit to Helena High School. During a recent visit to Helena High School, Trustee Satre had the opportunity to hear from new principal Mr. Kessler, who shared insights on the school's goals and initiatives. Key focus areas included academic goals (ACT, math, and reading proficiency), social-emotional learning, and community engagement. Mr. Kessler emphasized fostering a stronger school community and exploring new approaches to energize the campus. Highlights included the Benge Buddies program, where high school students connect with elementary students, and upcoming activities for Indian Education for All, such as a pow wow and a month of related events. There was also discussion on College Application Week and the recent shelter-in-place incident. Concerns were raised about the lack of intercom systems and digital clocks at the high school, as well as parking lot safety for students returning late after activities. Finally, there was interest in increasing alumni engagement in school events. Overall, the visit provided valuable insights into the school's ongoing initiatives and the challenges and opportunities it faces.

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

## **VII. UPCOMING MEETINGS**

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

- Thursday, October 10<sup>th</sup>, Steering Committee-HPS Compensation Philosophy, Lincoln Center, Noon
- Monday, October 14<sup>th</sup>, Facilities & Technology Committee Meeting, 12:00 p.m., Lincoln Center
- Tuesday, October 22<sup>nd</sup>, Board of Trustees Work Session, Rossiter Elementary, 11:30 a.m.
- Tuesday, November 5<sup>th</sup>, Policy Committee Meeting, 12:00 p.m., Lincoln Center

**VIII. BOARD COMMENTS**

Mr. Charlie Snellman, Capital High School Student Representative for the Board of Trustees, expressed how inspiring it was to participate in the meeting and engage in constructive discussions. Mr. Snellman contrasted the respectful dialogue observed with the negativity often portrayed in mainstream media, such as arguing, name-calling, and misinformation. The representative shared that the experience has been motivating and encouraging moving forward. The Board of Trustees expressed their appreciation for the two high school student representatives and expressed how much they enjoy having them on the board. Lastly, Superintendent Weltz expressed his appreciation to Assistant Superintendent Josh McKay, and Lona Carter, Student Health Services & Special Education, for all their hard work around mental health support in the district.

**IX. ADJOURNMENT**

Board Chair Siobhan Hathhorn adjourned the meeting at 10:15 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: muscular strength fitness center equipment that includes, 1 curl up machine, 1 dip/chin up machine, 1 total body system, 1 spinal extension machine, 1 chest press machine, 1 abdominal curl machine, 1 incline press machine, 1 calf raise machine, 1 leg extension machine, 1 leg press machine, 1 hamstring curl machine, and 1 lat-shoulder combo machine. In addition to the muscular strength machines, the following cardio machines: 4 sprint cross trainer ellipticals, 2 life fitness ellipticals, 1 Schwinn hand bike, 1 multi-sport stationary bike, 1 sunny stationary bike, and 3 sprint cross trainer stair steppers; and

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

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall dispose of the equipment listed above. 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, December 2, 2024. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for HHS Fitness Equipment. In the event that no bids are received, the District will dispose of the fitness equipment in any manner deemed appropriate.

The items may be viewed at Helena High School, located at 1300 Billings Ave., between the hours of 8:30 a.m. and 2:00 p.m., from November 18<sup>th</sup> -26. Please call the Helena High Main Office at (406) 324-2200 for more information.

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

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2024.

By: \_\_\_\_\_

Chairperson, Board of Trustees

**DISTRICT CLERK CERTIFICATION:**

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

\_\_\_\_\_  
\_\_\_\_\_; the following Trustees voted against \_\_\_\_\_; and the following Trustees were absent: \_\_\_\_\_.

By: \_\_\_\_\_

Janelle Mickelson, District Clerk

Helena School District No. 1

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item VII.B.1**

- Call To Order/Pledge of Allegiance
- Review of Agenda
- Recognitions
- Presentation
- Superintendent's Report
- General Public Comment
- Consent Action Items
- Item For Action
- Items For Information
- Reports
- Board Comments
- Adjournment

**Item Title:       ITEM FOR ACTION**  
**1. Approval of RFQ For Smith Elementary HVAC Design and Project Management**

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)

12 November 2024

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

I respectfully request the board of trustees approve Con'eer Engineering, Inc. for design and contract administration 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 who 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. The facilities office posted a Request for Qualifications for this project and Con'eer Engineering, Inc. was the only firm to submit a packet. Having reviewed their statement of qualifications and proposed costs, I am confident Con'eer is highly qualified, and their costs are reasonable and customary for this type of project.

Sincerely,



Todd J. Verrill

Attachments:

1. Con'eer Engineering, Inc. Statement of Qualifications and Project Proposal
2. RFQ Scoring Matrix



# STATEMENTS OF QUALIFICATIONS

PREPARED FOR:

HELENA PUBLIC SCHOOLS  
1201 BOULDER AVE.  
HELENA, MT 59601  
(406)324-1702

PREPARED BY:

CON'EER ENGINEERING, INC.  
1629 AVENUE D, SUITE C7  
BILLINGS, MT 59102  
(406) 252-3237



November 5, 2024

Helena Public Schools  
1201 Boulder Ave.  
Helena, MT 59601

Dear Selection Committee,

Con'eer Engineering, Inc. would like to thank the District and Selection Committee for allowing us the opportunity to submit our qualifications for consideration. It is our sincere desire to be selected as your professional design firm to upgrade the HVAC at Smith Elementary School.

Con'eer Engineering, Inc. is a well-established, customer-service driven Consulting Engineering firm. We have serviced Montana, Wyoming, and the surrounding areas since 1964. Over the last 5 decades, we have partnered with many Owners, Architects and Contractors to provide exemplary MEP design and service. We have had the privilege of being chosen as the Mechanical Engineering Adviser for Billings Public Schools for more than 25 years and have completed many successful projects as the prime consultant. We would appreciate the opportunity to serve Helena Public Schools in this same manner.

If there are any questions, or if any clarifications need to be made, please feel free to contact us at any time.

Sincerely,

A handwritten signature in black ink that reads 'William M. Lynch'.

William M. Lynch, PE  
Principal

A handwritten signature in black ink that reads 'Jeffrey A. Gruizenga'.

Jeffrey A. Gruizenga, PE  
Principal



## ***Introduction***

Con'eer Engineering, Inc. has been selected as Mechanical Engineering Consultant for Billings School District No. 2 for five 5-year terms. In 2021-2022 we revised and managed HVAC equipment replacement, air conditioning projects for 8 Billings Public Schools. In addition, we evaluated all Helena Public Schools facilities' mechanical equipment, energy management systems, plumbing fixtures, electrical systems including fire alarm and lighting retrofits in order to assist them with developing a deferred maintenance schedule.

While Billings Public Schools is the largest school district we have partnered with, we have also had the privilege to work with your District, Belfry Public Schools, Harlowton Public Schools, Shepherd Schools, Ekalaka Public Schools, Hardin Public Schools and Broadus Public Schools. For each project we design all mechanical, electrical and plumbing systems, submit plans and specifications to Authority Having Jurisdiction and review all submittals, substitutions and preapprovals. Jeffrey Gruizenga, PE provides project management and oversees Construction Observation through Substantial Completion and the completion of the Punch Lists. O&Ms are then reviewed and approved before signing off on the project. Con'eer handles all contract administration paperwork for the projects. It begins with advertising for the invitation to bid, releasing the invitation to bid with specifications and drawings, filing for a permit (if applicable), handling bid documents and recommendations for the board once bids have been received, drawing up the contract and overseeing the execution of contracts between the Owner and Contractor. All pay applications are sent to Con'eer and we will ensure that the progress being billed is correct, pay applications are correct, lien releases are received as well as certified payroll. At the end of the project, we will draw up all close out paperwork and see it through to the end when the final pay application for retainage is processed.

Con'eer Engineering's commitment to quality and exemplary customer service has created lasting relationships with School Districts, Government Agencies, Owners, Architects as well as Contractors and Subcontractors. Working successfully with our clients, they return year after year. In addition, we have created relationships and a long-standing working history with local Contractors. These things combined allow us to provide continuity, timely and quality service to your clients. Some of these clients/contractors include, but are not limited to:

- School District No. 2 – Billings, MT; Scott Reiter, Facility Services Director  
(406) 281-5787
- Star Services – Billings, MT; Mark Jones, President (406) 259-3754
- Broadus Public Schools – Broadus, MT, Jim Hansen (406) 436-2658

## ***Qualifications of Professional Personnel to be assigned to the project:***

Jeffrey A. Gruizenga, PE will be the partner in charge of the Con'eer Engineering project team. Mr. Gruizenga has 30 years' experience in Mechanical and Electrical systems design and is a LEED™ Accredited Professional. He was a member of the Montana State Plumbing Board from 2004 until 2024. Mr. Gruizenga has an extensive background in project management. He manages all of the State, County and School District projects that Con'eer has.

Aaron P. Lealos, PE and Bill Lynch, PE provide Mechanical Engineering Design. Together they have more than 60 years of engineering experience.

Bill Lynch, PE is the President of Con'eer Engineering, Inc. and provides Electrical Engineering Design Supervision. Mr. Lynch has 45 years of engineering experience covering a wide variety of mechanical and electrical systems.

***Capability to meet time and budget requirements for the project:***

Con'eer Engineering has extensive experience with meeting the project schedules and often limited budgets of publicly funded projects. Our team has prepared contract documents for numerous School District, County Government and State of Montana engineering and/or energy related retrofit projects geared to maximize the effective use of available funding. Our history and relationships with Contractors and Suppliers allow us to successfully oversee the timely completion of projects we manage while meeting budget constraints.

***Current and projected workloads:***

The firm is currently engaged with Billings Public Schools and Broadus Schools developing scope of work for several Elementary, Middle and High School projects for Summer 2025 construction. There are several other commercial projects on the design calendar for Spring into Summer effort. Helena Public School projects would fit well into our schedule for immediate scoping / schematic design working into construction documents. We make it a priority to be accessible to District personnel and to meet project deadlines for District projects.

***Related experience on similar projects:***

There are quite a few recent projects very similar in character including:

- Broadus Schools AC Installation and Electrical Upgrade, Broadus, MT – Installation of A/C at both the elementary school and high school. Upgraded electrical system in Elementary School in order to support the proposed additional equipment load. Added panels at the high school to provide the required circuits. Construction cost: \$112,760  
Jim Hansen – Broadus Schools Superintendent
- Greybull Public Schools Mechanical Improvements, Greybull, WY – Projects took place at multiple facilities. An existing wall mounted heating boiler was replaced with two high efficiency boiler. In-line circulation pumps were replaced, and existing gas fire water heater was relocated. HVAC heating only system was replaced with a new unit capable of heating and cooling. Estimated Construction cost: \$400,000 to \$440,000.  
Joe Forcella – Greybull Public Schools Maintenance Director
- Lincoln Center – Café' Protégé, Billings, MT – Revision of the floor plan from a pottery space to a multi-station food service teaching environment. Space consists of teaching station and five individual student cooking stations. Construction cost: \$679,400  
Scott Reiter – Billings Public Schools Executive Director of Facilities
- Belfry High School Heating System, Belfry, MT – Replacement of the building's steam heating with a hydronic heating system. Construction cost: \$653,412  
Jason Olson – Belfry Public School Superintendent
- Lavina Public Schools Boiler Replacement, Lavina, MT – Replacement of the building coal fired heating boiler with a new high efficiency LP gas fired heating plant. A portion of the project included the installation of an LP storage tank to provide sufficient LP gas for the school and associated school buildings. Construction cost: \$704,700  
Nicole Hanson – Lavina Public Schools Superintendent/Principal



## PROFILE

Address: 1629 Avenue D, Suite C7  
Billings, MT 59102

Email: jeffg@coneer.com

Phone: 406-252-3237

Website: www.coneer.com

## GENERAL EXPERIENCE & QUALIFICATIONS

Mr. Gruizenga has designed mechanical systems in residential, commercial, industrial, and institutional facilities. Locations include Michigan, Montana, North Dakota, South Dakota, Colorado, Oregon, Iowa and Wyoming. Educational projects include elementary, middle school, high school, K-12, university, public and private schools. Commercial projects include government buildings, correctional facilities, office buildings, hotels, hospitals, nursing homes, banks, garages, veterinary facilities, retail offices, clinics, and light industrial. Mr. Gruizenga has designed systems for new construction, additions, remodels, renovations, as well as modifications for adaptive reuse of historical buildings.

Mr. Gruizenga provides project supervision and coordination from the initial site visit through design, construction and review phases. He has a special interest in energy conservation, is a LEED™ accredited professional; and has been a member of the Montana State Plumbing Board since 2004. Mr. Gruizenga is listed as a Qualified Service Provider for Retro-Commissioning by the State of Montana. Con'eer was recently selected for another five-year term as Mechanical Engineering Consultant to the Billings School District which operates more than 30 campuses.

# JEFFREY A. GRUIZENGA

PROFESSIONAL ENGINEER

PROJECT MANAGER

PRINCIPAL OF CON'EER ENGINEERING, INC.



## PROJECT RESUME & SPECIFIC EXPERIENCE

### Shepherd Schools Additions and Remodeling – Shepherd, MT

New construction consisted of a 2-story structure connecting the existing elementary and high school buildings, a 1-story fitness addition shell to the existing high school building, a classroom addition and front office area for the existing elementary and a new Vo-Ag building.

Remodel work included, electrical revision to add receptacles to all existing elementary classrooms, complete replacement of the elementary school water source heat pumps, remodeling of the high school cafeteria space into 4 individual classrooms, locker room update, revisions to art rooms, science rooms, teacher lounge and specialist places, as well as remodeling office areas with secure entries. Total square footage of the High School and Elementary School is 129,294 SF and final budget was approximately \$11.9 million.

### Billings School District – Billings, MT

In multiple schools, heating systems were replaced with hydronic heating boilers. Heating units included duct mounted coils and unit heaters. Building temperature controls were updated.

Revised existing Science rooms in 2 high schools in order to support AP Chemistry and distance learning. Plumbing fixtures on workstations were updated and emergency showers were installed.

### Senior High School Mechanical Revitalization - Billings, MT

Project Manager for \$3 million revitalization of mechanical systems in this building which was originally built in 1939 and has had several remodels and additions. Removal of asbestos from existing thermal systems within the construction zone. Due to the extensive asbestos abatement required, work included removal and replacement of ceilings, floors, walls, etc. First phase was in Summer 2011 and included installation of a modular high efficiency boiler plant to serve portions of the building complex. Second phase was in Summer 2012 and concentrated on installation of the in-classroom equipment. New overhead phase in Summer of 2012 concentrated on installation of the in-classroom equipment; new overhead ductwork and associated VAV boxes; circulation piping for heating and cooling in the corridor ceiling; completion of the boiler plant to replace the existing steam boilers; and replacement of classroom ceiling and light fixtures. Project was phased over two summers to prevent interruption of classroom activities. Provided full engineering service from conceptual design through project closeout.



## EMPLOYMENT HISTORY

Professional Mechanical Engineer  
Con'eer Engineering, Inc.  
Principal of the Firm  
Billings, MT  
1998-Present

Project Engineer  
Con'eer Engineering, Inc.  
Billings, MT  
1994-1998

Project Manager/Estimator  
Phoenix Mechanical Contracting  
Jackson, MI  
1993-1994

## EDUCATION

Bachelor of Science  
Aerospace Engineering  
1991  
University of Colorado  
Boulder, CO

## PROJECT RESUME & SPECIFIC EXPERIENCE CON'T.

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### **Lewis & Clark Middle School Mechanical System Replacement, Billings, MT**

Project Manager for three-year phased replacement of the steam heating system with hydronic heating system and conversion of the classroom ventilation system from unit ventilators to variable air volume ventilation system with reheat to save energy. Air conditioning is provided by a chilled water system. To provide adequate ceiling space, the existing building ceiling was replaced with a lay-in ceiling and the majority of the building was relighted. Electrical service was upgraded from 208V to 277/408V three-phase. Improvements to plumbing systems in restrooms. The project occurred over the course of three summers and one school year to minimize impact on the learning environment. Provided full engineering services from conceptual design to closeout.

## REGISTRATIONS & PROFESSIONAL AFFILIATIONS

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Registered Licensed Professional Engineer, 1998

Registered in Montana, Wyoming, South Dakota, North Dakota, Iowa and Washington

Montana State Plumbing Board, 2004-2024

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

National Fire Protection Agency (NFPA)

National Society of Professional Engineers (NSPE)



## PROFILE

Address: 1629 Avenue D, Suite C7  
Billings, MT 59102

Email: billl@coneer.com

Phone: 406-252-3237

Website: www.coneer.com

## GENERAL EXPERIENCE & QUALIFICATIONS

Mr. Lynch's extensive experience includes project management, mechanical and electrical design, and construction review for many types of buildings. Past projects include commercial, institutional, government and light industry buildings such as schools from K-12 through University levels, hospitals, nursing homes, office buildings, courthouses, museums, lodging facilities, parking structures, churches, gymnasiums, auditoriums, multi-family housing, military support facilities, and commercial laundries. Mr. Lynch has experience as a facility condition analyst; and in troubleshooting systems, whether new or outdated. He has worked on renovations, remodels, adaptive reuse of historic buildings, additions, and new construction. His experience includes working with a variety of specialized systems including high pressure steam distribution, heat recovery, active solar heating, heat pumps and geothermal heating.

An active member of ASHRAE, Mr. Lynch has held Chapter, Regional and Society positions. In addition, he is a member of the Construction Specifications Institute and the International Code Council.

# WILLIAM L. LYNCH

PROFESSIONAL ENGINEER

PROJECT ADMINISTRATOR

PRINCIPAL, ADMINISTRATOR OF CON'EER ENGINEERING, INC.



## PROJECT RESUME & SPECIFIC EXPERIENCE

### Montana Rescue Mission – Unified Campus, Billings, MT

Project Manager for design of mechanical, plumbing and electrical systems for remodeling and expansion of Mission facilities in existing space, incorporating an adjacent 3 story historic building, and complete renovation of an underutilized adjacent structure. Total project provides 64,000 square feet with 29 low income housing apartments, 140 bed shelter space, vocational training areas, counseling facilities and assembly program space.

### McDonald Building, Billings, MT

Project Manager responsible for Mechanical and Electrical Design of renovations of a four-story, 30,000 square foot, historic building in downtown Billings. The original Billings YMCA building previously occupied by a fast food restaurant on the main floor and offices on the upper floors is being converted for architectural offices on the first two floors and loft apartments on the upper floors. Systems include water source heat pumps for air conditioning and heating and dedicated ventilation/exhaust air recovery, supported by new water heating boilers and a closed-circuit cooling tower.

### Lame Deer New Elementary School, Lame Deer, MT

Project manager responsible for complete Mechanical and Electrical Design for development of a new 68,500 SF Elementary School building, and mechanical system renovations within the 21,500 SF Gymnasium building. Systems include a ground coupled water source heat pump system to serve the entire facility; fire sprinkler protection for the new construction; and new 120/208 volt 3-phase electrical service transformer and service equipment for the entire facility. Construction was phased to stage demolition of the existing elementary school building over two summers to maintain enough classrooms to support the student population. Full Engineering Services, Design through Construction Administration.

### Culbertson Public Schools, Culbertson, MT

Project Manager responsible for complete Mechanical and Electrical Design of consecutive two-story additions to the north and south ends of an existing K-12 campus. Systems include variable air volume air-conditioning and heating systems supported by extension of facility hot water and steam heating systems, extension of the 120/208 volt electrical service for the north addition, and establishment of a new 120/208 volt service to the south addition. Design and construction were phased to limit disruptions to the learning environment and enable coordination with locally available construction trades.



## EMPLOYMENT HISTORY

Professional Engineer  
Con'eer Engineering, Inc.  
Principal of the Firm  
Billings, MT  
1973-Present

## EDUCATION

Bachelor of Science  
Mechanical Engineering  
1972  
University of Wyoming  
Laramie, WY

## PROJECT RESUME & SPECIFIC EXPERIENCE CON'T.

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### **Family Service Incorporated, Billings, MT**

Project Manager for design of mechanical, plumbing and electrical system upgrades to existing warehouse facilities remodeled for use by non-profit public assistance agency. Improvements included new HVAC equipment throughout, new restrooms, new freezer refrigeration, new and updated offices. Included electrical distribution upgrades and new addressable fire alarm system for the entire building.

### **Dawson County Courthouse Elevator Addition and Fire Alarm System, Glendive, MT**

Project Manager for design of mechanical, plumbing and electrical system upgrades to support remodeling to facilitate the addition of an elevator to the existing building. Included replacement of obsolete and non-compliant fire alarm equipment with a complete new and addressable fire alarm system for the entire building integrating the required elevator control.

### **Wastewater Treatment Plant Upgrades, Poplar, MT**

Project Manager Engineer for Electrical/Mechanical including relocation of plant electrical service from existing aerator building to new headworks building, upgrade capacity for new equipment, add transfer switch and service interface for Owner furnished surplus generator set with capacity for upgrade to 100% backup. New Headworks Building New Aeration Equipment for Oxidation ditch New building over contact chamber with new UV equipment.

### **Fergus County Courthouse Remodeling, Lewistown, MT**

Project Manager for design of mechanical, plumbing and electrical system upgrades to support remodeling for shifting of departments and accessibility improvements including the addition of an elevator to the existing building. Included demolition and replacement of failing piping systems, upgrade of controls and replacement of fire alarm equipment with new addressable fire alarm system for the entire building integrating the required elevator control.

## REGISTRATIONS & PROFESSIONAL AFFILIATIONS

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Registered Licensed Professional Engineer, Montana, Wyoming, Colorado

ASHRAE

American Council of Engineering Companies

Construction Specifications Institute

International Code Council



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.

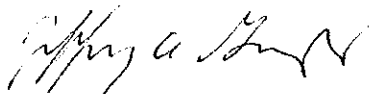
In addition, we will produce (3) sets of Construction Documents for distribution to the Design Team and Reviewing Authorities. Construction documents for Plan Services and/or Contractors will be distributed electronically. Printing and mailing costs will be invoiced to you.

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: \_\_\_\_\_

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

Enc Standard 2024 Hourly Billing Rates

**Smith Elementary School  
HVAC Design and Project Management  
Request for Qualifications Scoring Matrix**

<b>Evaluation Criteria (Score from 1-10)</b>	<b>Contractor 1</b>	<b>Contractor 2</b>	<b>Contractor 3</b>
	<b>Con'eer Engineering , Inc. - Billings</b>	<b>N/A</b>	<b>N/A</b>
<b>Relevant Experience</b>	Consultants for HSD Deferred Maintenance Report (2022). Mech. Engineering consultants for Billings School District #2. Other school district projects (Broadus schools AC installation, Greybull, WY schools mechanical improvements, Lincoln Center (Billings) classroom remodel, Belfry HS heating system replacement, Lavina schools coal-fired boiler replacement) <b>Score = 9</b>		
<b>Technical Expertise</b>	Jeffery Gruizenga: PE-mechanical engineer, project manager, 30 years experience (consultant on HSD Deferred Maint. Report), William Lynch: PE-mechanical engineer, project administrator, 50 years experience, Aaron Lealos: PE-mechanical engineer, design. <b>Score= 10</b>		
<b>Understanding of Project</b>	Mr. Gruizenga has an excellent knowledge of all HSD mechanical HVAC systems from his work on the deferred maintenance report. <b>Score = 9</b>		
<b>Overall Quality of Proposal</b>	Proposal includes all required information. It is professional and thorough. <b>Score = 9</b>		
<b>Overall Cost of Services</b>	Estimated cost of project = \$1.8M - \$2.1M. Basic design and contract admin = \$180,300.00 (approx 10% or project total). <b>Score = 8</b>		
<b>Client References</b>	Listed eight client references from seven school projects and one commercial project. <b>Score = 9</b>		
<b>Total</b>	54 / 60		



**Age Pyramid for Lewis and Clark County 2024**

Population Projection
2021
COMMERCE
Regional Economic Models Incorporated (REMI) data vintage year

Trend
Age Pyramid
Change Map
Table

Population Projection - Age Pyramids

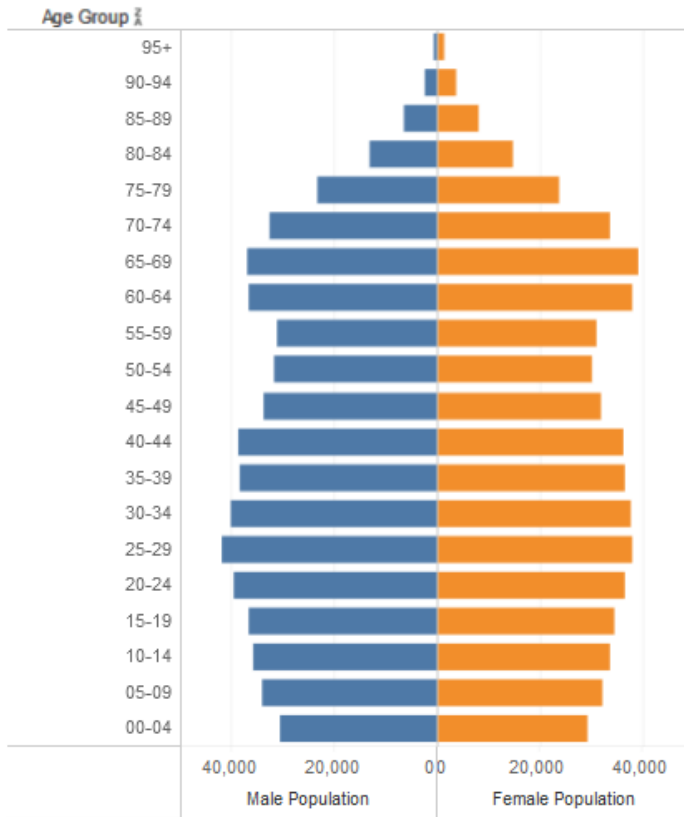
20...
>
○

Select Races  
 (All)

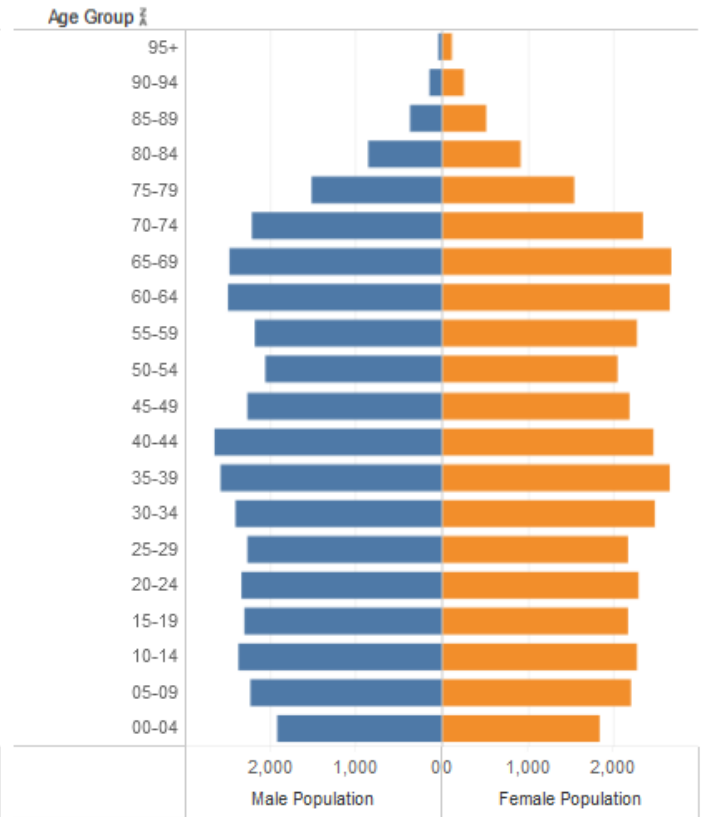
Select a County  
 Lewis and Clark

Age pyramids show the distribution of population by age group and gender. Explore the distribution of population change over time by scrolling through years.

State of Montana - 2024



Lewis and Clark County - 2024



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

**Age Pyramid for Lewis and Clark County 2050**

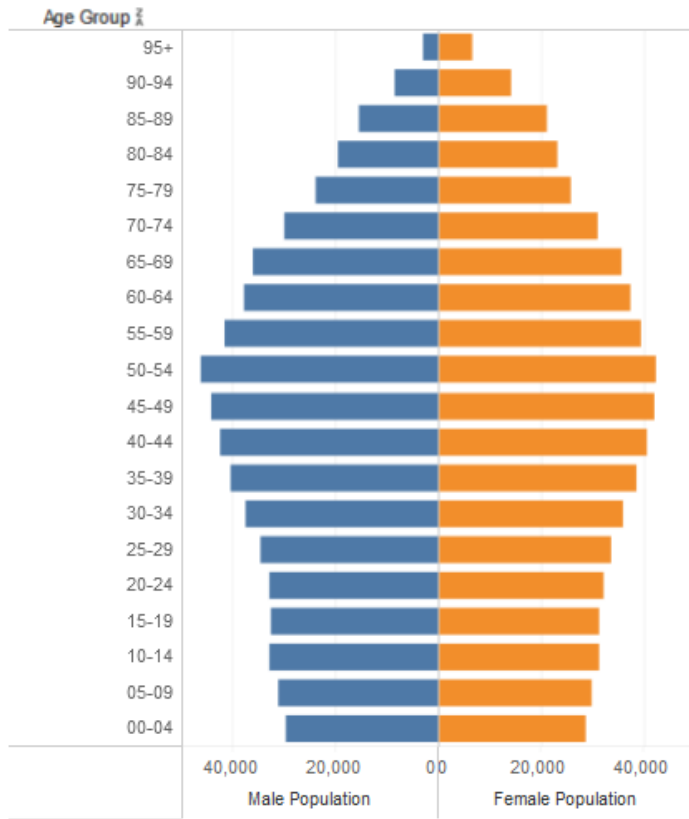
**Population Projection** **2021**  
data vintage year  
 Regional Economic Models Incorporated (REMI)  **COMMERCE**

**Trend** | **Age Pyramid** | **Change Map** | **Table**

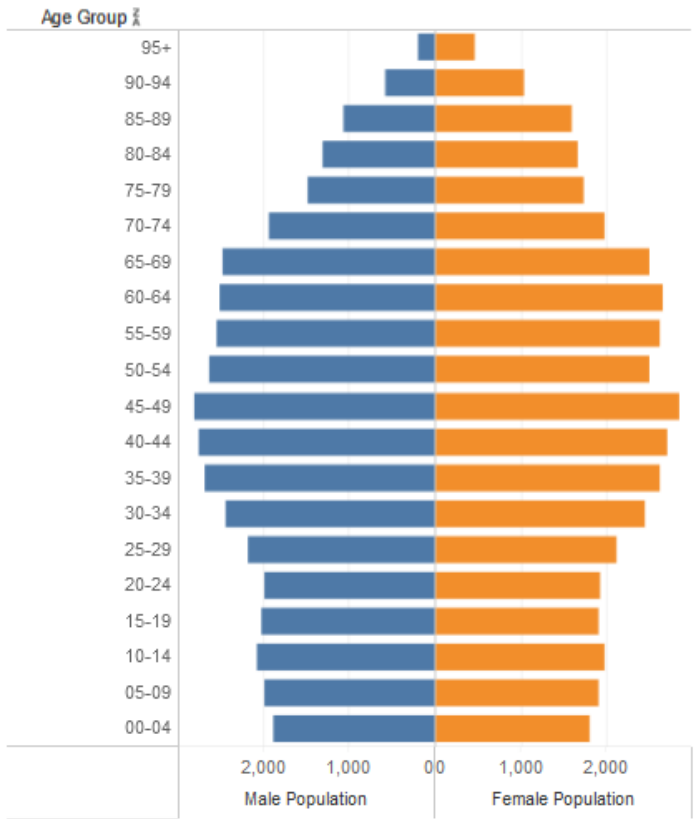
Population Projection - Age Pyramids

(All)
  Lewis and Clark
 Age pyramids show the distribution of population by age group and gender. Explore the distribution of population change over time by scrolling through years.

State of Montana - 2050



Lewis and Clark County - 2050





**Trend for Lewis and Clark County: 5 year olds: through Year 2040**

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

**2021**  
 data vintage year



**Trend** | **Age Pyramid** | **Change Map** | **Table**

**Population Projection - Trends**

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

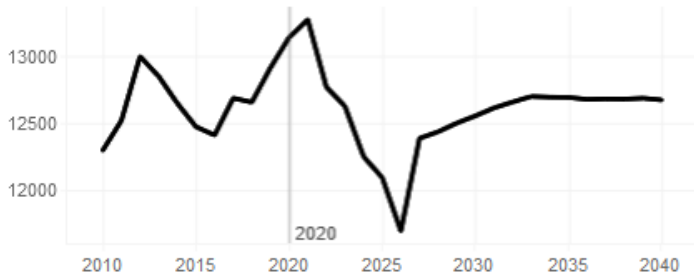
Select State and Counties:

Select Age Range: 5

Select Genders:

Select Races:

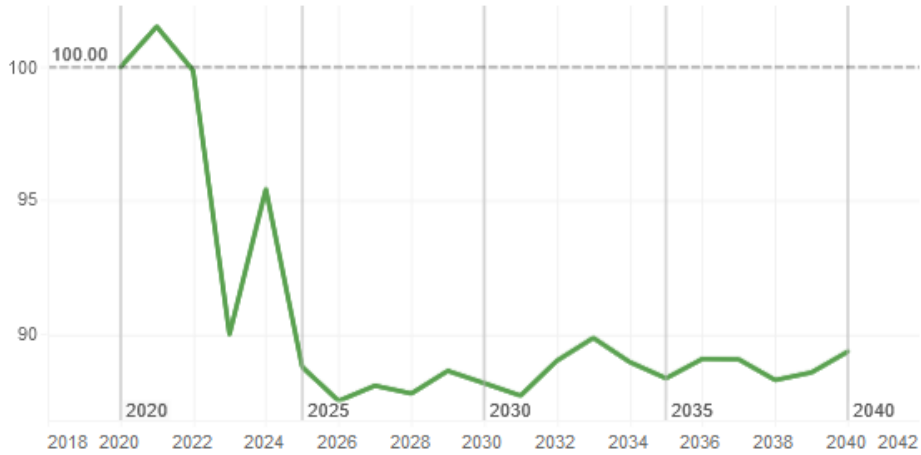
Projected Population Total for State of Montana



Projected Population Total for Selected Counties



Change in Projected Population from 2020 (index)



Projected population change is indexed to the data release year of 2020. Indexing the rate of change enables the comparison of data with different magnitudes.

■ Lewis and Clark

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



**Trend for Lewis and Clark County: 5 to 18 year olds: through Year 2040**

**Population Projection** **2021**  
data vintage year  
 Regional Economic Models Incorporated (REMI)  **COMMERCE**

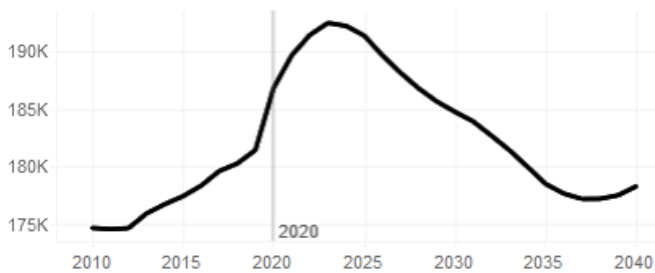
- Trend
- Age Pyramid
- Change Map
- Table

**Population Projection - Trends**

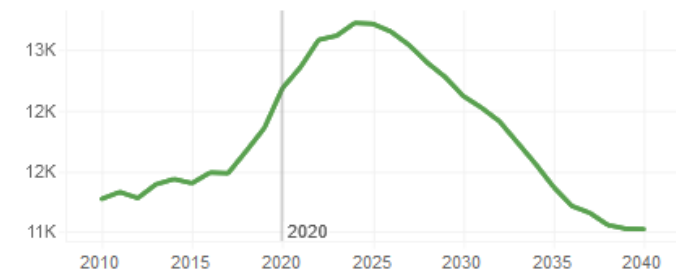
Adjust the figures below by selecting a custom age range, gender and race. Select one or more counties to display in the county figures.

Select State and Counties: 5% Lewis and Clark | Select Age Range: 5 - 18 | Select Genders: (All) | Select Races: (All)

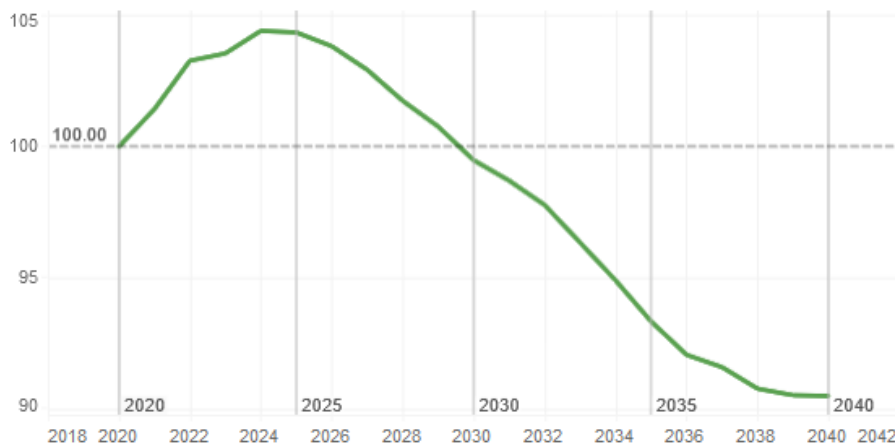
Projected Population Total for State of Montana



Projected Population Total for Selected Counties



Change in Projected Population from 2020 (index)



Projected population change is indexed to the data release year of 2020. Indexing the rate of change enables the comparison of data with different magnitudes.

■ Lewis and Clark

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

**Trend for Lewis and Clark County: 5 to 100 year olds: through Year 2040**

Population Projection
2021
data vintage year
COMMERCE
Regional Economic Models Incorporated (REMI)

Trend
Age Pyramid
Change Map
Table

**Population Projection - Trends**

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

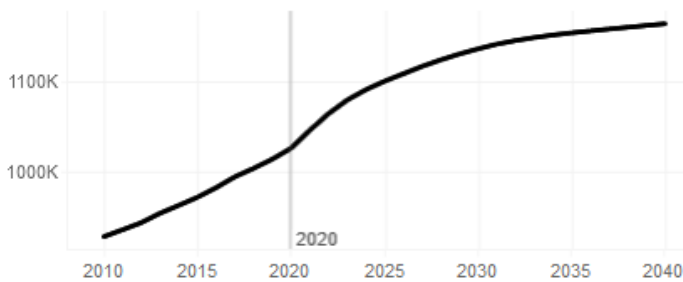
Select State and Counties

Select Age Range  
 5  100

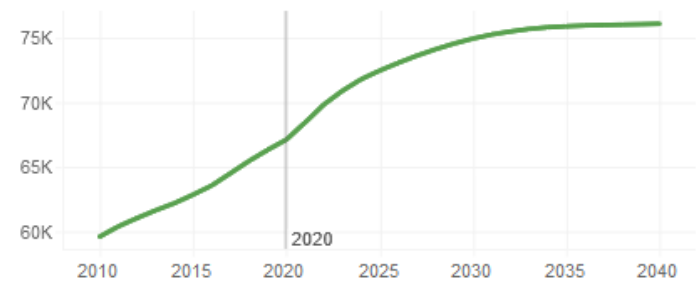
Select Genders

Select Races

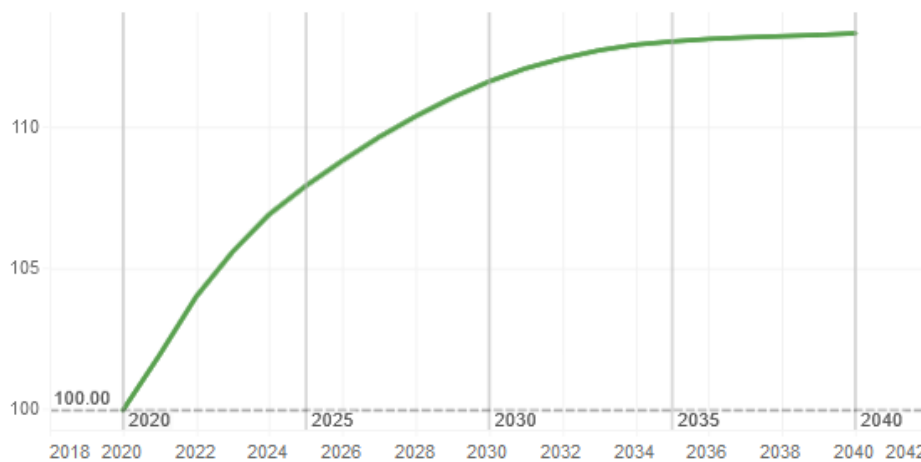
Projected Population Total for State of Montana



Projected Population Total for Selected Counties



Change in Projected Population from 2020 (index)



Projected population change is indexed to the data release year of 2020. Indexing the rate of change enables the comparison of data with different magnitudes.

■ Lewis and Clark

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

Montana Population  
 Projections  
 Department of Commerce Population  
 Website

<https://commerce.mt.gov/Data-Research/Research/People-Housing/Population>

Lewis and Clark County Trend for 5 year olds

<b>Year</b>	<b>Count of Children</b>	<b>Count Change</b>	<b>Percent Change</b>	<b>Average 2025 to 2040</b>
2020	878			
2021	891	13	1.5%	
2022	877	-14	-1.6%	
2023	790	-87	-9.9%	
2024	838	48	6.1%	
2025	779	-59	-7.0%	
2026	768	-11	-1.4%	
2027	773	5	0.7%	
2028	771	-2	-0.3%	
2029	778	7	0.9%	
2030	774	-4	-0.5%	
2031	770	-4	-0.5%	
2032	782	12	1.6%	
2033	789	7	0.9%	
2034	781	-8	-1.0%	
2035	776	-5	-0.6%	
2036	782	6	0.8%	
2037	782	0	0.0%	
2038	775	-7	-0.9%	
2039	778	3	0.4%	
2040	785	7	0.9%	778

Projections: Fall Student Enrollment Summary

Chart includes students with partial enrollments.

This is not an ANB count.

Updated October 7, 2024 with Projections

	Past	Past	Past	Past	Past	CURRENT
Grade level	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
*ELTI						47
Kindergarten	597	529	604	535	522	501
First Grade	585	571	559	664	536	528
Second Grade	545	563	587	574	653	528
Third Grade	600	525	562	600	583	657
Fourth Grade	578	588	524	589	598	579
Fifth Grade	609	560	593	559	586	587
Sixth Grade	652	617	564	602	558	577
Seventh Grade	579	629	611	564	592	552
Eighth Grade	555	575	621	611	564	597
Ninth Grade	648	616	644	664	646	598
Tenth Grade	711	640	630	647	648	629
Eleventh Grade	719	691	588	635	620	622
Twelfth Grade	620	682	607	573	567	567

Total Enrollment	7998	7786	7694	7817	7673	7569
------------------	------	------	------	------	------	------

TOTALS

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Grades pK to 5	3514	3336	3429	3521	3478	3427
Grades 6 to 8	1786	1821	1796	1777	1714	1726
Grades 9 to 12	2698	2629	2469	2519	2481	2416
Totals	7998	7786	7694	7817	7673	7569

Projection Notes:

- \*Fall of 2022 signifies the first year of full East Helena High School implementation for all grade levels. (not with HSD)
- \*Projections do not take into consideration population growth factors
- \*Projections follow patterns from the previous enrollment year
- \*Projections estimate 505 student incoming Kindergarten classes
- \*High School Projections consider out of boundary typical requests (+40 Grade 9)
- \*High School Projections consider class to class shrinkage (-10,-10,-20)

Part 2

Projections: Fall Student Enrollment Summary

Chart includes students with partial enrollments.

This is not an ANB count.

Updated October 7, 2024 with Projections

Grade level	CURRENT	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031	Fall 2032
*ELTI	47	50	50	50	50	50	50	50	50
Kindergarten	501	505	505	505	505	505	505	505	505
First Grade	528	501	505	505	505	505	505	505	505
Second Grade	528	528	528	522	505	505	505	505	505
Third Grade	657	657	528	536	522	505	505	505	505
Fourth Grade	579	579	657	653	536	522	505	505	505
Fifth Grade	587	587	579	583	653	536	522	505	505
Sixth Grade	577	577	587	598	583	653	536	522	505
Seventh Grade	552	552	577	586	598	583	653	536	522
Eighth Grade	597	637	592	617	626	638	623	693	576
Ninth Grade	598	588	627	582	607	616	628	613	683
Tenth Grade	629	619	578	617	572	597	606	618	603
Eleventh Grade	622	602	599	558	597	552	577	586	598
Twelfth Grade	567								
<b>Total Enrollment</b>	<b>7569</b>	<b>7510</b>	<b>7413</b>	<b>7417</b>	<b>7364</b>	<b>7272</b>	<b>7225</b>	<b>7153</b>	<b>7072</b>

TOTALS		Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031	Fall 2032
Grades pK to 5	3427	3348	3274	3276	3128	3097	3080	3080	3080
Grades 6 to 8	1726	1716	1743	1767	1834	1772	1711	1563	1532
Grades 9 to 12	2416	2446	2396	2374	2402	2403	2434	2510	2460
<b>Totals</b>	<b>7569</b>	<b>7510</b>	<b>7413</b>	<b>7417</b>	<b>7364</b>	<b>7272</b>	<b>7225</b>	<b>7153</b>	<b>7072</b>

Projection Notes:

- \*Fall of 2022 signifies the first year of full East Helena High School implementation for all grade levels. (not with HSD)
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- \*High School Projections consider out of boundary typical requests (+40 Grade 9)
- \*High School Projections consider class to class shrinkage (-10,-10,-20)

**Enrollment by Site: 10/7/2024**

Site	Fall 2024	Fall 2023	Difference
	Site Totals	Site Totals	Fall 2024 minus FALL 2023
Broadwater**	267	246	21
Four Georgians	469	452	17
Hawthorne	181	207	-26
Jim Darcy	468	477	-9
Kessler	235	242	-7
Rossiter*	367	366	1
Bryant*	282	328	-46
Central**	316	279	37
Jefferson	243	242	1
Smith**	276	284	-8
Warren	274	305	-31
Mount Ascension pK-5	49***	50****	-1
CRA	968	1016	-48
HMS	705	671	34
Mount Ascension 6-8	53***	27****	26
CHS	1307	1381	-74
HHS	986	1031	-45
PAL Charter	58	62	-4
Mount Ascension 9-12	65	7*****	58
<b>Total</b>	<b>7467</b>	<b>7589</b>	<b>-104</b>

\*includes Early Literacy Targeted Intervention

(ELTI Kindersprouts: Funded 4 years olds)

\*\* includes New Montessori Charter School Numbers

\*\*\*Includes Explore School in Mount Ascension for 1-8

\*\*\*\*Explore School

\*\*\*\*\*Access to Success

10/7/2024

	Broadwater	Broadwater** Montessori	Four Georg.	Hawthorne	Jim Darcy	Kessler	Rossiter	West Side		Bryant	Central	Central** Montessori	Jefferson	Smith	Smith** Montessori	Warren	East Side	Mount Ascension**	Total Elementary	
*ELTI							29	29	*ELTI	18							18	*ELTI	0	47
K	34		79	27	74	35	41	290	K	41	37	18	40	40		35	211	K	0	501
1	33	12	68	27	79	38	53	310	1	34	42	12	38	33	12	38	209	1	9	528
2	21	12	80	28	71	33	49	294	2	40	38	12	40	33	12	48	223	2	11	528
3	50	12	83	37	83	47	82	394	3	50	38	12	44	40	12	58	254	3	9	657
4	30	12	83	33	83	44	56	341	4	50	42	12	35	30	12	46	227	4	11	579
5	39	12	76	29	78	38	57	329	5	49	41	12	46	40	12	49	249	5	9	587
Total	207	60	469	181	468	235	367	1987	Total	282	238	78	243	216	60	274	1391	Total	49	3427

CR Anderson	
6	304
7	313
8	351
Total	968

Helena Middle	
6	257
7	223
8	225
Total	705

Mount Ascension**	
6	16
7	16
8	21
Total	53

Total Middle School
577
552
597
1726

Capital High	
9	339
10	342
11	332
12	294
Total	1307

Helena High	
9	246
10	261
11	248
12	231
Total	986

PAL**	
9	0
10	5
11	21
12	32
Total	58

Mount Ascension**	
9	13
10	21
11	21
12	10
Total	65

Total High School
598
629
622
567
2416

Total District
7569

\*Early Literacy Target Intervention (Kindersprouts: Funded 4 years olds)  
 \*\*Charter School



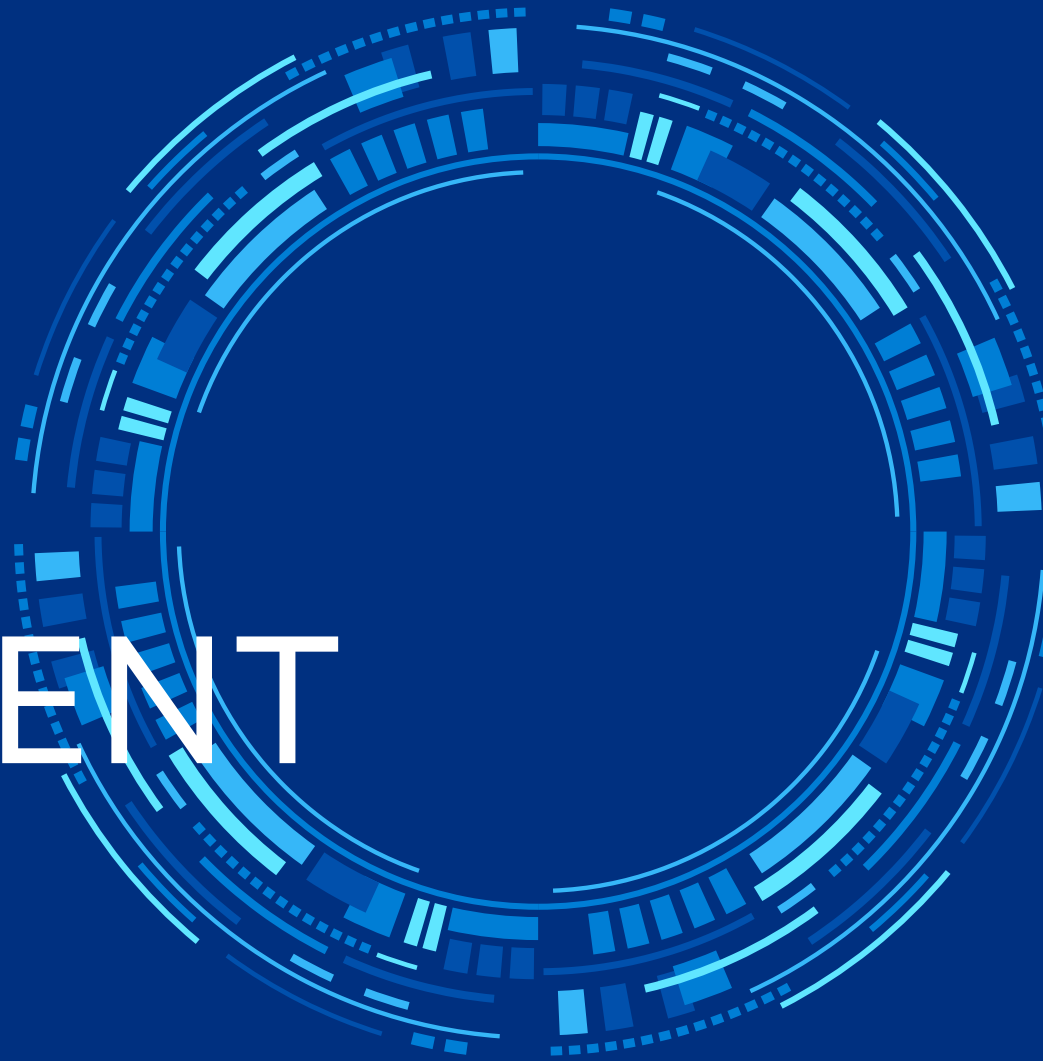


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2024



# FALL STUDENT DATA



# OUR VISION

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

# OUR MISSION

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. This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process

## GUIDING PRINCIPALS

01. Each student enters school healthy and learns about and practices a healthy lifestyle.
02. Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults
03. Each student is actively engaged in learning and is connected to the school and broader community.
04. Each student has access to personalized learning and to qualified, caring adults.
05. Each graduate is prepared for success in college or further study and for employment in a global environment.

# HPS COMPREHENSIVE ASSESSMENT SYSTEM

The Helena Public Schools Comprehensive Assessment System is designed to ensure that all students receive a high-quality education that meets rigorous academic standards. Our mission is to provide accurate, meaningful assessments that support student learning, inform instructional practices, and guide decision-making at every level of our school district.

## DISTRICT BENCHMARKS



Early Literacy

Grades K-1  
Reading

1st-8th Grade  
Math  
2nd-8th Grade  
Reading

9th & 10th  
Grade  
Reading and  
Math

10th and  
11th Grade

## STATE ASSESSMENTS



Grades 3-8  
Reading and  
Math

Retired State  
Assessment for  
grades 3-8

Grades 5 & 8

11th Grade

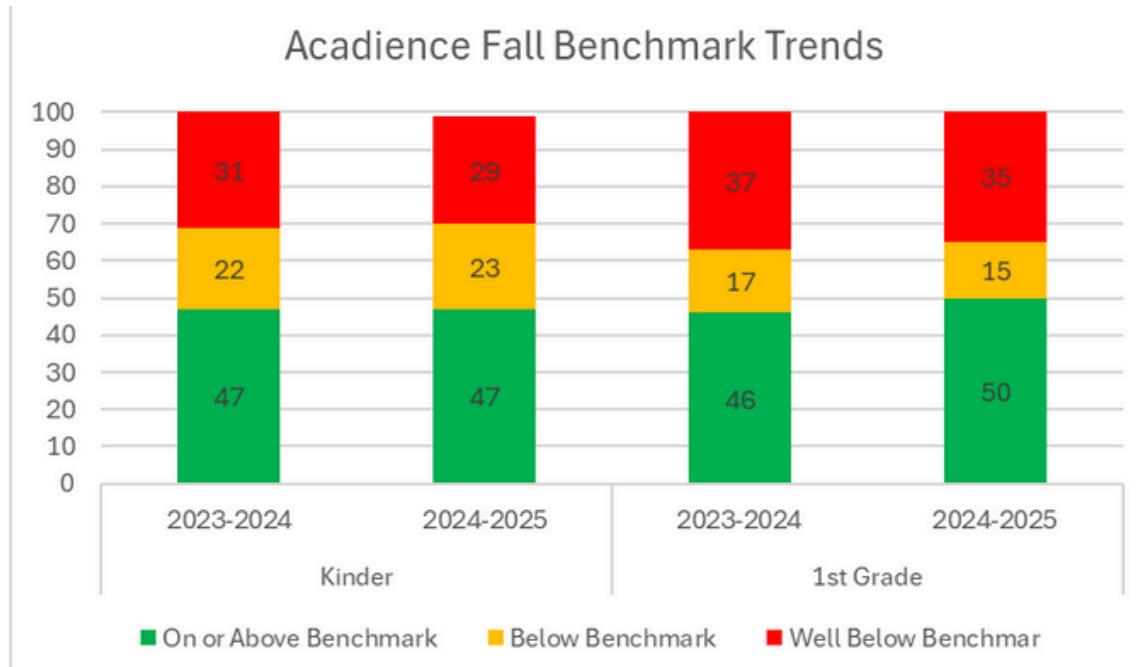
# FALL BENCHMARKS ACADIENCE



acadience™

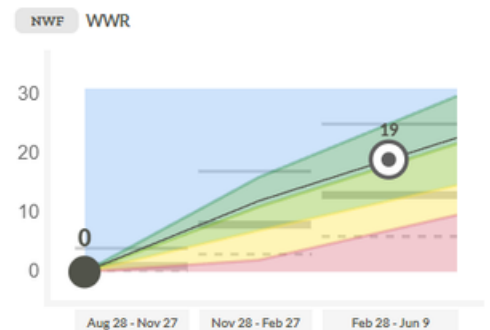
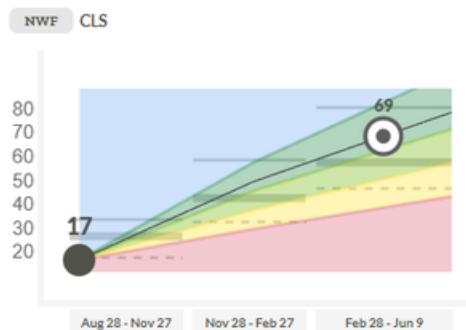
## HPS 2024-2025 Academic Goal

**Goal 1:** By spring 2026, 80% of Helena Public Schools' first graders will be proficient in foundational reading skills as evidenced by district Acadience scores.



## PATHWAYS TO PROGRESS

District K-8 literacy TOSA has been working with teams to set goals tied to progress monitoring within Acadience and Pathways of Progress. This tool charts student growth more clearly and give teachers tangible progress metrics.

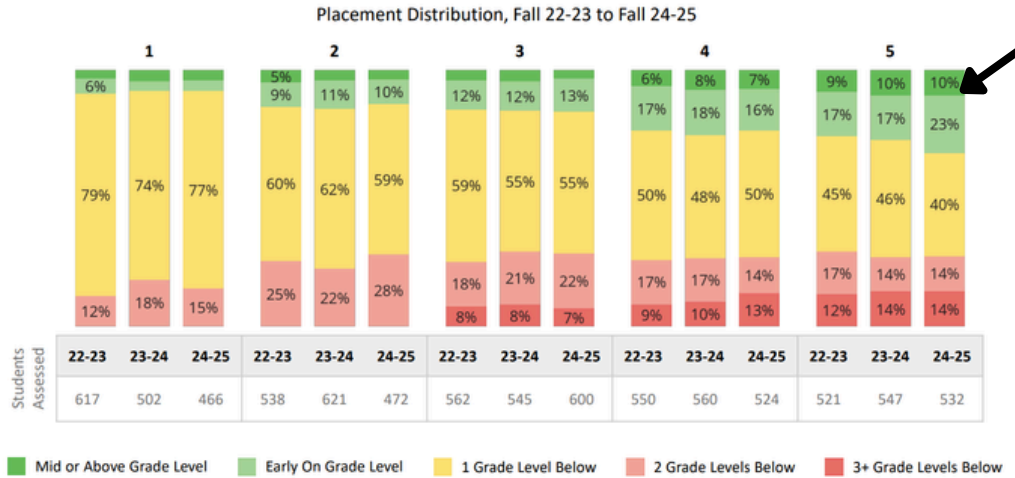


# FALL BENCHMARKS GRADES 1-5



Mathematics

## How Have Relative Placements Changed From Fall to Fall?

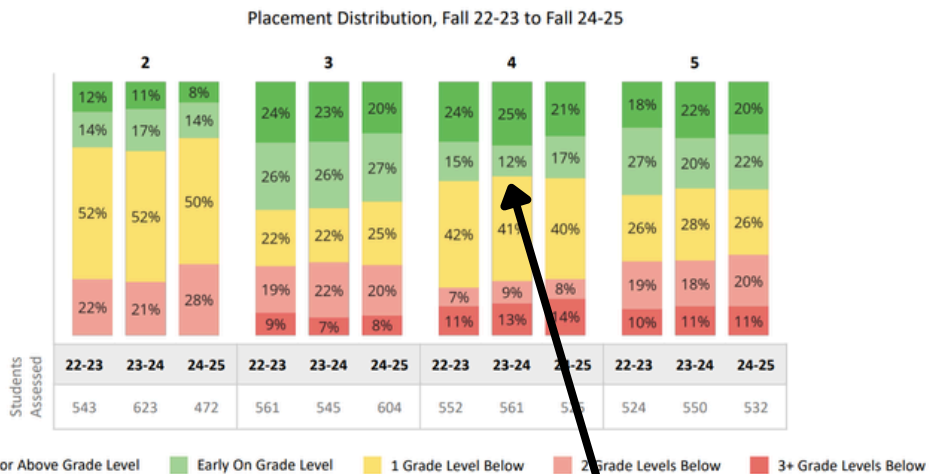


This is a cross-sectional analysis.

All elementary schools have adopted the rigorous Eureka Math2 curriculum, which focuses on procedural and conceptual understanding. This is expected to help many students improve from the yellow to green band. Teachers report an intense pace but appreciate the curriculum, noting that students enjoy the new instructional approach.

Reading

## How Have Relative Placements Changed From Fall to Fall?



We are developing training for our ELA curriculum that integrates the Science of Reading and reading instruction research. There's a focus on enhancing phonics instruction and explicit teaching for educators. While assessments target broader understandings, they may overlook foundational skill gaps. We have processes to identify these gaps through WIN groups and diagnostic assessments.

The K-8 TOSA is working to drill down into the student gaps with progress monitoring. Thus far she has visited 5 schools, 19 teachers, and is impacting 429 students. She is continuing to expand this work.

Fall benchmarks serve as a foundational assessment tool to gauge students' initial understanding at the beginning of the academic year. These criterion-referenced assessments evaluate students' comprehension of grade-level standards prior to their exposure to the associated content and curriculum for the year.

# NATIONAL NORMS GRADES 1-5

Mathematics



## Math:

Overall grades 1-5 are coming in stronger at the start of the school year than the national norm.

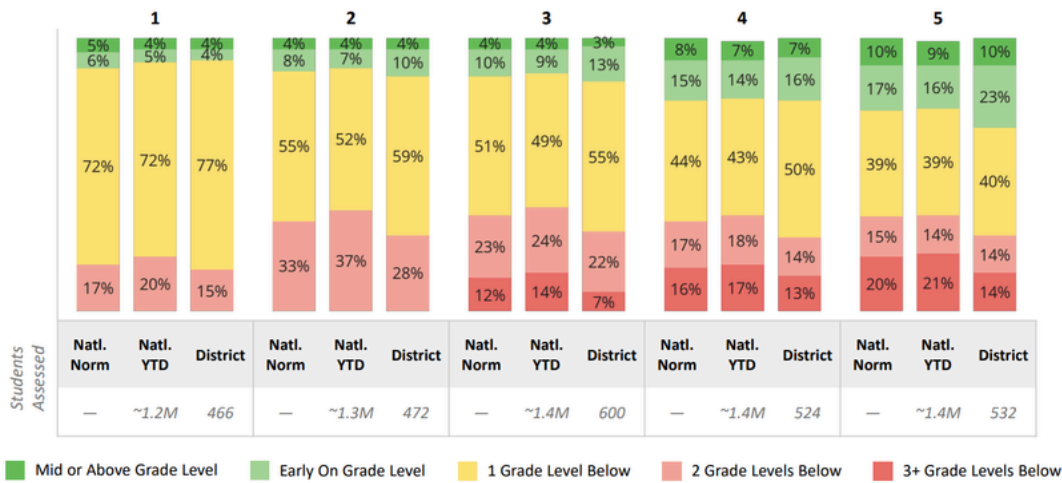
## Reading:

Grades 3-5 are coming in stronger at the start of the school year than the national norm.

Reading

### How Do the District's Placements Compare to the Benchmarks?

Fall Placement Distribution for District and Benchmarks



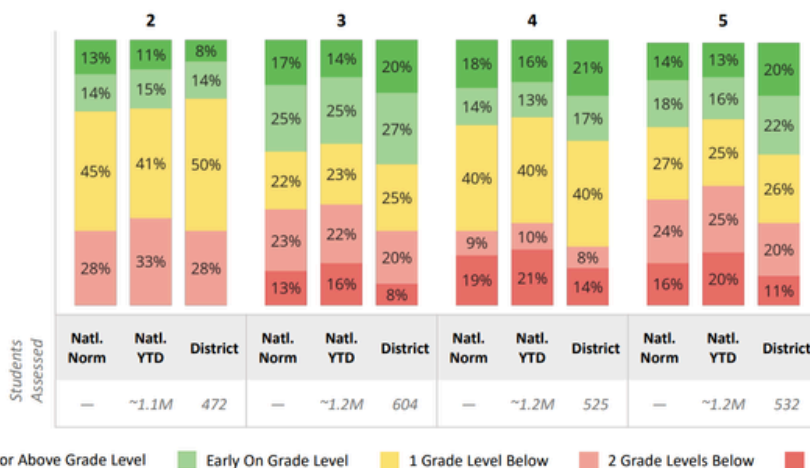
Legend: Mid or Above Grade Level (dark green), Early On Grade Level (light green), 1 Grade Level Below (yellow), 2 Grade Levels Below (orange), 3+ Grade Levels Below (red)

Natl. Norm: i-Ready National Norms Fall 22-23

Natl. YTD: National Year-to-Date Fall 24-25

### How Do the District's Placements Compare to the Benchmarks?

Fall Placement Distribution for District and Benchmarks



Legend: Mid or Above Grade Level (dark green), Early On Grade Level (light green), 1 Grade Level Below (yellow), 2 Grade Levels Below (orange), 3+ Grade Levels Below (red)

Natl. Norm: i-Ready National Norms Fall 22-23

Natl. YTD: National Year-to-Date Fall 24-25





## HPS 2024-2025 Academic Goals

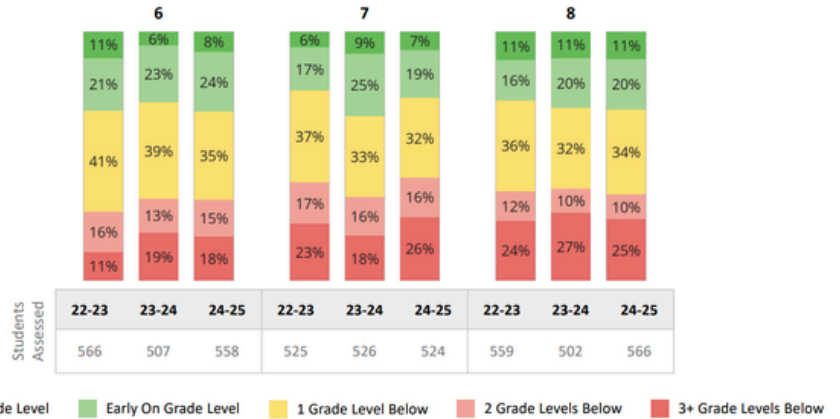
**Goal 4:** By spring 2025, an average of 50% of Helena Public Schools seventh-grade students will score on or above grade level, demonstrating proficiency of grade-level standards, as evidenced by the iReady Math assessment.

**Goal 5:** By spring 2025, an average of 65% of Helena Public Schools seventh-grade students will score on or above grade level, demonstrating proficiency of grade-level standards, as evidenced by the iReady Reading assessment.

Mathematics

### How Have Relative Placements Changed From Fall to Fall?

Placement Distribution, Fall 22-23 to Fall 24-25

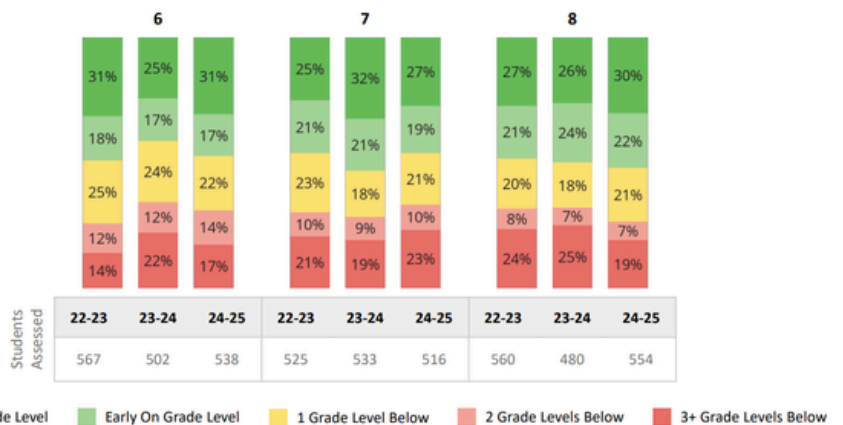


This is a cross-sectional analysis.

Reading

### How Have Relative Placements Changed From Fall to Fall?

Placement Distribution, Fall 22-23 to Fall 24-25



This is a cross-sectional analysis.

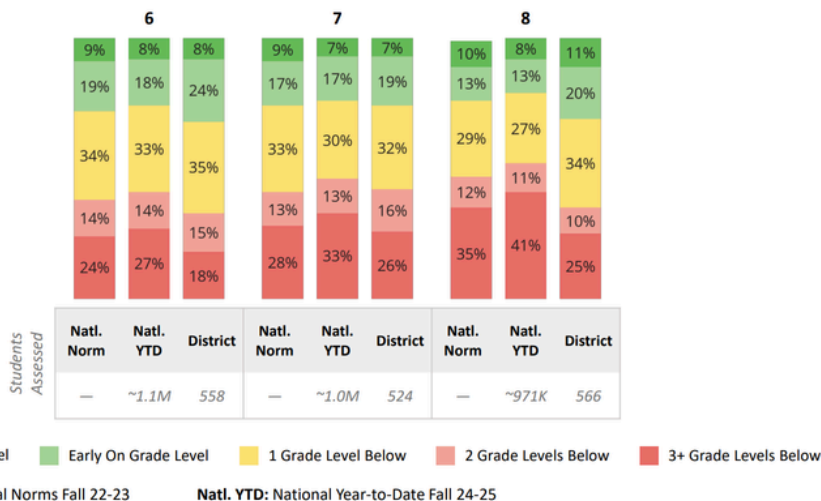
# NATIONAL NORMS GRADES 6-8

Mathematics



## How Do the District's Placements Compare to the Benchmarks?

Fall Placement Distribution for District and Benchmarks

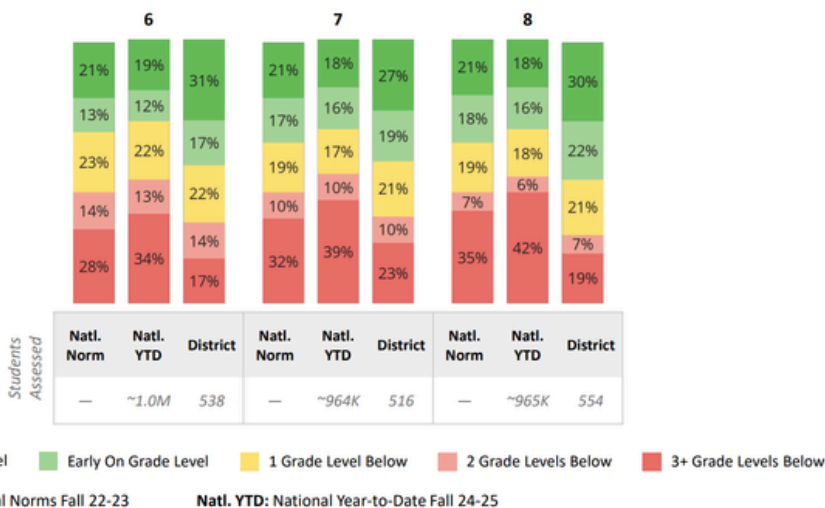


**Math:**  
6,7,& 8th grade are above the national norm last year and this year for incoming fall grade level readiness.

Reading

## How Do the District's Placements Compare to the Benchmarks?

Fall Placement Distribution for District and Benchmarks



**Reading:**  
6,7, & 8th grade are above the national norm last year and this year for incoming fall grade level readiness.





*“98 Percent of Grade 3 students who hit stretch growth in Mathematics two years in a row scored on grade level their second year”.*  
(Curriculum Associates, 2024)



**How HPS is using this data:** Each school has a report group with students who need to meet their stretch growth on iReady. Teachers are using this data in WIN groups and intervention

## Reading

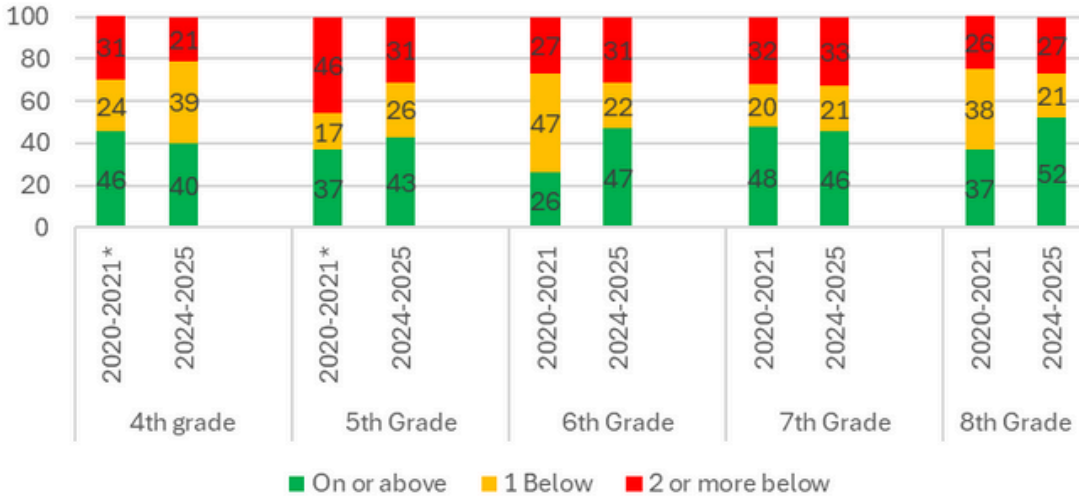
Helena SD			
Grade	Placement Category	# of students who will place <b>mid on grade level</b> if they reach their typical growth goal	# of students who will place <b>mid on grade level</b> if they reach their stretch growth goal
2	1 Grade Level Below Early On	51	114
3		0	36
4		0	51
5		0	7
6		0	39
7		0	7
8		0	13

## Math

Helena SD			
Grade	Placement Category	# of students who will place <b>mid on grade level</b> if they reach their typical growth goal	# of students who will place <b>mid on grade level</b> if they reach their stretch growth goal
1	1 Grade Level Below	98	178
2		79	152
3		123	227
4		64	140
5		0	111
6		0	51

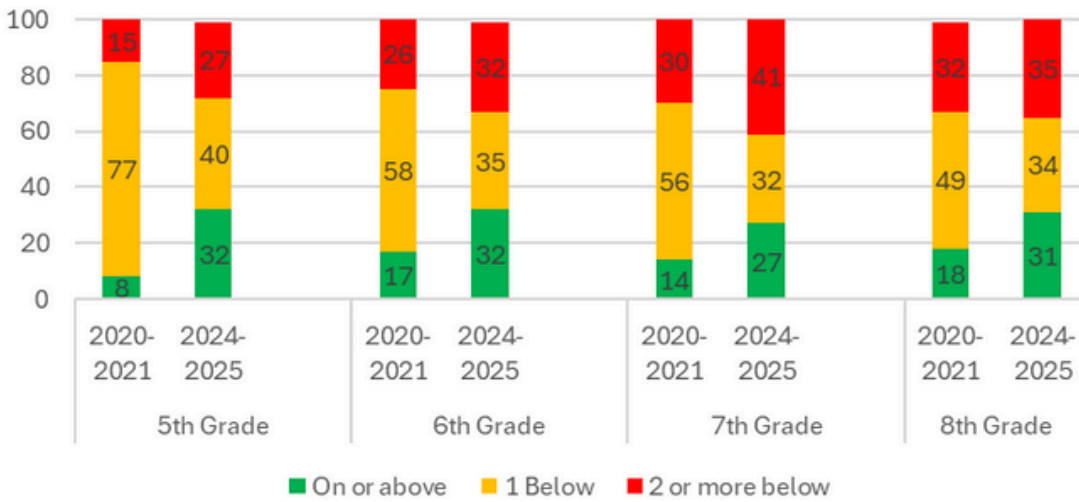
# PANDEMIC GROWTH

Fall Pandemic Trend by Cohort  
Reading (Acadience/iReady)



Current grade in 2024-2024	Grade in 2020-2021
4th Grade	Kinder*
5th Grade	1st Grade*
6th Grade	2nd Grade
7th Grade	3rd Grade
8th Grade	4th Grade

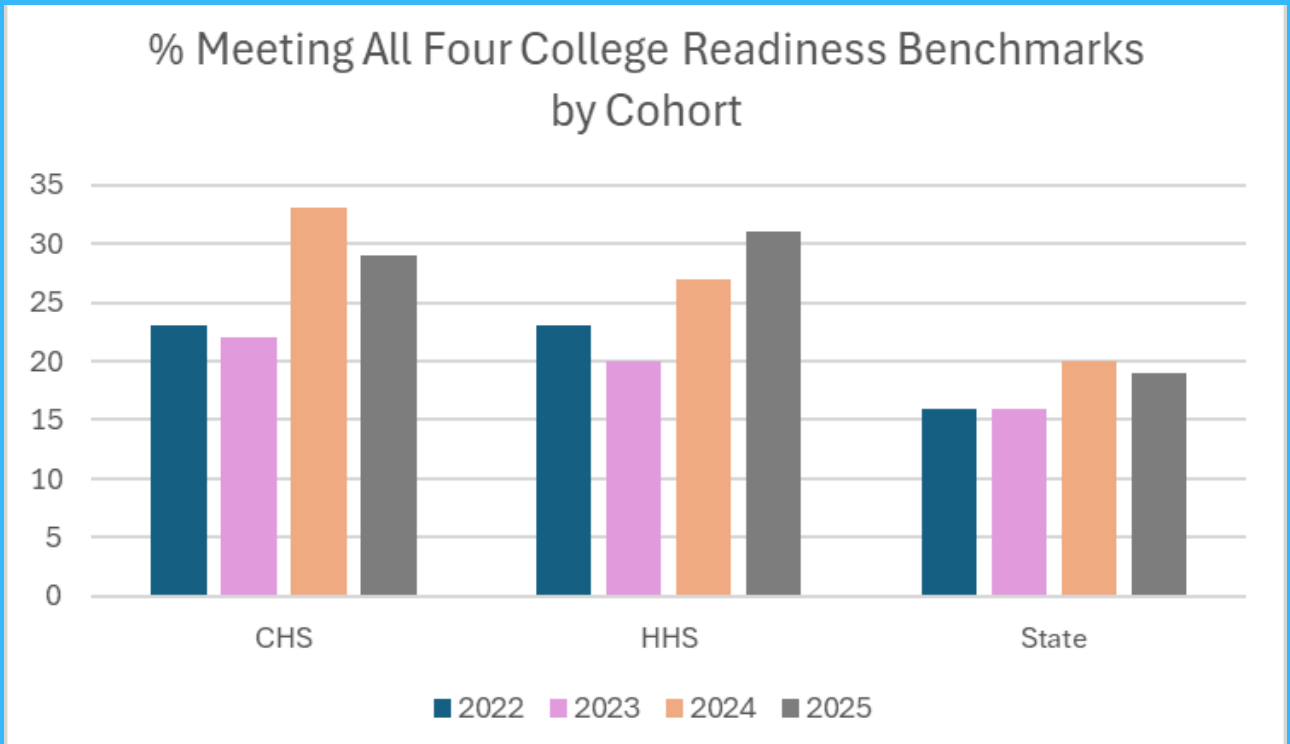
Fall Pandemic Trend by Cohort  
Math (iReady)



\*Data from Acadience

**“RESULTS FROM THE CURRENT STUDY OFFER TWO IMPORTANT REMINDERS: ACADEMIC RECOVERY IS NOT DONE, AND THE PATH OF ACADEMIC RECOVERY IS NOT A UNIVERSAL EXPERIENCE” (CURRICULUM ASSOCIATES, 2024)**

**“THIRTY PERCENT OF 2024 HIGH SCHOOL GRADUATES MET THREE OR FOUR OF ACT’S COLLEGE READINESS BENCHMARKS IN ENGLISH, MATH, READING, AND SCIENCE...ACT DATA FROM PRIOR GRADUATING CLASSES SHOWS THAT 84% OF STUDENTS WHO HAVE MET ALL FOUR BENCHMARKS GRADUATE WITH POSTSECONDARY DEGREES WITHIN SIX YEARS” (ACT, 2024).**

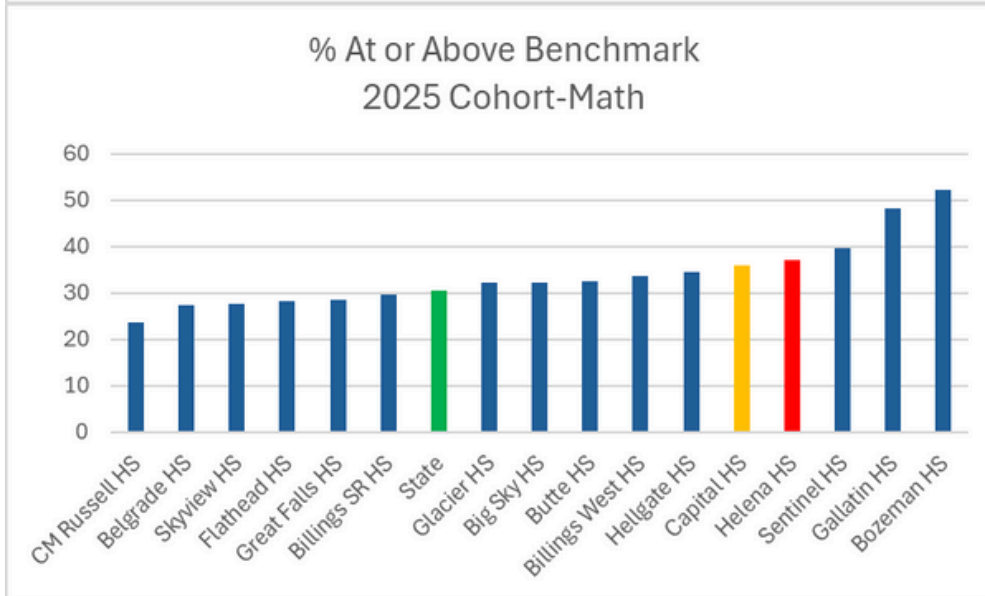
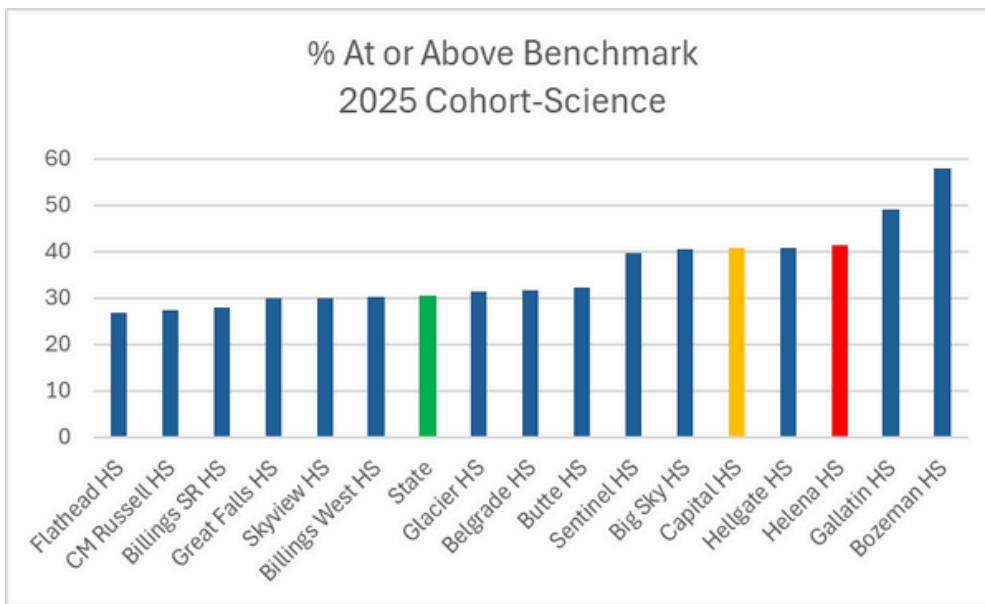
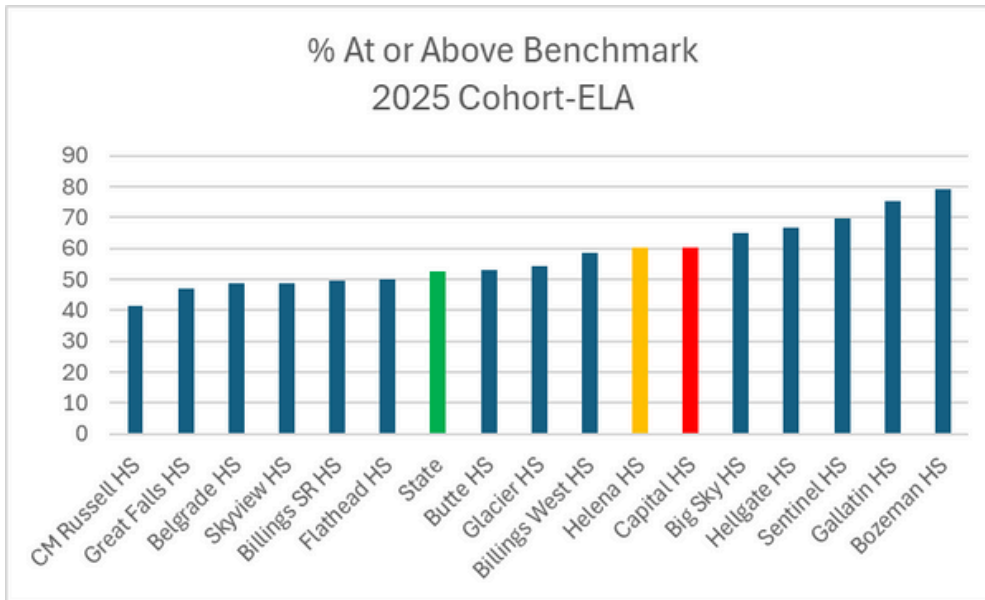


- This year, HPS 10th graders will take the PreACT in the spring. All 11th graders have access to a paid subscription for ACT Online Prep, which allows them multiple practice tests, study tools, and instructional lessons.



- “Among the 35% of graduates who tested multiple times, students improved their ACT Superscore by an average of 2.4 points, compared to their first test” (ACT, 2024).

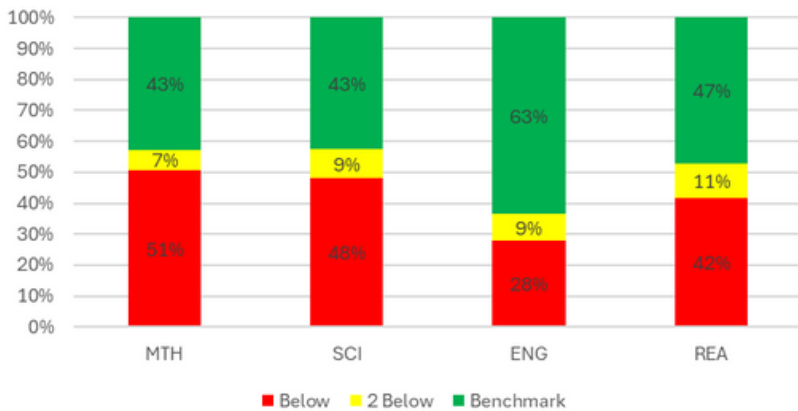
# ACT-COLLEGE & CAREER READINESS



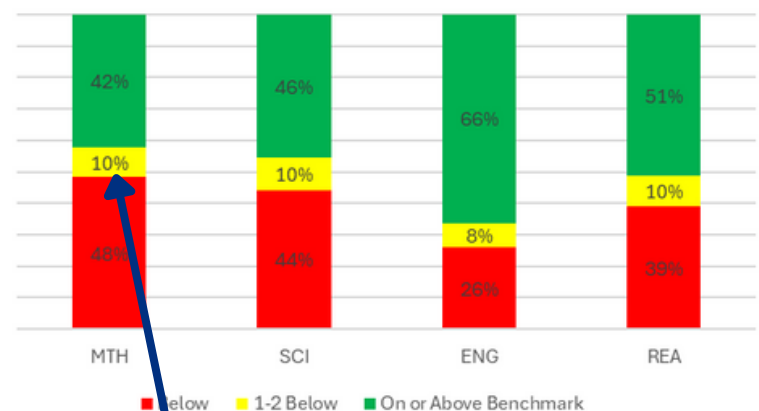
# INCREASING ACT PERFORMANCE

By focusing on students who are just 1-2 points below the benchmark, we can elevate our benchmark scores, enhancing our competitiveness with AA high schools throughout the state.

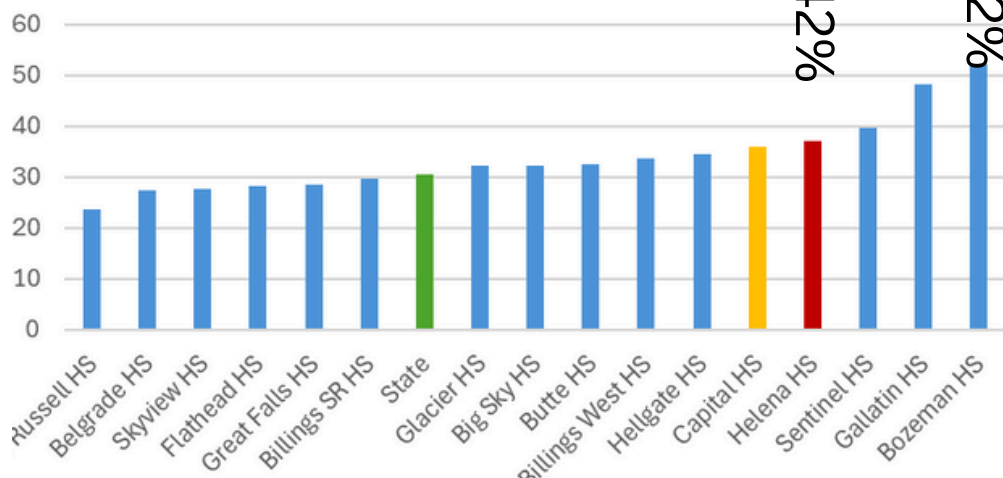
CHS % Meeting Benchmark



HHS % Meeting Benchmark



% At or Above Benchmark  
2025 Cohort



=10% (23 students)

42%

52%

Everyone will benefit from a targeted approach to instruction. Also, HPS is beginning to align the state standards with the college and career readiness standards to align instruction.

# PREPARING STUDENTS FOR POST SECONDARY

## Performance Measures

In accordance with The Carl D. Perkins Career and Technical Education Act of 2006 Federal Grant, all Montana high schools who receive Perkins funds are required to meet at least 90 percent of a state adjusted level of performance for any of the core indicators of performance as described in Sec. 113(b) (3) of Perkins IV. The following % are based on students who take a CTE Concentrator.

### **1S1: 4-Year Graduation Cohort Rate**

- HSD: 96.3%; State Threshold: 92.27

### **2S1: Academic Proficiency in Reading/Language Arts**

- HSD: 61.62; State Threshold: 50.35%

### **2S2: Academic Proficiency in Math**

- HSD: 39.56%; State Threshold: 31.35%

### **2S3: Academic Proficiency in Science**

- HSD: 37.5%; State Threshold: 20.9%

### **3S1: Post Program Placement**

- HSD: 38.65%; State: 83.6%

### **4S1: Non Traditional Program Concentrator**

- HSD: 45.85%; State Threshold: 23.75%

### **5S2: Attained Dual Enrollent**

- HSD: 92.08%; State Threshold: 33.25%

### **5S3: Work-Based Learning Credits**

- HSD: 92.08%; State Threshold: 25.65%

6/10



# Of CTE students who went on to a college or trade school

Of CTE students went on to a career right out of high school.

34%



99

Number of students enrolled in early college at Helena College

# REFERENCES

Grad class database 2024 research. ACT. (2024).

<https://www.act.org/content/act/en/research/services-and-resources/data-and-visualization/grad-class-database-2024.html>

Curriculum Associates. (2024, August). Annual Report: The State of Student Learning in 2024.

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**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Item VII.C.3**

**Meeting Date:** 11/12/2024

Call To Order/Pledge of Allegiance

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**Item Title:       ITEM FOR INFORMATION  
                      3. Board of Trustees Work Session Meeting Times**



**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item VII.D.1.-D.10**

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**Item Title:       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 Report**

**Trustee Kay Satre- Broadwater Elementary School & C.R. Anderson Middle School**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item VIII.**

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**Item Title:      UPCOMING MEETINGS**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item IX.**

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**Item Title:     BOARD COMMENTS**

**HELENA SCHOOL DISTRICT  
Board of Trustees Meeting**

**Meeting Date:** 11/12/2024

**Item X.**

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**Item Title:     ADJOURNMENT**