



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees Policy Committee Meeting

Tuesday, December 3<sup>rd</sup>, 2024  
12:00 p.m.  
Lincoln Center  
1325 Poplar St., Helena, MT 59601  
And via  
TEAMS

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### MINUTES

#### *Attendees*

##### *Committee:*

Jennifer Walsh, Committee Chair  
Jeff Hindoien, Trustee  
Janet Armstrong, Trustee  
Linda Cleatus, Trustee

##### *Others:*

Josh McKay, Assistant Superintendent  
Barb Ridgway, Chief of Staff  
Todd Verrill, Facilities Director  
Jane Shawn, HEA President  
Rex Weltz, Superintendent  
Lona Carter, Student Health Services &  
Special Education Director  
Candice Delvaux, Executive Assistant  
Gary Myers, Director of Educational  
Technology  
Keri Mizell, Human Resources Director  
Karen Ogden, Communications Officer  
Justine Alberts, Curriculum Director

**I. CALL TO ORDER**

The meeting was called to order at 12:04 p.m. by Policy Committee Chair, Trustee Jennifer Walsh. Following the call to order, members of the Policy Committee and other attendees introduced themselves.

**II. REVIEW OF AGENDA**

No changes were requested to the agenda.

**III. GENERAL PUBLIC COMMENT**

There was no general public comment.

**IV. REVIEW OF THE 11.05.2024 POLICY COMMITTEE MINUTES**

The Policy Committee reviewed and accepted the minutes from the November Policy Committee meeting.

**V. PROPOSED POLICY UNDER REVIEW**

**A. Policy 5460: Social Media Policy-Under Review**

Ms. Barb Ridgway discussed that *Policy 5460: Social Media Policy* is currently under review. After the Policy Committee conducted its first reading of the policy on November 5th, 2024, Ms. Jane Shawn, President of the HEA, presented the policy to her members, garnering significant feedback. Ms. Ridgway explained that she will revisit the policy with Ms. Shawn and the union, before presenting it again to the Policy Committee for further review and discussion.

**VI. PRESENTATION OF POLICIES FOR FIRST READING**

**A. Policy 2070: Network Information and Communication System Policy**

The Policy Committee reviewed and discussed *Policy 2070: Network Information and Communication System Policy*. Updated language has been incorporated into the policy, and during the review of lines 8 through 9, the committee recommended removing the language "*and faculty*," as the policy pertains specifically to student instruction. Ms. Ridgway addressed questions from the trustees regarding the policy. The committee agreed that *Policy 2070: Network Information and Communication System Policy* will be presented to the Board of Trustees for information at the upcoming full board meeting.

## VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW

### A. Policy 1075: Records Management and Access to Public Records

The Policy Committee reviewed and discussed *Policy 1075: Records Management and Access to Public Records*. The committee recommended revising the language in lines 7 through 20, as much of it was repetitive and redundant. Ms. Ridgway addressed questions from the trustees regarding the policy and indicated her intention to consult with legal counsel for further review before presenting the revised policy to the Policy Committee for further review at a future meeting.

### B. Policy 3150: Tobacco Free Schools

The Policy Committee reviewed and discussed *Policy 3150: Tobacco Free Schools*. Ms. Ridgway recommended its repeal, as Policy 8225, which addresses similar issues, already covers much of the same content. Ms. Ridgway addressed questions from the trustees regarding the policy. The Policy Committee determined that *Policy 3150: Tobacco Free Schools* would go before the full board of trustees for information with the recommendation to repeal the policy.

### C. Policy 2000: Student Instructional Goals

The Policy Committee reviewed and discussed *Policy 2000: Student Instructional Goals*. Following the review, the committee recommended a more thorough examination of the definition of human rights, the legal language, and the language related to bullying in other relevant policies, to ensure that all terminology aligns with current legal standards and informs the language in this policy. Ms. Ridgway addressed questions from the trustees regarding the policy. The committee determined that *Policy 2000: Student Instructional Goals* would be brought back before the Policy Committee for further review at a future date.

### D. Policy 2060: Instructional Materials

The Policy Committee reviewed and discussed *Policy 2060: Instructional Materials*. Ms. Ridgway indicated that she would verify the legal references for any necessary updates. She also addressed questions from the trustees regarding the policy. No changes were made to the policy, and the committee noted it as reviewed.

### E. Policy 2140: Suicide Awareness and Prevention Training

The Policy Committee reviewed and discussed *Policy 2140: Suicide Awareness and Prevention Training*. Ms. Ridgway indicated that she would review the policy for any updated legal references that might need to be incorporated. She also addressed questions from the trustees regarding the policy. No changes were made to *Policy 2140: Suicide Awareness and Prevention Training*, and the committee acknowledged the policy as having been reviewed.

**F. Policy 2166: Gifted Program**

The Policy Committee reviewed and discussed *Policy 2166: Gifted Program*. No changes were made to the policy. Ms. Ridgway addressed questions from the trustees regarding the policy, and the committee acknowledged it as reviewed.

**G. Policy 2170: Significant Writing**

The Policy Committee reviewed and discussed *Policy 2170: Significant Writing*. When the policy was initially developed in 2017, the Board of Trustees opted not to implement a significant writing program as outlined in the Administrative Rules of Montana (10.55.701). Given that the policy is no longer necessary, Ms. Ridgway recommended its repeal. She also addressed questions from the trustees regarding the policy. The Policy Committee agreed to present *Policy 2170: Significant Writing* to the Board of Trustees at the upcoming full board meeting for information, with a recommendation for repeal.

**H. Policy 2333: Participation in Commencement Exercises**

The Policy Committee reviewed and discussed *Policy 2333: Participation in Commencement Exercises*. A thorough discussion ensued regarding foreign exchange students and the current directive preventing them from participating in the commencement ceremony and graduating. Ms. Ridgway proposed incorporating these details into the existing foreign exchange policy and indicated that she would work closely with the high school principals to conduct a more comprehensive review of the policy. She also addressed questions from the trustees. The Policy Committee agreed that *Policy 2333: Participation in Commencement Exercises* would be revisited at a future Policy Committee meeting for further review and discussion.

**I. Policy 3100: Publications and Distribution or Posting of Materials**

The Policy Committee reviewed and discussed *Policy 3100: Publications and Distribution or Posting of Materials*. Ms. Ridgway recommended adding the phrase "or to be posted in schools" after the word 'student' on line 43. She addressed questions from the trustees regarding the policy, and the Policy Committee determined that *Policy 3100: Publications and Distribution or Posting of Materials* would be presented to the Board of Trustees for information at the next full board meeting.

**J. Policy 4036: Facility / Therapy Dogs Policy**

The Policy Committee was unable to complete the review of *Policy 4036: Facility/Therapy Dogs Policy* due to time constraints and determined that it would be reviewed at a future meeting

**K. Policy 4050: School Resource Officer Program**

The Policy Committee was unable to complete the review of *Policy 4050: School Resource Officer Program* due to time constraints and determined that it would be reviewed at a future meeting.

**VIII. SUPERINTENDENT OR BOARD COMMENTS**

There were no further comments.

**IX. ADJOURNMENT**

Trustee Jennifer Walsh adjourned the meeting at 1:03 p.m.