



Board of Trustees Policy Committee Meeting

Tuesday, April 7, 2026
12:00 p.m.
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

Trustees:

Jennifer Walsh, Committee Chair
Linda Cleatus, Trustee
Keith Meyer, Trustee

Other Attendees:

Bea Kaleva, District Legal Counsel
Rex Weltz, Superintendent
Keri Mizell, Human Resources Director
Jane Shawn, HEA President
Kaitlyn Hess, Data & Federal Programs Director
Lona Carter, Student Health Services & Special Education Director
Candice Delvaux, Executive Assistant
Todd Verrill, Facilities Director
Justine Alberts, Assistant Superintendent
Taylor Lassiter, Communications Specialist
Robert Worthy, Sodexo Manager
Josh McKay, Assistant Superintendent
Emily Rodway, BSN, RN, NCSN
Shannon McNamee, BSN, RN, AE-C, NCSN

I. CALL TO ORDER

The meeting was called to order at 12:02 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 3.3.2026 POLICY COMMITTEE MINUTES

The Policy Committee reviewed and accepted the minutes from the March 3, 2026 Policy Committee meeting.

V. POLICIES FOR SECOND READING-HAVE GONE TO FULL BOARD FOR 1ST READING

A. Policy 2010: Instructional Program

The Policy Committee reviewed and discussed Policy 2010: Instructional Program. This policy was presented for periodic review with no substantive changes recommended. It outlines that the School District provides instructional programs for grades pre-kindergarten through twelve and that the grouping and housing of instructional levels within school facilities are determined by plans developed by the Superintendent and approved by the Board. The policy also states that students are assigned to classrooms or instructional groups based on factors such as class size, peer relationships, student–teacher relationships, instructional style, and other considerations intended to best support the needs of individual students while balancing the needs of others. The Policy Committee determined that Policy 2010: Instruction Program would be brought before the full Board of Trustees for action.

B. Policy 2070: Network Information and Communication Systems

The Policy Committee reviewed and discussed Policy 2070: Network Information and Communication Systems. This policy governs student and staff use of District computer systems, networks, and Internet access for educational purposes. It emphasizes responsible and lawful use, with supervision by staff and accountability for misuse. Network access is a privilege and may be suspended or withdrawn for violations of the District’s Acceptable Use Procedures, which require parental and student acknowledgment for minors. An update to the policy was made to include language on the responsible and appropriate use of Generative Artificial Intelligence (GAI) tools, aligning with the HPS Student Handbook. The policy clarifies that communications over District networks are not private, outlines security and indemnification responsibilities, and directs the Superintendent to provide training and procedures to ensure

broad, lawful, and effective access to District technology resources. The Policy Committee determined that Policy 2070: Network Information and Communication Systems would be brought before the full Board of Trustees for action.

VI. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2085: Graduation Requirements

The Policy Committee reviewed and discussed Policy 2085: Graduation Requirements. This policy is updated to reflect graduation requirements in alignment with state standards as well as revised language on waiver of requirements. New language has been added on the ability to achieve credit toward graduation requirements for participation in identified alternative programs. The Policy Committee determined that Policy 2085: Graduation Requirements would be brought before the full Board of Trustees for information.

B. Policy 3070: Administration of Medication

The Policy Committee reviewed and discussed Policy 3070: Administration of Medication. Helena Public Schools Policy 3070 allows the administration of medication to students when necessary for their health and well-being, provided there is proper authorization from a healthcare provider and parent or guardian. Medication is primarily administered by a school nurse or trained delegate, while other trained staff may assist students with self-administration but may not diagnose or prescribe. The policy outlines strict procedures for storage, labeling, documentation, and handling of medications, including limiting quantities and securing them appropriately. Students may self-administer certain medications, especially for asthma or severe allergies, if approved by a healthcare provider and parent, and if they demonstrate the ability to do so safely. In emergency situations, trained personnel may administer medications such as epinephrine, opioid antagonists, or albuterol, and schools may maintain stock supplies of these medications with proper protocols and parent notification. The policy also covers safe disposal of medications and emphasizes compliance with Montana law and student safety at all times. After discussion, the committee determined that a more condensed version of the policy should be developed and brought back to the committee for further review.

C. Policy 4000: Public Relations

The Policy Committee reviewed and discussed Policy 4000: Public Relations. The policy outlines the District's commitment to maintaining open communication with the public, providing opportunities for community input, and ensuring transparency in decision-making. It also establishes the Superintendent's responsibility for developing communication programs and encourages Board and staff engagement with the community through various outreach efforts. The Policy Committee determined that Policy 4000: Public Relations would be brought before the full Board of Trustees for information.

D. Policy 7050: Food Services

The Policy Committee reviewed and discussed Policy 7050: Food Services. The District supports the National School Lunch Program by providing nutritious, appealing meals to students. It may use certain federal funds to help provide free meals for eligible students and will utilize federally provided food commodities in meal preparation. Free and reduced-price meals are offered in accordance with federal and state guidelines, with parents informed of eligibility criteria and the confidentiality of participating students maintained; parents also have the right to appeal eligibility decisions. The District does not accept food donations without Board approval, and any approved donations must meet safety and legal

standards. Meal pricing is set to cover the full cost of food service operations, including labor, food, and related expenses. The Policy Committee determined that Policy 7050: Food Services would be brought before for the full Board of Trustees for information.

VII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

VIII. ADJOURNMENT

Trustee Jennifer Walsh adjourned the meeting at 12:58 p.m.