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**BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING  
Lincoln Center  
1325 Poplar Street.  
May 5, 2025 Noon – 1:00 p.m.**

**I. INTRODUCTIONS**

**II. REVIEW OF AGENDA**

**III. 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.

**IV. REVIEW MARCH 4, 2025, BOARD POLICY MEETING MINUTES**

**V. POLICIES FOR FOURTH READING**

- A. 5055 Leaves of Absence
- B. 5085 Substitutes and Student Teachers / Interns

**VI. POLICIES FOR FIRST READING**

- A. 2165 Early Literacy Targeted Intervention
- B. 5051 Insurance Benefits for Employees

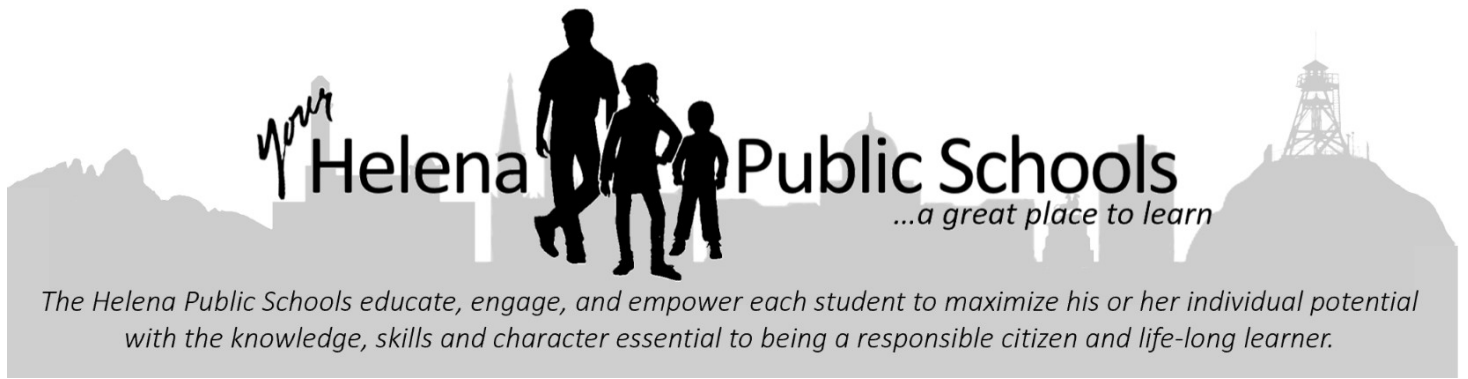
**VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW:**

- A. 5005 Sexual Harassment
- B. 5025 Employment and Assignment
- C. 6020 District Organization – Building Administrators and District Administrative Personnel
- D. 7090 Use of Automated External Defibrillation

**VIII. SUPERINTENDENT OR BOARD COMMENTS**

**IX. ADJOURNMENT**

**Next Meeting -**  
June 3, 2025 at noon  
Lincoln Center Board Room



## Board of Trustees Policy Committee Meeting

Tuesday, March 4<sup>th</sup>, 2025  
12:00 p.m.  
Lincoln Center  
1325 Poplar St., Helena, MT 59601  
And via  
TEAMS

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### MINUTES

#### *Attendees*

<i>Committee:</i>	<i>Others:</i>
Jennifer Walsh, Committee Chair	Josh McKay, Assistant Superintendent
Linda Cleatus, Trustee	Barb Ridgway, Chief of Staff
Janet Armstrong, Trustee	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
	Janelle Mickelson, Business Director
	Kaitlyn Hess, Data & Federal Programs Director
	Lisa Cordingley, HEF Executive Director
	Bea Kaleva, District Legal Counsel

**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 2.4.2025 POLICY COMMITTEE MINUTES**

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

**V. POLCIES FOR THIRD READING**

**A. Policy 5000: Equal Employment Opportunity and Non-Discrimination**

The Policy Committee reviewed and discussed *Policy 5000: Equal Employment Opportunity and Non-Discrimination*. This is the third time that the Policy Committee has reviewed this policy and it has been reviewed by the full Board of Trustees for information with no recommended changes. The Policy Committee determined that *Policy 5000: Equal Employment Opportunity and Non-Discrimination* will be presented to the Board of Trustees for action at the upcoming full board meeting.

**B. Policy 5050: State of Montana: VEBA Health Benefit Plan**

The Policy Committee reviewed and discussed *Policy 5050: State of Montana: VEBA Health Benefit Plan*. This policy went before the full Board of Trustees for information with a recommendation to repeal the policy, with no recommended changes proposed by the board. There were no recommended changes, and Policy Committee determined that *Policy 5050: State of Montana: VEBA Health Benefit Plan* will be presented to the Board of Trustees for action at the upcoming full board meeting with a recommendation to repeal the policy.

**VI. POLCIES FOR SECOND READING**

**A. Policy 5055: Leave of Absence**

The Policy Committee reviewed and discussed *Policy 5055: Leave of Absence*. District Counsel Bea Kaleva indicated that additional time is needed to thoroughly review both the

policy and its language. She requested that the policy be brought back to the Policy Committee for further discussion at a future meeting.

**B. Policy 5085: Substitutes and Student Teachers/Interns**

The Policy Committee reviewed and discussed *Policy 5085: Substitutes and Student Teachers/Interns*. At the last Policy Committee meeting there was a thorough discussion regarding the language on lines 16 through 18, which states: “*Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.*” At that time, the committee agreed that these two sentences should be separated into two distinct paragraphs for greater clarity. The Policy Committee acknowledged the policy as reviewed, with the two sentences now separated.

**VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW**

**A. Policy 4120: Public Relations**

The Policy Committee reviewed and discussed *Policy 4120: Public Relations*. No changes were recommended, and the Policy Committee noted *Policy 4120: Public Relations* as reviewed.

**B. Policy 5060: School Holidays**

The Policy Committee reviewed and discussed *Policy 5060: School Holidays*. No changes were recommended and the Policy Committee noted *Policy 5060: School Holidays* as reviewed.

**C. Policy 7050: Food Services**

The Policy Committee reviewed and discussed *Policy 7050: Food Services*. No changes were recommended, and the Policy Committee noted *Policy 7050: Food Services* as reviewed.

**D. Policy 7065: Contracts with Third Parties Affecting Student Records**

The Policy Committee reviewed and discussed *Policy 7065: Contracts with Third Parties Affecting Student Records*. Mr. Gary Myers, Director of Educational Technology, provided an overview of the policy. No changes to the policy were proposed, and Ms. Barb Ridgway, Chief of Staff, indicated that she would update the legal citations. The Policy Committee noted *Policy 7065: Contracts with Third Parties Affecting Student Records* as reviewed.

**E. Policy 7070: School Related Fundraising and Individual or Outside Organizational Fundraising**

The Policy Committee reviewed and discussed *Policy 7070: School Related Fundraising and Individual or Outside Organizational Fundraising*. No changes were recommended, and the Policy Committee noted *Policy 7070: School Related Fundraising and Individual or Outside Organizational Fundraising* as reviewed.

**F. Policy 9210: Site Acquisition**

The Policy Committee reviewed and discussed *Policy 9210: Site Acquisition*. No changes were recommended, and the Policy Committee noted *Policy 9210: Site Acquisition* as reviewed.

**VIII. SUPERINTENDENT OR BOARD COMMENTS**

The Policy Committee concluded the meeting by discussing various topics including but not limited to April meeting plans, future meetings and policy discussions, legislative updates and impact on policies, and acknowledgment of committee work.

**IX. ADJOURNMENT**

Trustee Jennifer Walsh adjourned the meeting at 12:47 p.m.

PERSONNEL

Leaves of Absence

The District provides leave to its employees pursuant to Montana law, collective bargaining agreements and individual contracts. Those employees in paid leave status continue to accrue seniority and are eligible for District benefits. Employees in unpaid leave status do not accrue seniority and may not be eligible for benefits through the District.

*Sick Leave*

Certified employees will be granted sick leave according to terms of their collective bargaining agreement. Administrators shall be granted sick leave pursuant to the terms of their individual contracts. Classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, “sick leave” means a leave of absence, with pay, for an illness suffered by an employee or his or her immediate family, or death or funeral attendance of an immediate family member. “Immediate family” means the employee’s spouse, domestic partner, parents, siblings, children and like relations of the spouse or domestic partner. ~~A maximum of ten (10) days of accumulated sick leave may be used per year because of death in the immediate family~~

~~If the~~ The District has established, either through collective bargaining or through this policy, a sick leave fund, allowing employees ~~may~~ to contribute ~~any~~ a portion of the employee’s accumulated sick leave or accumulated vacation leave to a nonrefundable sick leave fund. ~~and become eligible~~ Approved recipients ~~to~~ may draw upon the fund pursuant to the rules established for the fund.

*Bereavement Leave*

Employees covered by a collective bargaining agreement will be granted bereavement leave according to the terms of their collective bargaining agreement. In addition to being permitted to use sick leave as bereavement leave, ~~Other~~ employees shall be allowed up to five (5) days of ~~bereavement~~ paid personal leave for deaths in the immediate family (employee’s spouse, domestic partner, parents, siblings, children, grandparent, grandchild and like relations of the spouse or domestic partner). In the event the employee needs additional ~~bereavement~~ personal leave time, an additional leave of up to five (5) days may be awarded at the discretion of their immediate supervisor. One (1) day of ~~bereavement~~ personal leave may be granted to allow an employee to attend a funeral of a family member who does not meet the criteria of “immediate family”. ~~Any leave categorized as bereavement leave shall be without loss of pay.~~

*Personal and Emergency Leave*

Certified employees will be granted personal and emergency leave according to the terms of their collective bargaining agreement. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the

Superintendent. Classified staff may be granted personal and emergency leave pursuant to the terms and conditions stated in their collective bargaining agreement or current classified staff handbook. Personal and emergency leave is without pay unless otherwise stated in the applicable collective bargaining agreement.

#### *Civic Duties Leave*

Employees shall be granted leave (with or without pay) for service on a jury, holding public office, or in response to a subpoena, in accordance with state law. The District will notify employees who were granted paid leave of any reimbursement requirements in the employee handbook.

#### *Military Leave*

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal and state regulations regarding the employee's return to service following military leave.

#### *Vacation Leave*

Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Legal References:	<a href="#">§ 2-18-601, MCA</a>	Definitions
	<a href="#">§ 2-18-611, MCA</a>	Annual vacation leave
	<a href="#">§ 2-18-617, MCA</a>	Accumulation of leave -- cash for unused -- transfer
	<a href="#">§ 2-18-618, MCA</a>	Sick Leave
	<a href="#">§ 2-18-619, MCA</a>	Jury duty – service as witness
	<del>§ 2-18-620, MCA</del>	<del>Mandatory leave for employees holding public office – return requirements</del>

**2-18-620. Repealed.** Sec. 3, Ch. 185, L. 2009.

**History:** En. 59-1011, 59-1012 by Secs. 1, 2, Ch. 107, L. 1975; R.C.M. 1947, 59-1011, 59-1012; amd. Sec. 2, Ch. 57, L. 1979; amd. Sec. 1, Ch. 692, L. 1991.

#### ~~2.21.222, ARM – Calculating Annual Vacation Leave Credits~~

Rule 2.21.222 - CALCULATING ANNUAL VACATION LEAVE CREDITS (REPEALED)

#### Cross References:

#### Policy History:

Adopted on: 9.8.2015

Revised on

1.7.2025 Policy Committee – 1<sup>st</sup> Review  
2.4.2025 Policy Committee – 2<sup>nd</sup> Review  
3.4.2025 Policy Committee – 3<sup>rd</sup> Review

5.5.2025 Policy Committee – 4<sup>th</sup> Reading

PERSONNEL

Substitutes and Student Teachers/Interns

Under certain circumstances, individuals other than the District-employed teaching staff may be providing instruction to students in a classroom setting. The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The District shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. All substitute teachers will be required to undergo fingerprint and background checks prior to being placed in a classroom. The Board establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour.

When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

The District shall make an effort to cooperate with accredited institutions of higher learning in the education of student teachers and other professionals in training (such as interns) by providing a reasonable number of classroom and other real life situations each year. The District and the respective training institutions shall enter into mutually satisfactory agreements whereby the rules, regulations and guidelines of the practical experiences shall be established.

The Superintendent shall coordinate all requests from cooperating institutions for placement with building principals so that excessive concentrations of student teachers and interns shall be avoided.

References:	<a href="#">10.55.707, ARM</a>	Teacher and Specialist Licensure
	<a href="#">10.55.716, ARM</a>	Substitutes
	<a href="#">§20-4-101, MCA</a>	System and definitions of teacher and specialist certification – student teacher exception

Cross References:

Policy History:

Adopted on: 8.13.2013

Revised on:

5 Early Scholastic Literacy Targeted Intervention Programs

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

11 Scholastic literacy means a comprehensive competency in a variety of academic standards and  
12 developmental domains necessary to prepare a child to be successful in the child's primary,  
13 secondary and postsecondary pursuits. The academic standards include English language arts,  
14 literacy, mathematics and numeracy.

16 Program goals include:

- 17 1. Increasing the number of children who are reading and math proficient at the end of 3<sup>rd</sup>  
18 grade,
- 19 2. Helping children develop their full educational potential pursuant to Article X, Section  
20 (1)(1) of the Montana Constitution, and
- 21 3. Fostering a strong economic return for the state on early scholastic literacy investment  
22 through enhancing Montana's skilled workforce and decreasing future reliance on social  
23 programs and the criminal justice systems.

25 A child is eligible for an Early Scholastic Literacy Targeted Intervention Program if, based upon  
26 an assessment administered at the request of and with the consent of the child's parent or  
27 guardian, the child is evaluated to be below trajectory for 3<sup>rd</sup>-grade reading or math proficiency  
28 for the child's age or grade level for the subsequent school year. A child's eligibility must be  
29 reevaluated using the evaluation methodology at least annually. The assessment used shall be in  
30 accordance with the methodology approved by the Board of Public Education.

32 The Board may opt to enroll on-target students into the classroom or jumpstart targeted  
33 intervention program and may admit one on-target child for every five eligible children enrolled  
34 in the targeted intervention program.

36 The Board has determined it will offer the following Early Scholastic Literacy Targeted  
37 Intervention Program(s) for an eligible child:

- 39 • A full-time based program for eligible children who are four (4) years of age or older on  
40 or before September 10 of the year in which the children are to participate in the program  
41 and are not entering and have not completed kindergarten. ~~A parent/guardian may enroll~~  
42 ~~an eligible child in full-time classroom-based program on a part-time basis.~~ The  
43 classroom-based program must align with developmentally appropriate early education  
44 learning standards determined by the Board of Public Education.
- 45 • A jumpstart program for eligible children who are aged five years of age or older on or  
46 before September 10 of the year in which the children are to participate in the program

and who have not yet completed 3<sup>rd</sup> grade. The jumpstart program shall occur during the time between the end of one school calendar year and the start of the next school calendar year as determined by the Board preceding a child's entry into kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, or 3<sup>rd</sup> grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours and be aligned to the framework determined by the Board of Public Education. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuring school year to be at or above a trajectory leading to reading and math proficiency at the end of 3<sup>rd</sup> grade.

Cross Reference:	3110	Entrance, Transfer, and Placement
Legal Reference:	§ 20-7-1801, <i>et seq</i> , MCA Title 10, Chapter 63, ARM	Early Literacy Targeted Interventions Early Childhood Education Standard (Eff. July 1, 2025)

Policy History:

Adopted on: 05.14.2024

Reviewed on:

Revised on:

PERSONNEL

Insurance Benefits for Employees

Certified and classified employees whose employment is governed by the terms of a collective bargaining agreement are eligible for insurance benefits offered by the District as stated in the applicable current collective bargaining agreement. Other employees will be offered insurance benefits consistent with the District's cafeteria benefit plan.

~~A medical examination at the expense of the employee may be required, if the employee elects to join the District health insurance program after initially refusing coverage during the open enrollment period as defined in the plan documents.~~ Any employee who desires coverage through the District after the enrollment period deadline can only do so through a qualifying event. An eligible employee wishing to initiate, discontinue or change health insurance coverage must initiate the action by contacting the Human Resources office and completing appropriate forms.

Legal References:	§ 2-18-702, MCA	Group insurance for public employees and officers
	§ 2-18-703, MCA	Contributions

Cross References:

Policy History:

Adopted on:	6.14.2016
Revised on:	3.14.2023

PERSONNEL

Sexual Harassment

The District shall provide employees an employment environment free of sexual harassment as defined and otherwise prohibited by state and federal law including Title IX and its implementing regulations, in the educational programs and activities it offers, including the area of employment, volunteering and their party contractors.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Reporting

Employees should report claims of sexual harassment to the District's Title IX Coordinator and/or use the District's Title IX Sexual Harassment Grievance Procedures. All formal complaints about behavior that may violate this policy shall be addressed through the District's Title IX Sexual Harassment Grievance Procedures.

Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments

Legal References:	42 USC § 2000(e) et seq.	Title VII of Civil Rights Act
	20 USC 1681 et seq	Title IX
	34 C.F.R. Part 106	Nondiscrimination on the Basis of Sex in Education
	§ 49-2-101, et seq. MCA	Human Rights Act
	§ 49-1-102, MCA	Freedom from discrimination
	§ 49-3-201, MCA et seq	Governmental Code of Fair Practices

Cross References: Title IX Sexual Harassment Grievance Procedures

Policy History:

Adopted on: 8.13.2020  
Revised on: 11.10.2020

PERSONNEL

Employment and Assignment

Each certificated employee will be employed under a written contract, subject to the terms and conditions of the collective bargaining agreement, District policies and procedures, and state and federal statutes. The Board, after receiving the recommendations of the Superintendent, will determine the non-renewal or termination of certified and classified staff, in conformity with state statutes, applicable District policies and procedures, and collective bargaining agreements.

Classified employees whose positions are covered by a collective bargaining agreement will be employed subject to the terms and conditions of the collective bargaining agreement, District policies and procedures, and state and federal statutes. Classified employees whose positions are not covered by a collective bargaining agreement will be subject to a one-year probationary period. Their employment is governed by District policies and procedures, and state and federal statutes. The District reserves the right to change employment conditions affecting an employee's duties, assignment, and/or supervisor, subject to collective bargaining language.

*Assignment, Reassignment and Transfer*

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the collective bargaining agreements, District policies and procedures and state and federal statutes. Nothing in this policy prevents reassignment of a staff member during a school year.

Legal References:     § 39-2-904, MCA Elements of wrongful discharge  
                               § 39-2-912, MCA Exemptions (wrongful discharge)  
                               10.57.601a, ARM Definition of Immoral Conduct

Cross References:

Policy History:

Adopted on:           8.13.2013  
 Revised on:          6.11.2019

2  
3 SCHOOL ADMINISTRATION

4  
5 District Organization: Building Administrators

6  
7 Building administrators are the chief administrators of their assigned schools. The primary  
8 responsibility of building administrators is the development and improvement of instruction. A  
9 majority of the administrator's time shall be spent on curriculum and staff development through  
10 formal and informal activities, establishing clear lines of communication regarding school goals,  
11 accomplishments, practices, and policies with parents and teachers. Building administrators are  
12 responsible for management of their staff, maintenance of the facility and equipment, administration  
13 of the educational program, supervision of the students attending the school, management of the  
14 school's budget, communication between the school and the community, and reporting criminal  
15 offenses. Building administrators will be evaluated on their instructional leadership abilities and  
16 their abilities to maintain positive education and learning environments.

17  
18 *Evaluation*

19  
20 The Assistant Superintendent shall evaluate each building administrator at least annually.  
21 Evaluations shall be based on the job description, accomplishment of annual goals and performance  
22 objectives, and established evaluative criteria. The building administrator shall sign a copy of the  
23 evaluation document and shall be given a copy of the document for his or her records. The building  
24 administrator shall also have the right to attach a written statement to the evaluation within 15  
25 business days following the conference.

26  
27 District Organization: District Administrators

28 As authorized by the Superintendent, administrators shall have full responsibility for the day-to-  
29 day administration of the area to which they are assigned. Administrative personnel are  
30 governed by the policies of the District and are responsible for implementing the administrative  
31 procedures that relate to their assigned responsibilities.

32 Each Administrator's duties shall include but not be limited to:

- 33 1. planning for the improvement of the program for which he or she is responsible;  
34 2. evaluating that program regularly;  
35 3. recommending to the Superintendent budgetary, program, staff and other changes that  
36 will enhance the program;  
37 4. advising the Superintendent of the impact of proposed policies or other administrative  
38 action on the program for which the administrator is responsible;  
39 5. evaluating the performance of staff as assigned;  
40 6. assisting his or her subordinates to improve performance;  
41 7. promoting effective working relationships with students, staff and patrons of the District;  
42 and

8. maintaining a progressive community/staff relations program within his or her building or assigned area.

#### *Evaluation*

The Superintendent shall establish procedures for the conduct of evaluations of administrative personnel. Each school year, the Superintendent shall inform each administrator of the criteria to be used for evaluation purposes, including the adopted goals of the District. Evaluation criteria shall include but not be limited to performance statements which address leadership; administration and management; school finances; professional development; professional interaction with students, staff and community; District building programs; and staff supervision.

Each administrator shall be evaluated annually so as to provide guidance and direction to the administrator in terms of job performance. The evaluation shall be based on his or her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

Administrative personnel subject to the supervision and evaluation process shall sign a copy of her or her evaluation document and be provided a copy for his or her records. The administrator shall have the right to attach a written statement to the evaluation within fifteen (15) business days following the evaluation conference.

Legal References:	MCA § 20-4-403	Powers and duties of principal
	ARM 10.55.701	Board of Trustees
	ARM 10.55.705	Administrative Personnel: Assignment of School Administrators / Principals

Cross References:

#### Policy History:

Adopted on: 3.10.2015

Revised on:

OPERATIONAL SERVICES

Use of Automated External Defibrillation

An Automated External Defibrillator (AED) may be available to faculty, staff, and students in case of a sudden cardiac arrest. The District will establish an AED Program in accordance with the standards established by the Montana Department of Public Health and Human Services (Department). The District will comply with all other requirements for AED implementation set forth by the Department.

As part of the AED program, the District will identify and train AED providers. All AED-certified staff must maintain current certification. Use of the AED will be in accordance with § 50-6-505, MCA.

The District retains the discretion to use reasonable care and judgment in determining the location and number of AED units that may be available at building sites.

Legal References:	MCA § 50-6-501, <i>et seq.</i>	Automated External
		Defibrillator Programs
	37.104.601, ARM, et.al.	Automated External Defibrillators
		(AED)

Cross References:

Policy History:

Adopted on: 8.11.2015

Revised on: