



Board of Trustees Meeting

Lincoln Center | 1325 Poplar St. | Helena, MT 59601

Tuesday, October 13, 2026 - 5:30 p.m.

Board of Trustees Conference Room and via

Microsoft Teams

[Join the meeting now](#)

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. RECOGNITIONS

A. 2026-2027 All-State Honor Musicians

We are delighted to recognize the Capital High School and Helena High School students who were selected to participate in the Montana All-State Honor Music Festival! This prestigious achievement reflects not only their incredible talent and dedication to their craft but also countless hours of practice and passion for music. We extend our sincere appreciation to educators Thomas Baty, Cody Hollow, Molly Kohoutek, Kevin Cleary, and Duane Zehr for their exceptional guidance, encouragement, and commitment to fostering artistic excellence in our students. Congratulations to these outstanding musicians and their dedicated teachers on this remarkable accomplishment!

CHS Choir: Lydia Marshall

CHS Band: Tom Cook - Alto Saxophone, Lincoln Jetty - Trumpet

CHS Orchestra: Claudia Cook - Bass, Faith Wendzel - Cello

HHS Choir: Leah Leonard, Carley Kleeman, Maizy Parrett, Micah Langdji, Carter Flugge, Ayden Hinson

HHS Band: Eliza Loveland - Clarinet, Jacob Lighthiser - Percussion (Alternate)

HHS Orchestra: Elliot Cleary - Violin I, Lauren Eckdahl - Violin II, Emeline Jefferies - Bass, Isabel Ward - Violin II

B. NEA Award for Teaching Excellence

It is with great pride and admiration that we extend our sincere congratulations to Capital High School educator Jake Warner, who has been selected to receive the prestigious NEA Award for Teaching Excellence. This distinguished honor recognizes outstanding educators for their exceptional dedication to the teaching profession, commitment to their students, and leadership within their schools and communities. Jake's selection for this award reflects the passion, excellence, and positive impact he brings to his classroom and to Capital High School each day.

We commend Jake for his dedication to education and the meaningful difference he continues to make in the lives of his students. We are incredibly proud to see his hard work and accomplishments recognized through this well-deserved honor.

IV. PRESENTATIONS

- A. Educator of the Year – Cassie Koch**
- B. Paraeducator of the Year – Molly Meyer**
- C. Sabbatical – Katy Wright**
- D. Sabbatical – David Tuss**

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. Items for Information - Facilities Bond Project Updates

- 1. Bond Finance Update**
- 2. Kessler Elementary Update**
- 3. Capital High School Update**
- 4. Helena High Campus Update**
 - a. Helena High School**
 - b. Project for Alternative Learning (PAL)**
 - c. District Kitchen**
 - d. Competition Stadium**

B. Consent Action Items

- 1. Personnel Actions**

2. Warrants
3. Approval of FY 2026-27 Out-of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. Acknowledge FY 2026-27 Out-of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)
5. 8/20/2026 Board of Trustees Special Board Meeting Minutes
6. 8/25/2026 Board of Trustees Special Board Meeting Minutes
7. 9/8/2026 Board of Trustees Special Board Meeting Minutes
8. 9/8/2026 Board of Trustees Full Board Meeting Minutes
9. Resolution to Dispose of Personal Property – Outdated HHS Ceramic Wheels

C. Items for Action

1. Adoption and Purchase of CharacterStrong Tier 1 Curriculum for Grades 6–8
2. Amended Pay Plan Rules with Inclusion of Administrators
3. Policy 1075: Records Management and Access to Public Records
4. Policy 1085: Uniform Complaint Procedure
5. Policy 3070: Administration of Medication
6. Policy 4015: Conduct on School Property
7. Policy 5122: Criminal Background Investigations

D. Item for Information

1. Policy 2333: Participation in Commencement Exercises

E. Reports

1. Student Representatives Report
2. Helena Education Association Report
3. Facilities & Technology Committee Report
4. Budget & Finance Committee Report
5. Teaching & Learning Committee Report
6. Policy Committee Report
7. Health Benefits Committee Report
8. Wellness Committee Report
9. Montana School Boards Association Report

VIII. UPCOMING MEETINGS

IX. BOARD/SUPERINTENDENT COMMENTS

X. ADJOURNMENT

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item I.

Meeting Date: 10/13/2026

☒ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ Recognitions

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Items for Information-Facilities Bond Project Updates

☐ Consent Action Items

☐ Items for Action

☐ Item for Information

☐ Reports

☐ Upcoming Meetings

☐ Board/Superintendent Comments

☐ Adjournment

Item Title: **Call to Order/Pledge of Allegiance**

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item II.

Meeting Date: 10/13/2026

☐ Call To Order/Pledge of Allegiance

☒ Review of Agenda

☐ Recognitions

☐ Presentations

☐ Superintendent's Report

☐ General Public Comment

☐ Items for Information-Facilities Bond Project Updates

☐ Consent Action Items

☐ Items for Action

☐ Item for Information

☐ Reports

☐ Upcoming Meetings

☐ Board/Superintendent Comments

☐ Adjournment

Item Title: Review of Agenda

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item III.A. - B.

- | | |
|-------------------------------------|---|
| ☐ | Call To Order/Pledge of Allegiance |
| ☐ | Review of Agenda |
| ☒ | Recognitions |
| ☐ | Presentations |
| ☐ | Superintendent's Report |
| ☐ | General Public Comment |
| ☐ | Items for Information-Facilities Bond Project Updates |
| ☐ | Consent Action Items |
| ☐ | Items for Action |
| ☐ | Item for Information |
| ☐ | Reports |
| ☐ | Upcoming Meetings |
| ☐ | Board/Superintendent Comments |
| ☐ | Adjournment |

Item Title: **Recognitions**
 A. 2026-2027 All-State Honor Musicians
 B. NEA Award for Teaching Excellence

HELENA SCHOOL DISTRICT

Board of Trustees Meeting

Meeting Date:	10/13/2026
----------------------	-------------------

Item IV.A. - D.

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

X	Presentations
----------	----------------------

Superintendent's Report

General Public Comment

Items for Information-Facilities Bond Project Updates

Consent Action Items

Items for Action

Item for Information

Reports

Upcoming Meetings

Board/Superintendent Comments

Adjournment

Item Title: **Presentations**
A. Educator of the Year – Cassie Koch
B. Paraeducator of the Year – Molly Meyer
C. Sabbatical – Katy Wright
D. Sabbatical – David Tuss

SABBATICAL PROGRESS REPORT

Katy Wright

Purpose: My 2026 sabbatical has provided two avenues for professional growth: experiential learning through America's Great Loop and continued doctoral research in Montessori education.

1. Experiential Learning: America's Great Loop

Progress through October 1, 2026: Travel aboard Caballito de Mar has taken us from Florida up the Atlantic Coast, through the Chesapeake and Hudson River Valley, across the Erie and Oswego canal systems, into Lake Ontario and the Thousand Islands, through Canada's Trent-Severn Waterway and Georgian Bay, through the Great Lakes, and down the Illinois River to the Mississippi River, Ohio River, and Tenn-Tom Waterway. Follow us on socials: Instagram 406seahorseloopers; Facebook: MT Seahorse Loopers

Professional learning has included: Captaining, route planning and navigation, locks, bridges, weather, tides, currents, mechanical systems, troubleshooting, U.S. and Canadian history, Indigenous historical and contemporary perspectives, Canadian Shield and Great Lakes geology, and inland river transportation, industry, and settlement.

Recommended resources: Ken Burns PBS *The American Revolution*, *The Gales of November* by John U. Bacon, *Life on the Mississippi* by Rinker Buck

Caballito de Mar

1 January 2026 to 2 October 2026



135

Boat Movements

421

Hours Underway

3374.5

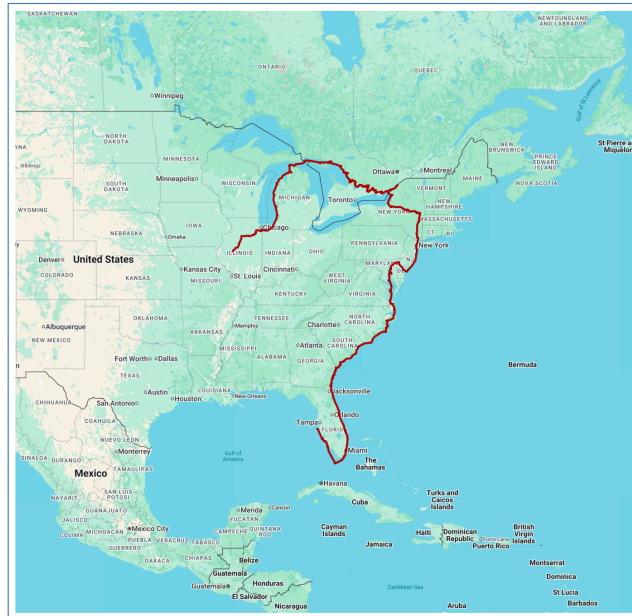
Nautical Miles

8.0

Average Knots

18.1

Max. Knots

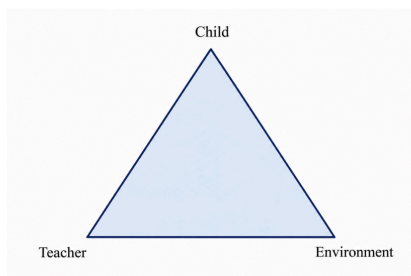


2. Doctoral Research Progress

Study focus: My dissertation examines the relationship between three autonomy-supportive structural features of K-5 classroom environments - student self-pacing, freedom of movement, and uninterrupted work time - and the frequency of externalizing (negative) student behaviors.

Research design	Quantitative, cross-sectional, correlational study of U.S. K-5 public district teachers.
Instrument development	Survey scales developed and pilot tested; pilot results supported scale reliability.
Approvals & partnership	UWRF IRB approval obtained; study conducted in partnership with the UWRF Survey Research Center.
National recruitment	Teachers recruited through districts, professional networks, unions, and education organizations.
Participation	Over 12,000 survey invitations were sent, with over 800 recorded responses from all regions of the U.S.
Current phase	Data collection is closed. Data cleaning, descriptive analysis, reliability testing, correlations, regression, and exploratory group comparisons are underway.

My doctoral research has been informed by over two decades of classroom experience, including ten years in a conventional single grade setting and over ten years in public Montessori multiage education. Working within both models has provided a unique opportunity to consider how differences in classroom structure may influence teaching, learning, and student behavior. Much of the research and professional development addressing student behavior emphasizes teacher practices, including teacher-student relationships and behavioral interventions. My research examines an additional dimension: whether the **structural characteristics of the learning environment**, that may be outside teachers' control, are related to student behavior.



Within Montessori education, the relationship among the teacher, child, and prepared environment is conceptualized as a triangle, with the environment functioning as an integral and equal component of the educational process rather than simply the setting in which instruction occurs.

My study examines three autonomy-supportive structural features associated with this perspective: **self pacing of work, freedom of movement, and uninterrupted work time**, and their relationships with the frequency of externalizing (negative) behaviors in public K–5 classrooms. My research reflects the idea that **structure drives culture**, a concept explored in *Loonshots* and the reason I shared the book with Board members. I have hypothesized that greater structural freedom will be associated with fewer negative student behaviors. Findings may help broaden professional learning to include classroom structure as a tool for supporting student behavior while reducing the responsibility and burden placed on teachers.

3. Returning the Learning to the District

I will return with experiences, artifacts, geological samples, and stories that can enrich learning across the curriculum. I had never taken any kind of extended leave from the district before and this experience has been professionally rejuvenating, renewing my curiosity, creativity, and commitment to lifelong learning. My experience has fulfilled the purpose of a professional sabbatical: learning, reflection, research, and renewal that will ultimately return to the district.

Following completion of my doctorate in June 2027, my goal is to join the faculty of a local teacher education program while remaining a classroom teacher in Helena Public Schools. I have increasingly come to believe that one of the greatest opportunities for lasting impact is teacher preparation. My goal is to help prepare educators to move beyond a primary focus on curriculum delivery and toward intentionally creating classroom environments in which prosocial skills and academic development occur concurrently. I am particularly interested in exploring a laboratory classroom model that could complement traditional student teaching by giving teacher candidates ongoing opportunities to observe, practice, and study how classroom structure influences learning and behavior in an established classroom environment. The structural freedoms required to create autonomy-supportive classroom environments, including flexibility in pacing, movement, and uninterrupted work time, are not always within an individual teacher's control; district pacing expectations, schedules, transitions, and other organizational requirements can determine how much flexibility is possible. Supporting these practices requires both teacher preparation and system-level consideration of the structures within which teachers work. Self-pacing, for example, can achieve the same continuity goal of pacing guides but in a more individualized way: students who change schools can demonstrate where they are within a shared learning progression and continue from that point, rather than relying on classrooms being on the same lesson at the same time. Preparing teachers and designing systems for this approach could move us beyond whole-class pacing toward learning environments in which shared standards remain constant, while being more responsive to individual student needs.

Per my sabbatical agreement, I will bring this work back to Helena Public Schools by offering PIR courses based on my research and classroom experience. These sessions will explore practical ways to integrate academic learning with prosocial development while considering the classroom, school, and district structures that support or constrain these practices.

Returning: Throughout the time I've been gone, I have remained connected to the teacher who assumed responsibility for my classroom. She began as my student teacher, and I had the opportunity to train and mentor her within the Montessori environment before she transitioned into responsibility for the classroom. She is now licensed by the state and is progressing through her Montessori training. I believe her continued placement in that classroom would provide important continuity for students, families, and staff, while strengthening the district's Montessori program by ensuring that her Montessori training continues to be applied within a Montessori environment. With an anticipated retirement creating an upper elementary Montessori opening next door to the classroom and school community I left, I hope to apply for that position next fall. This would allow both of us to continue serving the same Montessori families, providing continuity across lower and upper elementary, and would allow me to remain connected to students as they progress through the program. In the meantime, I have let my administrator know I am fine being placed in any position in any school when I return at the end of January.

Rapid Forest Assessment

David Tuss

Capital High School Biology Teacher



Fieldtrips and Environmental Education...why?

- Inspire a sense of wonder and curiosity
- Motivation for students to learn
- Connect students to their sense of place
- Improve student achievement and enthusiasm
- Teach students how to collect data outdoors
- Improve inquiry and hands-on learning opportunities
- Connect content to state, local, and national standards
- Model healthy outdoor lifestyles
- Foster stewardship (use, care, respect, and responsibility)
- Understand environmental challenges



Citizen Science in the Classroom: A Collaborative Approach

Why is this research important?

1. Growing emphasis on collaborative natural resource management.
2. Need for transparency and stakeholder involvement in forest management.

Key Challenge to monitoring and research:

Limited time, funding, and personnel for extensive monitoring.



Citizen Science in the Classroom: A Collaborative Approach

Policies driving multiparty monitoring:

2012 USDA Forest Planning Rule

- An emphasis on restoration of fire-adapted ecosystems.
- New requirements for a unit and landscape-scale monitoring program based on the latest science, strengthening the role of **monitoring** so that units can better **track changing conditions** and measure progress towards **meeting objectives** in the plan.

Basics on the 2012 Planning Rule

The 2012 Planning Rule is a federal regulation that defines what a Forest Plan is and how a Forest Plan is developed. This planning rule is the first update to the Forest Service planning process in 30 years. In particular, the planning rule intends to update planning in 3 major areas: **public participation**, **adaptive management**, and **plan components**.

Public Participation

The 2012 Planning Rule requires public participation at all phases of the planning process. Now, the public can participate in the development of the plan and not just the review of it.

Phase I.

Assesment
determines existing ecological, social, and economic conditions of the Forest

Adaptive Management

Planning is meant to be a cycle that is adaptive and flexible to changing conditions or circumstances. The cycle includes three phases: Assessment, Plan Development, and Monitoring.

Phase III.

Monitoring
determines whether the plan is achieving its desired conditions and objectives. Determines if the plan needs ammended or revised

Phase II.

Plan Development
uses assesment and input from public and other entities to draft and approve a Forest Plan

Plan Components

Plan components are the actual content of the plan. Together they set the vision for the forest and how to achieve it. Components include: desired conditions, objectives, standards, guidelines, goals, and suitability of lands.

The Rapid Forest Assessment Method

Advantages of Rapid Forest Assessment

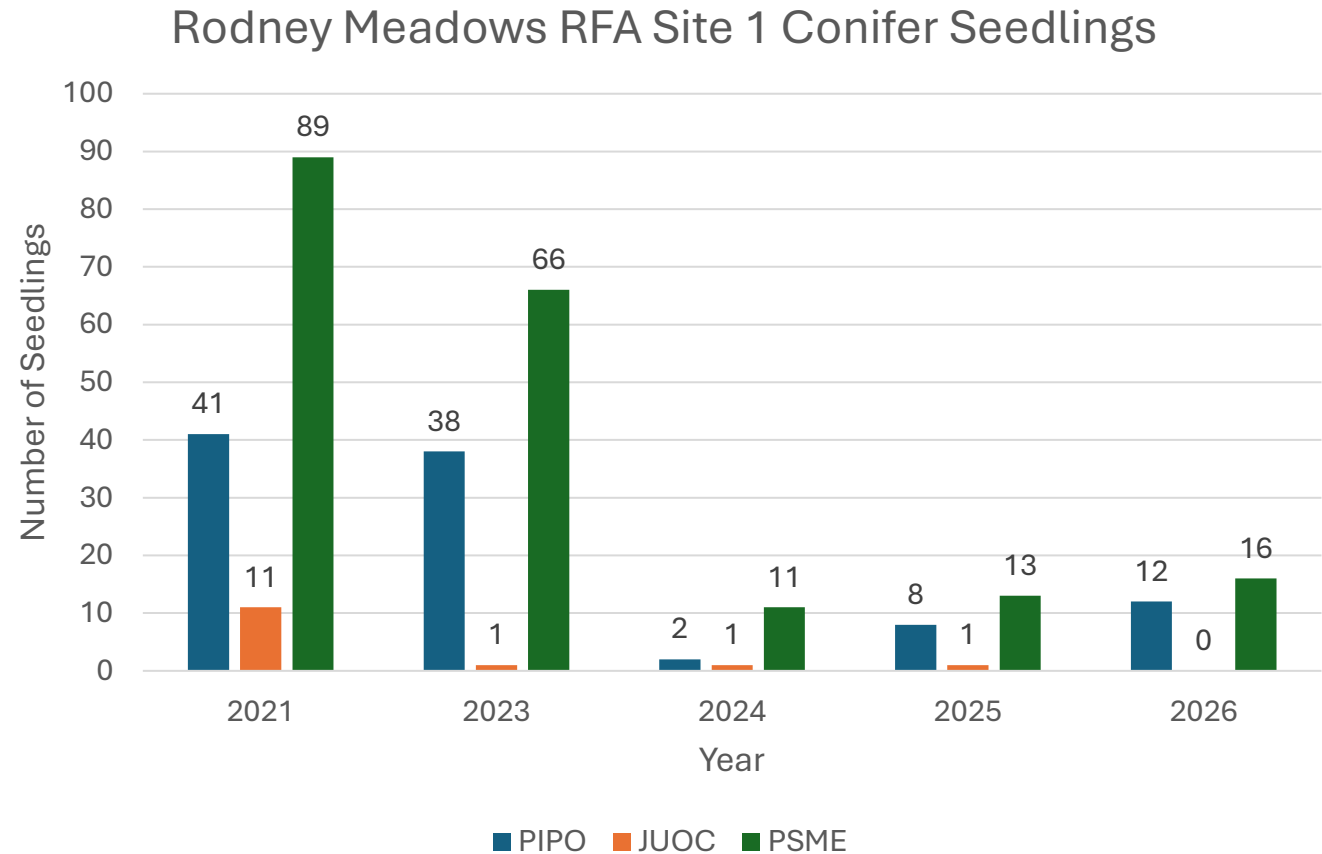
- Quickly capture the general characteristics of a site.
- Highlight important factors that influence fire behavior.
- Can be implemented with minimal training.
- Flexible - can add or remove data to reflect the study site.



Data Analysis

Data can be analyzed using charts and graphs to visualize trends.

Once charts are created students can use their knowledge of ecology to interpret the changes over time.



Rapid Forest Assessment Project Outcomes

Students...

1. College and career ready.
2. Informed and empowered.
3. Learning new skills.
4. Understanding how land management projects are implemented.

Land management agencies and public...

1. Improving land management agency relationship with public through transparency of management decisions.
2. Positive community engagement.
3. Informing public of value for informed management decisions that benefit the community.
4. Building trust.

Chronolog Site

monitoring long-term changes while involving the public as well as students.



HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item V.

☐	Call To Order/Pledge of Allegiance
☐	Review of Agenda
☐	Recognitions
☐	Presentations
☒	Superintendent's Report
☐	General Public Comment
☐	Items for Information-Facilities Bond Project Updates
☐	Consent Action Items
☐	Items for Action
☐	Item for Information
☐	Reports
☐	Upcoming Meetings
☐	Board/Superintendent Comments
☐	Adjournment

Item Title: **Superintendent's Report**

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

TO: Board Chair Jennifer Walsh and Board of Trustees
FROM: Mr. Wetz, Superintendent
RE: Superintendent Report
DATE: October 13, 2026

- Condolences
- Recognitions
 - NEA Award for Teaching Excellence – Jake Warner
 - National Principals Month - October
 - National IT Professionals Day - September 15, 2026
 - Walk, Bike, & Roll to School Day - October 7, 2026
 - National Coaches Day - October 6, 2026
 - National Custodian & Maintenance Appreciation Day - October 2, 2026
 - Kessler Elementary Staff and Community – Groundbreaking
 - Other
- New Business
 - Light Up October
 - MCEL Conference
 - Fall Student Count
 - Gifted and Talented – Accelerated Learning Update
 - School District Property Discussion –
 - Front Street – Planning
 - May Butler – RFP process
 - Hawthorne Elementary Property Community Update
 - Transportation Facilities – Update
 - Career and Innovation Center – Vision & Exploration of Possibilities
 - Brews and Blueprints Kessler Elementary Campus Groundbreaking Event – October 7, 2026, at 5:30 p.m., Kessler Campus
 - Academic Key Performance Indicators (KPIs) and Targets – Working Document
 - 5-year Long-Term Planning Update
 - Transition to New Website
 - Facilities Bond Projects – Ongoing Process
 - Other

HELENA SCHOOL DISTRICT #1
OFFICE OF THE SUPERINTENDENT

- Outreach/Meetings
 - Construction & Facility Meetings
 - Owner's Representative
 - HHS Project - Architect Team & Construction Team
 - CHS Project - Architect Team & Construction Team
 - KESS Project - Architect Team & Construction Team
 - Bond Finance
 - City of Helena
 - Chamber of Commerce Board of Directors
 - Chamber of Commerce
 - Board Leadership
 - HEA
 - HEF
 - HEF Executive Committee
 - Helena Food Share Board of Directors
 - Helena Food Share Finance Committee
 - Board of Health
 - Cabinet & Leadership
 - CHS Groundbreaking Event
 - Pay Plan Rules Steering Committee
 - Podcast
 - Office of Public Instruction
 - TV, Print, Radio, and Media
 - Other

- Other

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item VI.

- | | |
|-------------------------------------|---|
| ☐ | Call To Order/Pledge of Allegiance |
| ☐ | Review of Agenda |
| ☐ | Recognitions |
| ☐ | Presentations |
| ☐ | Superintendent's Report |
| ☒ | General Public Comment |
| ☐ | Items for Information-Facilities Bond Project Updates |
| ☐ | Consent Action Items |
| ☐ | Items for Action |
| ☐ | Item for Information |
| ☐ | Reports |
| ☐ | Upcoming Meetings |
| ☐ | Board/Superintendent Comments |
| ☐ | Adjournment |

Item Title: **General Public Comment**

HELENA SCHOOL DISTRICT

Board of Trustees Meeting

Meeting Date: 10/13/2026

Item VII.A.1. - A.4.a. - d.

Call To Order/Pledge of Allegiance

Review of Agenda

Recognitions

Presentations

Superintendent's Report

☐ General Public Comment

X	Items for Information-Facilities Bond Project Updates
----------	---

Consent Action Items

Items for Action

Item for Information

Reports

Upcoming Meetings

Board/Superintendent Comments

Adjournment

Item Title: Items for Information - Facilities Bond Project Updates

1. Bond Finance Update

2. Kessler Elementary Update

3. Capital High School Update

4. Helena High Campus Update

a. Helena High School

b. Project for Alternative Learning (PAL)

c. District Kitchen

d. Competition Stadium

Helena Elementary and High School Districts

General Obligation School Building Bonds, Series 2026

➤ PRELIMINARY FINANCING TIME SCHEDULE ◀

OCTOBER 2026						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

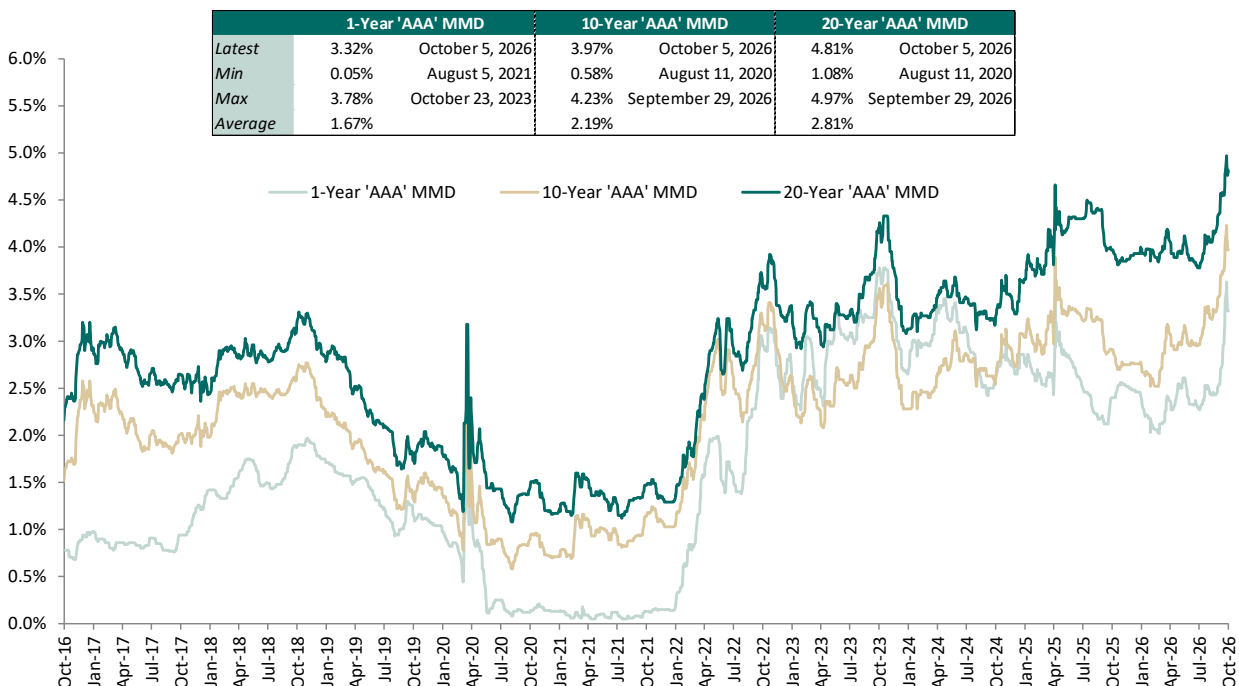
DATE	ACTION	PARTY
August 31	• Send first draft of the Resolutions Authorizing Issuance of the Bonds	Dorsey
September 8	• BOARD MEETING – The Board adopts Resolutions Authorizing Issuance of the Bonds as prepared by Dorsey & Whitney as Bond Counsel (DW) that names the Bond Finance Committee	All
September 10	• Send first Draft Preliminary Official Statement (POS) to the Districts and Dorsey for Review (Comments back by September 18)	DAD
September 24	• Review Moody's Rating/Insurance Power Point Presentation, POS, Bond Resolution and Due Diligence Checklist (Bond Finance Committee) (1:00-2:30)	DAD/Districts
September 25	• Distribute Insurance and Rating Information (Draft POS, Audit Reports and Budget) to Moody's and Insurers to commence insurance and rating process	DAD
October 7	• Hold Moody's Rating Meeting from (1:00-2:30) (Bond Finance Committee) and analysts from the Moody's)	Districts/DAD
October 13	• BOARD MEETING – Bond Update	All
October 26	• Receive Moody's Bond Ratings and Insurance Quotes	Districts/DAD
October 29	• Bond Finance Committee – Bond Issue Update and Review of Municipal Bond Insurance quotes (7:30-8:00 am)	Districts/DAD
November 6	• Print and Distribute POS/Marketing Materials to prospective investors • Send Tombstone Bond Advertisement announcing the Bond purchase opportunity to <i>The Independent Record</i> and other publications	DAD/Districts DAD/Districts
November 10	• Bond Issue Preliminary Pricing Meeting to discuss Bond Market and Bond information with Bond Finance Committee (1:00-2:30)	DAD/Districts
November 10	• BOARD MEETING – Bond Update	All
November 17	• Update Meeting of Bond Issue Pricing to discuss Bond Market and Bond information with Bond Finance Committee (1:00-2:00)	DAD/Districts
November 19 or December 15 or January 14	• OFFER Bonds to Individual Investors, Banks, and Other Purchasers • Bond Finance Committee Discuss Bond offering and finalize Bond Rates/Terms with DAD (11:00-11:30) • Bond Finance Committee Execute Bond Purchase Agreement (BPA) (1:00-1:30) • Distribute Final Financing Schedules to all Parties	DAD DAD/Districts DAD/Districts DAD
December	• Distribute Closing Documents • Distribute Closing Instructions • Coordinate Investment of Proceeds	DW DAD Districts
December 8	• BOARD MEETING - Board adopts final Bond Resolutions	All
Dec 17 or 30 or Jan 28	• Closing/Delivery of Bond Proceeds	All

MUNICIPAL BOND MARKET UPDATE

October 5, 2026

“AAA” MUNICIPAL MARKET DATA INDEX (MMD)

1-YEAR, 10-YEAR & 20-YEAR MATURITIES: 10/05/2016 - 10/05/2026



HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/26

Item VII.B.1. - B.9

- ☐
- Call To Order/Pledge of Allegiance

☐☐☐☐☐☐☒☐☐☐☐☐☐

Item Title: Consent Action Items

1. Personnel Actions

2. Warrants

3. Approval of FY 2026-27 Out-Of-District Attendance Agreements (Non-Resident Students Attending HPS)

4. Acknowledge FY 2026-27 Out-of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)

5. 8/20/2026 Board of Trustees Special Board Meeting Minutes

6. 8/25/2026 Board of Trustees Special Board Meeting Minutes

7. 9/8/2026 Board of Trustees Special Board Meeting Minutes

8. 9/8/2026 Board of Trustees Full Board Meeting Minutes

9. Resolution to Dispose of Personal Property – Outdated HHS Ceramic Wheels

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

PERSONNEL ACTIONS

September 9, 2026 – October 13, 2026

CERTIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
----------------------------	-------------	-----------------------	------------------------	-------------------

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
----------------------------	-------------	---------------	------------------

Leaves

<u>Location/Assignment</u>	<u>Name</u>	<u>Term</u>	<u>Type of Leave</u>
----------------------------	-------------	-------------	----------------------

CLASSIFIED PERSONNEL

Appointments

<u>Location/Assignment</u>	<u>Name</u>	<u>Offered Salary</u>	<u>Accepted Salary</u>	<u>Start Date</u>
Lincoln Center/Benefits Coordinator	Abendschan, Justine	\$29.01/hr.	\$29.01/hr.	09/28/2026
Jefferson/Para Educator	Adams, Stacie	\$18.10/hr.	\$18.10/hr.	09/21/2026
Broadwater/Para Educator	Anton, Laura	\$16.75/hr.	\$16.75/hr.	09/10/2026
Rossiter/Para Educator	Desjardin, Amie	\$16.10/hr.	\$16.10/hr.	09/21/2026
Technology/Safety & Security Tech.	Giesregen, Tyler	\$58,864.52/year	\$58,864.52/year	10/05/2026
Jefferson/Part-time Para Educator	Guerrero, Emily	\$17.41/hr.	\$17.41/hr.	09/23/2026
CRA/Para Educator	Jensen, Luke	\$16.75/hr.	\$16.75/hr.	09/21/2026
Transportation/Administrative Secretary	Ketchum, Amy	\$20.13/hr.	\$20.13/hr.	09/24/2026
Jim Darcy/Para Educator	Koch, Kailin	\$17.42/hr.	\$17.42/hr.	09/29/2026
Warren/Para Educator	Laubach, Morgan	\$16.10/hr.	\$16.10/hr.	09/16/2026
CRA/Evening Custodian	McNamee, Emily	\$17.90/hr.	\$17.90/hr.	09/16/2026

TBD/SACC Para Educator	Mohar, Cailin	\$16.10/hr.	\$16.10/hr.	09/21/2026
CHS/ISS-Credit Recovery Para Educator	Potter, Rylee	\$17.42/hr.	\$17.42/hr.	09/09/2026
TBD/SACC Para Educator	Rhodes, Alyssa	\$16.10/hr.	\$16.10/hr.	09/16/2026
Business Services/Payroll Supervisor	Schweyen, Michelle	\$98,455.76/year	\$98,455.76/year	01/01/2027
Four Georgians/Para Educator	Thompson, Amanda	\$16.75/hr.	\$16.75/hr.	09/23/2026
Kessler/Evening Custodian	Thompson, Amy	\$17.90/hr.	\$17.90/hr.	10/05/2026
Warren/Evening Custodian	Wengert, Boyd	\$17.90/hr.	\$17.90/hr.	09/09/2026
HMS/Para Educator	Whetstone, Catelynn	\$17.41/hr.	\$17.41/hr.	09/21/2026

Terminations/Retirements

<u>Location/Assignment</u>	<u>Name</u>	<u>Reason</u>	<u>Effective</u>
Lincoln/Payroll Supervisor	Anderson, Jenny	Separation	08/28/2026
Rossiter/Para Educator	Anderson, Jodi	Resignation	09/04/2026
Jefferson/SACC Para Educator	Cooper, Kylie	Resignation	07/12/2026
Jefferson/Evening Custodian	Geach, Kai	Resignation	09/25/2026
Explore School/p-t Para Educator	Hasselbach, Amy	Resignation	09/17/2026
Jim Darcy/Evening Custodian	Kambic, Jordan	Resignation	09/16/2026
Rossiter/Para Educator	Phillips, Rachel	Resignation	09/04/2026
CRA/Para Educator	Stanton, Sunshine	Resignation	09/14/2026

Leaves

<u>Location/Assignment</u>	<u>Name</u>	<u>Term</u>	<u>Type of Leave</u>
-----------------------------------	--------------------	--------------------	-----------------------------

Helena School District #1

Warrant Listing : September 1 to 30, 2026

Direct Deposits:	\$ 3,366,636.11
Payroll Warrants:	70132663-70132685
Payroll Deduction:	69310346-69310366
Non-Check Payroll Deductions:	\$ 5,460,714.52
Non-Check Accts Payable Deductions:	\$ 1,389,309.40
Non-Check Accts Payable Deductions- HHS Extracurricular: \$0	
Claim Warrants:	69310049-69310436
HMS Middle School Student Activity Checks:	8853-8854
CRA Middle School Student Activity Checks:	17538
Capital High Student Activity Checks:	25423-25447
Helena High Student Activity Checks:	37456-37483
Cancelled Warrants:	\$ 26,807.15

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 _____

Running Total of FY 2026-27 Out-of-District Attendance Agreements
(Out-of-District Students Attending Helena School District)

Grade	Residence																	Total
	East Helena K-12	Clancy Elementary	Montana City Elementary	Jefferson High School	Trinity School District	Wolf Creek School District	Billings School District	Missoula County Public Schools	Great Falls School District	Butte School District	Townsend K-12	Three Forks Public Schools	Belgrade School District	Powell County High School District	Big Sandy School District	Cascade High School		
Ksprouts	4	1			2	1											8	
K	7	2															9	
1	3	1															4	
2	2	1															3	
3					1												1	
4					1												1	
5	4	1	1														6	
6	3		2		5												10	
7	5																5	
8	3				3												6	
9	2			37									1				40	
10	7			20													27	
11	4			25					1						1		31	
12	3			22													25	
	47	6	3	104	12	1	0	0	0	1	0	0	0			0	176	

Last Updated: 10/8/2026 12:43

FY 2026-27 Out-of-District Attendance Agreements
(Out-of-District Students Attending Helena School District)

October 13, 2026

Discretionary Attendance Approvals:

Unique ID	Grade	District of Residence	Address	School of Attendance
12027167	PK	East Helena K-12	East Helena, MT 59635	Rossiter
12027168	4	Trinity Elementary	Helena, MT 59602	Jim Darcy
12027169	1	East Helena K-12	Helena, MT 59635	Rossiter
12027170	2	Clancy Elementary	Clancy, MT 59634	Rossiter
12027171	K	Clancy Elementary	Clancy, MT 59634	Rossiter
12027172	7	East Helena K-12	Helena, MT 59635	HMS
12027173	5	East Helena K-12	Helena, MT 59635	Smith
12027174	PK	East Helena K-12	Helena, MT 59602	Rossiter
12027175	PK	Trinity Elementary	Helena, MT 59602	Rossiter
12027176	K	East Helena K-12	Helena, MT 59602	Kessler

Running Total of Acknowledged 2026-27 Out-of-District Attendance Agreements
(Helena Resident Students Attending Other School Districts)

Grade	District of Attendance															Total
	East Helena K-12	Montana City Elementary	Clancy Elementary	Jefferson High School	Townsend K-12	Cascade High School	Trinity Elementary	Huntley Project K-12	Fairfield High School	Augusta High School	Anaconda High School	Roundup Elementary	Augusta School District	Three Forks Public Schools	Great Falls Public Schools	
Pre-K	6	5	3													14
K	13	13														26
1	8	17									1					26
2	9	8														17
3	5	9				1					1					16
4	10	4														14
5	12	10														22
6	9	5														14
7	10	4														14
8	10	16														26
9	6		1		1											8
10	23		1		2											26
11	11		3											1		15
12	22		1		2			1	1				1			28
	154	91	3	6	0	5	1	0	1	1	0	2	0		1	266

Last Updated: 10/8/2026 12:46

FY 2026-27 Out-of-District Attendance Agreements
(Helena Resident Students Attending Other School Districts)

October 13, 2026

Discretionary Attendance Acknowledgements:

Unique ID	Grade	District of Residence	District of Attendance
22027267	3	Helena	Trinity Elementary
22027268	3	Helena	Roundup Elementary
22027269	1	Helena	Roundup Elementary
22027270	11	Helena	Great Falls Public Schools



Superintendent

Rex Wertz
324-2001

Business Director

Sam Holman
324-2040

Board of Trustees Special Board Meeting

Lincoln Center
1325 Poplar St., Helena, MT 59601
and via Microsoft Teams

Thursday, August 20, 2026
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Jennifer Walsh, Chair
Jenny Murnane Butcher, Trustee
Kay Satre, Vice Chair
Lisa Cordingley, Trustee
Janet Armstrong, Trustee
Keith Meyer, Trustee
Keller Higbee, Trustee
Rex Wertz, Superintendent
Josh McKay, Assistant Superintendent
Gary Myers, Director of Educational Technology
Keri Mizell, Human Resources Director
Jane Shawn, HEA President
Dr. Justine Alberts, Assistant Superintendent
Jenny Jarvis, Student Health Services and Special Education Director
Sam Holman, Business Director
Becca Leaphart, HEF Director
Taylor Lassiter, Communications Specialist
Bridget Ekstrom, Managing Director and Public Finance Banker, D.A. Davidson & Co
Erin Hunt, Data and Assessment Director
Guests of the Public

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board Chair Jennifer Walsh called the meeting to order at 5:30 p.m., and the Board participated in the Pledge of Allegiance.

II. REVIEW OF AGENDA

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

The Board of Trustees moved on to hear general public comment.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. NEW BUSINESS

A. Item for Information

1. Timeline for Issuance of the Second Series of 2025 Voter-Approved General Obligation Bonds

Bridget Ekstrom with D.A. Davidson provided an update on the anticipated timeline and process for issuing the second series of the 2025 voter-approved general obligation bonds. Ms. Ekstrom explained that the District anticipates issuing the High School District bonds over three series and the Elementary District bonds over two series. The first issuance included \$130 million for the High School District and \$31.5 million for the Elementary District, representing approximately 54% and 73% of the respective voter-approved bond authorizations. Ms. Ekstrom discussed the importance of coordinating bond issuance with project construction schedules and anticipated expenditures while complying with applicable state and federal requirements. She explained that project funding includes bond principal, bond premium, and investment earnings on bond proceeds. Phasing the issuances also allows the District to better align available funding with construction needs and may reduce the immediate impact on taxpayers as newly taxable property is added to the tax base. Ms. Ekstrom reviewed the preliminary timeline for the second issuance. The Board is anticipated to consider an authorizing resolution at its September meeting establishing a Bond Finance Committee. The Committee would include the Superintendent, Business Services Administrator, Board Chair, and an additional Trustee. The District anticipates completing the credit rating process in October, with the goal of locking interest rates prior to Thanksgiving and completing final Board actions in December. Ms. Ekstrom reported that the District currently holds an A1 credit rating and noted that market interest rates were slightly higher than during the previous issuance. The District and its financial advisors will continue monitoring interest-rate conditions as the issuance moves forward. The Board discussed the remaining Elementary District bond authorization, the advantages of phasing the bond issuances, the impact of newly taxable property, the anticipated credit rating timeline, and opportunities for local investors to purchase District bonds.

B. Consent Action Item

1. Resolution to Dispose of Personal Property-Outdated and Obsolete Curricular Resources 2026-2027 School Year

The Board reviewed the resolution authorizing the disposal of outdated and obsolete curricular resources. Board Chair Jennifer Walsh entertained a motion for the approval of the consent action item.

Motion: Trustee Lisa Cordingley moved to approve the consent action item. Trustee Keith Meyer seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

C. Items for Action

1. Final Budget Adoption-Elementary Fiscal Year 2026-27

Business Director Sam Holman presented an overview of the proposed Fiscal Year 2026–2027 Elementary and High School District budgets. Superintendent Rex Weltz provided additional information throughout the presentation. Ms. Holman reported that the combined budgeted funds for the Elementary and High School Districts increased approximately 3.71%. Taxable values increased approximately 8.6% in the Elementary District and 10.9% in the High School District. Average Number Belonging (ANB) declined approximately 3% in the Elementary District and 2% in the High School District. Ms. Holman reviewed the General Fund and explained that the Elementary General Fund increased approximately 1.3%, while the High School General Fund increased approximately 1.5%. The Elementary operational levy proposed in the spring was not approved by voters, resulting in a lower General Fund increase than had been anticipated. The Board also reviewed the impact of House Bill 156, which shifted a portion of school funding from district-level mills to countywide equalization. This change reduced District General Fund mills without reducing the corresponding dollar amount of funding. The Board reviewed changes within the Transportation Fund, including the reassignment of transportation routes between the Elementary and High School Districts, planned road and transportation-related improvements, and increased contracted transportation costs associated with newer buses entering service. The Board also reviewed the Tuition, Retirement, Adult Education, Technology, Flexibility, Building Reserve, and Debt Service funds. Discussion regarding Adult Education included the District's plans to expand the use of Adult Education funding to support community education and programs designed to assist adults in supporting student success, including early learning, attendance, graduation, and other student-support initiatives. Ms. Holman explained that increases in the Technology Fund were largely attributable to fund balance carried forward from the previous year rather than an increase in the voted technology levy. The Flexibility Fund increase was primarily associated with state grant funding, including Montana Advanced Opportunity funding. The Elementary Building Reserve Fund decreased as the District continued completing maintenance and facility projects at elementary schools. The Board discussed District mill values and reviewed historical trends in total District and General Fund mills. Administration emphasized that the District continues to consider the overall taxpayer impact when developing its annual budgets.

Board Chair Jennifer Walsh entertained a motion for Action Item No. 1: *Final Budget Adoption - Elementary Fiscal Year 2026-27*.

Motion: Trustee Jenny Murnane Butcher moved to approve Action Item No. 1: *Final Budget Adoption - Elementary Fiscal Year 2026-27*. Trustee Lisa Cordingley seconded the motion.

Public Comment: None.

Vote: 6-0; motion carried unanimously. (*Board Chair Jennifer Walsh did not vote because she serves as a High School District Trustee and this action item pertains only to the Elementary District.*)

2. Final Budget Adoption-High School Fiscal Year 2026-27

Business Director Sam Holman reviewed the Fiscal Year 2026–2027 High School District budget including the General Fund, Transportation, Tuition, Retirement, Adult Education, Technology, Flexibility, Building Reserve, and Debt Service funds. The High School District experienced changes similar to those discussed during the Elementary District budget presentation, including the effects of countywide equalization and increased transportation costs associated with route adjustments, transportation projects, and contracted bus rates. The Board discussed the Tuition Fund and opportunities to appropriately utilize eligible tuition expenditures to support students while offsetting General Fund costs. Administration also discussed enrollment trends and noted that student movement between Helena Public Schools, neighboring districts, and other educational settings continues to be monitored. Administration reviewed planned Adult Education programming and explained that the District intends to develop programs supporting parent engagement, attendance, graduation, and other goals identified through the District's long-range planning process. Technology and Flexibility Fund changes were similar to those discussed for the Elementary District. The High School Building Reserve Fund increased due in part to fewer expenditures on existing high school facilities as the District prepares for voter-approved bond construction and renovation projects. The Debt Service Fund increased as the District begins making payments associated with the 2025 voter-approved bonds.

Board Chair Jennifer Walsh entertained a motion for Action Item No. 2: *Final Budget Adoption – High School Fiscal Year 2026-27*.

Motion: Trustee Kay Satre moved to approve Action Item No. 2: *Final Budget Adoption – High School Fiscal Year 2026-27*. Trustee Keith Meyer seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

V. BOARD/SUPERINTENDENT COMMENTS

There were no final comments.

VI. ADJOURNMENT

Board Chair Jennifer Walsh adjourned the meeting at 6:37 p.m.

Candice Delvaux, Recording Secretary

Date



Superintendent
Rex Weltz
324-2001

Business Director
Sam Holman
324-2040

Board of Trustees Special Board Meeting

Lincoln Center
1325 Poplar St., Helena, MT 59601
and via Microsoft Teams

Thursday, August 25, 2026
12:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Jennifer Walsh, Chair
Jenny Murnane Butcher, Trustee
Kay Satre, Vice Chair
Lisa Cordingley, Trustee
Janet Armstrong, Trustee
Keith Meyer, Trustee
Keller Higbee, Trustee
Rex Weltz, Superintendent
Gary Myers, Director of Educational Technology
Keri Mizell, Human Resources Director
Jane Shawn, HEA President
Sam Holman, Business Director
Todd Verrill, Facilities Director
Taylor Lassiter, Communications Specialist
Dr. Kaitlyn Hess, State and Federal Program Director
Member of the Public

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board Chair Jennifer Walsh called the meeting to order at 12:31 p.m., and the Board participated in the Pledge of Allegiance.

II. REVIEW OF AGENDA

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

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. NEW BUSINESS

A. Items for Action

1. Final Budget Adoption - Elementary Fiscal Year 2026-27 (as amended)

Business Director Sam Holman provided information regarding an amendment to the Fiscal Year 2026–27 Elementary District budget. Ms. Holman explained that, following submission of the budget documentation to the Montana Office of Public Instruction (OPI), the District was advised that state funding associated with the voter-approved bond needed to be categorized differently within the budget.

Ms. Holman explained that the amendment does not change the Elementary District's previously approved budget authority or total revenue. Rather, a portion of the revenue supporting the Debt Service Fund will be provided through state funding instead of the local property tax levy. The Elementary District Debt Service budget remains approximately \$7.39 million. The state funding represents approximately 6.7 mills, resulting in a corresponding reduction in the number of mills required from the local property tax levy.

The Board discussed the amendment and clarified that the overall budget amount remains unchanged and that the amendment changes the source of revenue supporting the approved budget.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 1: *Final Budget Adoption - Elementary Fiscal Year 2026-27 (as amended)*.

Motion: Trustee Lisa Cordingley moved to approve Action Item No. 1: *Final Budget Adoption - Elementary Fiscal Year 2026-27 (as amended)*. Trustee Keith Meyer seconded the motion.

Public Comment: None.

Vote: 6-0; motion carried unanimously. (*Board Chair Jennifer Walsh did not vote because she serves as a High School District Trustee and this action item pertains only to the Elementary District.*)

2. Final Budget Adoption - High School Fiscal Year 2026-27 (as amended)

Business Director Sam Holman reviewed the amendment to the Fiscal Year 2026–27 High School District budget. Ms. Holman explained that the same funding adjustment discussed for the Elementary District applies to the High School District as a result of the voter-approved High

School District bond.

The amendment does not change the High School District's previously approved budget authority or total revenue. Rather, a portion of the revenue supporting the Debt Service Fund will be provided through state funding instead of the local property tax levy. Administration reported that the state-funded portion represents approximately four mills, resulting in a corresponding reduction in the number of mills required from the local property tax levy.

Board Chair Jennifer Walsh entertained a motion for Action Item No. 2: *Final Budget Adoption – High School Fiscal Year 2026-27 (as amended)*.

Motion: Trustee Keith Meyer moved to approve Action Item No. 2: *Final Budget Adoption – High School Fiscal Year 2026-27 (as amended)*. Trustee Janet Armstrong seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

V. BOARD/SUPERINTENDENT COMMENTS

Superintendent Rex Weltz thanked the Trustees for their flexibility in adjusting their schedules to attend the Special Board Meeting due to the approaching budget submission deadline.

VI. ADJOURNMENT

Board Chair Jennifer Walsh adjourned the meeting at 12:37 p.m.

Candice Delvaux, Recording Secretary

Date



Superintendent
Rex Weltz
324-2001

Business Director
Sam Holman
324-2040

Board of Trustees Special Board Meeting

Lincoln Center
1325 Poplar St., Helena, MT 59601

Tuesday, September 8, 2026
4:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted.

Jennifer Walsh, Chair
Jenny Murnane Butcher, Trustee
Kay Satre, Vice Chair
Lisa Cordingley, Trustee
Janet Armstrong, Trustee
Keith Meyer, Trustee
Keller Higbee, Trustee
Rex Weltz, Superintendent
Gary Myers, Director of Educational Technology
Dr. Justine Alberts, Assistant Superintendent PreK-5
Taylor Lassiter, Communications Specialist
Candice Delvaux, Executive Assistant & Board Reporter
Kellen Alger, HEA 1st Vice President
Megan Morris, District Legal Counsel
Members of the Public

I. CALL TO ORDER

Board Chair Jennifer Walsh called the meeting to order at 4:32 p.m.

II. REVIEW OF AGENDA

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

The Board of Trustees moved on to hear general public comment.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. NEW BUSINESS

A. Item for Discussion

1. Termination Hearing: James Huber

Superintendent Weltz stated that Mr. Huber has waived his right to a hearing. As such, Superintendent Weltz recommended that the Board terminate the employment of James Huber for gross misconduct.

B. Item for Action

1. Board Decision Regarding Termination Hearing for James Huber

Board Chair Jennifer Walsh called for a motion regarding Superintendent Weltz's recommendation to terminate the employment of James Huber for gross misconduct.

Motion: Trustee Keith Meyer moved to terminate the employment of James Huber for gross misconduct. Trustee Lisa Cordingley seconded the motion.

Public Comment: None.

Vote: 6-0; motion carried unanimously. *(Board Chair Jennifer Walsh did not vote because she serves as a High School District Trustee and this action item pertains only to the Elementary District.)*

V. BOARD/SUPERINTENDENT COMMENTS

There were no Board or Superintendent comments.

VI. ADJOURNMENT

Board Chair Jennifer Walsh adjourned the meeting at 4:34 p.m.

Candice Delvaux, Recording Secretary

Date



Superintendent

Rex Wertz
324-2001

Business Director

Sam Holman
324-2040

Board of Trustees Meeting

Lincoln Center
1325 Poplar St., Helena, MT 59601
and Microsoft Teams

Tuesday, September 8, 2026
5:30 p.m.

MINUTES

ATTENDANCE – Present unless otherwise noted:

Jennifer Walsh, Chair
Kay Satre, Vice Chair
Janet Armstrong, Trustee
Jenny Murnane Butcher, Trustee
Keith Meyer, Trustee
Keller Higbee, Trustee
Lisa Cordingley, Trustee
Ella McCullough, Capital High School Student Representative to the Board of Trustees
Tyson Schulte, Helena High School Student Representative to the Board of Trustees
Rex Wertz, Superintendent
Sam Holman, Business Director
Todd Verrill, Facilities Director
Gary Myers, Director of Educational Technology
Dr. Justine Alberts, Assistant Superintendent
Taylor Lassiter, Communications Specialist
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Jenny Jarvis, Student Health Services & Special Education Director
Dr. Kaitlyn Hess, State and Federal Programs Director
Erin Hunt, Data and Assessment Director
Josh McKay, Assistant Superintendent
Bridget Ekstrom, Managing Director and Public Finance Banker, D.A. Davidson & Co.
Dan Semmens, Partner, Dorsey & Whitney LLP
Representatives from SMA/A&E Architecture and Dick Anderson Construction
Representatives from Slate/RTA Architecture and Langlas
Representatives from Mosaic Architecture, Cushing Terrell, and Golden Eagle/Swank Enterprises
Members of the public and Helena Public Schools staff

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Board Chair Jennifer Walsh called the meeting to order at 5:33 p.m. and the Board participated in the Pledge of Allegiance.

II. REVIEW AGENDA

The Board of Trustees reviewed the agenda and there were no suggested revisions.

III. PRESENTATION

Ms. Janet Riis, Executive Director of the Angel Fund, provided an update on the organization's work supporting students in Helena and surrounding communities. She reviewed the Angel Fund's four primary programs, which provide school supplies, clothing, running shoes, and scholarships to students in need. Ms. Riis shared that the recent Stuff the Bus campaign exceeded its \$50,000 goal, providing more than \$52,000 in grants to area schools. Ms. Riis also discussed the upcoming clothing campaign, the Running for Montana's Future shoe program, and need-based scholarships available to graduating students pursuing continued education or training. She expressed appreciation for the District's Angel Fund coordinators, community donors, local businesses, and partner organizations that help make these programs possible. Trustees thanked Ms. Riis and the Angel Fund for their continued support of students and families.

IV. SUPERINTENDENT'S REPORT

Superintendent Weltz presented his report to the Board of Trustees. Topics discussed included, but were not limited to, the following:

Recognitions

- New Educators Orientation –
 - Thanks to HEF (Becca Leaphart and Brenda Carney) for working with Valley Bank to sponsor the New Educator event, providing bouquets for each table and gifting every new educator a Staples gift certificate.
 - Thanks to HEF and HEA for sponsoring the breakfast and the luncheon.
 - Special thanks to Allison Balboni, Jane Shawn, Becca Leaphart, and Brenda Carney for all their efforts in organizing the event.
 - Thanks to Jane Shawn, Maria Foot, Jill Putnam, and Jake West for mentor training and preparing mentors to work with their new educators.
- Thank you to Becca Leaphart and the Helena Education Foundation for their work in preparing for the Carnival Classic at Memorial Park on Sunday, September 13, from 11:00 a.m. to 3:00 p.m.
- Thanks to Carroll College for hosting a Welcome Back event for all HPS and EH administrators.
- Other

New Business

- School Startup Support

- New Educator Orientation
- Brews and Blueprints Capital High Campus Groundbreaking Event – September 17, 2026, at 5:30 p.m., Capital High Campus SE Parking Lot
- Brews and Blueprints Kessler Elementary Campus Groundbreaking Event – October 7, 2026, at 5:30 p.m., Kessler Campus
- Dedication of the Klint Fisher Memorial – September 15, 2026, at 4:30 p.m., Central Elementary School
- 2026-27 School Year Staffing & Operations
- Academic Key Performance Indicators (KPIs) and Targets – Working Document
- Long-Term Planning Update
- Facilities Bond Projects
 - HHS, PAL, District Kitchen, CHS, KESS, Stadium
 - Preliminary Financing Time Schedule
- PFAS/PFOA Testing Update
- City of Helena/Facilities Projects
- Transition to New Website
- Other

Outreach/Meetings

- Construction & Facility Meetings
 - Owner’s Representative
 - HHS Project - Architect Team & Construction Team
 - CHS Project - Architect Team & Construction Team
 - KESS Project - Architect Team & Construction Team
 - City of Helena
 - Chamber of Commerce Board of Directors
 - Chamber of Commerce
 - Board Leadership
 - HEA
 - HEF
 - HEF Executive Committee
 - Helena Food Share Board of Directors
 - Helena Food Share Finance Committee
 - Board of Health
 - Cabinet & Leadership
 - TV, Print, Radio, and Media
 - Other
- Other

That concluded the Superintendent’s Report portion of the agenda. Superintendent Weltz responded to questions from the Board of Trustees, after which the Trustees proceeded to hear general public comment.

V. GENERAL PUBLIC COMMENT

There was no general public comment.

VI. NEW BUSINESS

A. Items for Information - Facilities Bond Projects Updates

1. Kessler Elementary School Update

Representatives from Mosaic, Cushing Terrell, and Golden Eagle/Swank Enterprises provided an update on the Kessler Elementary School design process. Topics discussed included, but were not limited to, the following: the project team has moved into the final construction documents phase, with the site and foundations package submitted to the City for permitting and released for bid on September 1. Utility relocation work is substantially complete, and preparations are underway for foundation work. The groundbreaking is scheduled for October 7, with construction anticipated to begin this fall following permitting. The project team also reviewed ongoing design work, including interior finishes and ecological community themes that will be incorporated throughout the school. Staff and the Kessler vision team continue to participate in the design process, with additional safety and security review and furniture selection underway. The full building construction document package is anticipated to be completed in December.

2. Capital High School Update

Representatives from Slate Architecture and Langlas & Associates provided an update on the Capital High School project. Topics discussed included, but were not limited to, the following: the project team has completed three of the four design packages and continues to work on the final package, which includes the remaining renovations to the first and second floors of the school. The team also continues to work through budgeting and value engineering to maximize the project scope within the available budget. Construction is underway in the basement, including demolition, mechanical work, structural modifications, and preparation for the new mechanical systems. The basement work is anticipated to be completed by spring break, allowing students to move into the renovated spaces. The team also reported that bidding had been completed for the CTE and auxiliary gym package, with 29 bids received across 11 bid packages. The project team shared that construction fencing, parking changes, and modified access routes are in place while school remains in session. Staff and the construction team continue to coordinate closely to minimize disruptions and assist students in navigating the campus. The team also reported that asbestos abatement work is progressing within the established budget.

3. Helena High Campus Update

- a. Helena High School**
- b. Project for Alternative Learning (PAL)**
- c. District Kitchen**
- d. Competition Stadium**

Mr. Tim Meldrum of SMA/A&E and Mr. Tim Tholt of Dick Anderson Construction provided an

update on the Helena High School campus project. Topics discussed included, but were not limited to, the following: the project team reached a significant milestone with the completion of the 100% construction documents, which were submitted to Dick Anderson Construction and the City for permit review. The complete Helena High School project was also released for bid, with the final bid date anticipated in late September or early October. Construction activities continue to progress on site, including concrete footings and foundation walls. Rammed aggregate pier work has been completed, and new water lines along Cook Street and Billings Avenue were installed and repaved prior to the start of school to minimize disruption. The team is also using Building Information Modeling (BIM) to coordinate structural and mechanical systems and is continuing steel detailing and procurement. The District Kitchen project continues to progress, including foundation work for the future freezer, cooler, facilities, and storage areas. The team also reported that two Helena High School students are participating in the project's pre-apprenticeship program. Student Representative Tyson Schulte thanked the project team for their efforts to minimize construction-related disruptions for students since the start of the school year.

4. Ameresco Update

Mr. Corey Talbott of Ameresco provided an update on the District's energy performance contracting projects. Topics discussed included, but were not limited to, the following: the projects are being completed in two phases and include lighting, boiler, HVAC, and control system upgrades at several District facilities. Phase One includes lighting upgrades at Warren, Four Georgians, Broadwater, Rossiter, Helena Middle School, Jefferson, and Smith, as well as the replacement of the boiler system at Warren Elementary School. Mr. Talbott reported that approximately 99% of the lighting upgrades have been completed, transitioning facilities from fluorescent lighting to LED lighting. The new high-efficiency boiler system at Warren has been installed, with remaining work including flushing, filling, and completion of the electrical connection. Phase Two will include HVAC and controls upgrades at Warren, Four Georgians, Broadwater, Rossiter, and the Lincoln Center. Mr. Talbott also discussed the energy and operational savings associated with the improvements and thanked District Facilities staff and project contractors for their coordination and efforts to complete the improvements while minimizing disruption to staff and schools.

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

B. Consent Action Items

1. Personnel Actions
2. Warrants
3. Approval of FY 2026-27 Out-of-District Attendance Agreements (Non-Resident Students Attending HPS)
4. Acknowledge FY 2026-27 Out-of-District Attendance Agreements (Helena Resident Students Attending Other School Districts)
5. 7/15/26 Board of Trustees Work Session Meeting Minutes
6. 8/11/26 Board of Trustees Full Board Meeting Minutes
7. Resolution to Dispose of Personal Property – Outdated HHS Ceramic Wheels

Board Chair Jennifer Walsh commented, "At this point, I would entertain a motion to approve the

Consent Action Items as presented.”

Motion: Trustee Lisa Cordingley moved to approve the *Consent Action Items* as presented. Trustee Jenny Murnane Butcher seconded the motion.

Public Comment: None.

Vote: 6-0; motion carried. Trustee Janet Armstrong abstained from voting.

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

C. Items for Action

1. Adopt Resolution Authorizing Issuance and Negotiated Sale of Elementary School District General Obligation School Building Bonds, Series 2026

Business Director Sam Holman introduced Ms. Bridget Ekstrom of D.A. Davidson, who presented information regarding Action Item No. 1 and Action Item No. 2: the proposed *Series 2026 Elementary School District and High School District General Obligation School Building Bond Issuances*. Topics discussed included, but were not limited to, the following: the proposed timeline for the Series 2026 bond issuances and anticipated December closing; the role and responsibilities of the Bond Finance Committee throughout the financing process; the bond rating and issuance process; preparation and review of financing documents; and the proposed resolutions authorizing the issuance and negotiated sale of the bonds. Ms. Ekstrom addressed questions from the Board of Trustees regarding the information presented.

Chair Walsh clarified that the resolutions would be amended to include Vice Chair Kay Satre and Trustee Janet Armstrong as members of the Bond Finance Committee.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 1: *Adopt Resolution Authorizing Issuance and Negotiated Sale of Elementary School District General Obligation School Building Bonds, Series 2026*.

Motion: Trustee Jenny Murnane Butcher moved to approve Action Item No. 1: *Adopt Resolution Authorizing Issuance and Negotiated Sale of Elementary School District General Obligation School Building Bonds, Series 2026*, as amended. Trustee Lisa Cordingley seconded the motion.

Public Comment: None.

Vote: 6-0; motion carried. Chair Jennifer Walsh did not vote because she serves as a high school district trustee, and this action item pertained exclusively to the elementary school district.

2. Adopt Resolution Authorizing Issuance and Negotiated Sale of High School District General Obligation School Building Bonds, Series 2026

Discussion and information regarding Action Item No. 2 were presented in conjunction with Action Item No. 1.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 2: *Adopt Resolution*

Authorizing Issuance and Negotiated Sale of High School District General Obligation School Building Bonds, Series 2026.

Motion: Trustee Kay Satre moved to approve Action Item No. 2: *Adopt Resolution Authorizing Issuance and Negotiated Sale of High School District General Obligation School Building Bonds, Series 2026*, as amended. Trustee Janet Armstrong seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

3. Approval of Teacher on Special Assignment (TOSA), Title Instructional Specialist (TIS), and Counselor Evaluation Rubric

Ms. Keri Mizell presented Action Item No. 3: *Approval of Teacher on Special Assignment (TOSA), Title Instructional Specialist (TIS), and Counselor Evaluation Rubric*. Topics discussed included, but were not limited to, the following: the development of new evaluation rubrics for TOSAs and TISs, who had previously been evaluated using the teacher rubric; revisions to the counselor evaluation rubric to provide clearer criteria and a progression of performance levels; and alignment of the rubrics with professional standards and the District's updated evaluation format. Ms. Mizell noted that the rubrics were developed through the Labor Management Committee, with significant assistance from Dr. Justine Alberts, and were approved by the Helena Education Association Board of Directors on August 18, 2026. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 3: *Approval of Teacher on Special Assignment (TOSA), Title Instructional Specialist (TIS), and Counselor Evaluation Rubric*.

Motion: Trustee Kay Satre moved to approve Action Item No. 3: *Approval of Teacher on Special Assignment (TOSA), Title Instructional Specialist (TIS), and Counselor Evaluation Rubric*. Trustee Keller Higbee seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

4. Approval and Ratification of the HPS – Craft Council Collective Bargaining Agreement for 2026-2027

Ms. Keri Mizell presented Action Item No. 4: *Approval and Ratification of the HPS – Craft Council Collective Bargaining Agreement for 2026-2027*. Topics discussed included, but were not limited to, the following: negotiations with the Craft Council, which represents the District's mechanic and plumber; a 2.5% salary increase, consistent with the increases provided to other bargaining unit groups; and a \$1,200 retention bonus to be paid in two installments. Ms. Mizell explained that the retention bonus was intended to recognize that this employee group continues to lag the market more than some of the District's other trade groups. She noted that the agreement would be in place for one year. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 4: *Approval and Ratification of the HPS – Craft Council Collective Bargaining Agreement for 2026-2027*.

Motion: Trustee Keith Meyer moved to approve Action Item No. 4: *Approval and Ratification of the HPS – Craft Council Collective Bargaining Agreement for 2026-2027*.

Trustee Lisa Cordingley seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

5. Policy 2085: Graduation Requirements

Ms. Keri Mizell presented Action Item No. 5: *Policy 2085: Graduation Requirements*. Topics discussed included, but were not limited to, the following: updates to graduation requirements to align with state standards; additional language regarding waivers of requirements and alternative programs to align with new laws and regulations; provisions allowing qualifying employment or volunteer work with congregate care facilities, child care facilities, or school-age programs to be considered toward graduation credit requirements; and updated requirements related to providing educational services to special education students through age 22 unless they have earned a regular high school diploma. Ms. Mizell also reviewed language permitting the award of a certificate upon a student's successful completion of the goals outlined in their Individualized Education Program (IEP). Ms. Mizell addressed questions from the Board of Trustees regarding the information presented, including the funding associated with providing continued educational services to eligible special education students.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 5: *Policy 2085: Graduation Requirements*.

Motion: Trustee Keller Higbee moved to approve Action Item No. 5: *Policy 2085: Graduation Requirements*. Trustee Kay Satre seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

6. Policy 4000: Public Relations

Ms. Keri Mizell presented Action Item No. 6: *Policy 4000: Public Relations*. Topics discussed included, but were not limited to, the following: the policy was reviewed as part of the District's periodic policy review process and had not been reviewed since 2014. Ms. Mizell explained that only minor grammatical updates were made and that there were no significant changes to the policy. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 6: *Policy 4000: Public Relations*.

Motion: Trustee Keller Higbee moved to approve Action Item No. 6: *Policy 4000: Public Relations*. Trustee Lisa Cordingley seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

7. Policy 7050: Food Services

Ms. Keri Mizell presented Action Item No. 7: *Policy 7050: Food Services*. Topics discussed included, but were not limited to, the following: the policy was reviewed as part of the District's periodic policy review process and updated to reflect current governing authorities, guidelines, rules, and regulations. Ms. Mizell reviewed revisions related to the administration of food services and the implementation of food service programs.

Board Chair Jennifer Walsh entertained a motion to approve Action Item No. 7: *Policy 7050: Food Services*.

Motion: Trustee Kay Satre moved to approve Action Item No. 7: *Policy 7050: Food Services*. Trustee Janet Armstrong seconded the motion.

Public Comment: None.

Vote: 7-0; motion carried unanimously.

The Board of Trustees moved on to review the Items for Information.

D. Items for Information

1. Policy 1075: Records Management and Access to Public Records

Ms. Keri Mizell presented for information *Policy 1075: Records Management and Access to Public Records*. Topics discussed included, but were not limited to, the following: updates clarifying the maximum hourly charge of \$25 for public records requests involving existing, compiled information; circumstances in which additional charges may apply when information must be compiled or provided in a specific manner; and how charges are determined based on the scope of the request and the amount of staff time required to fulfill it. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

2. Policy 1085: Uniform Grievance Policy

Ms. Keri Mizell presented for information *Policy 1085: Uniform Grievance Policy*. Topics discussed included, but were not limited to, the following: updates resulting from legislative changes; clarification of the timeline for the informal resolution process, including when the 30-day statute of limitations begins; clarification regarding where a complaint should be filed; and requirements that a complaint relate to an applicable District policy or procedure. Ms. Mizell also reviewed the requirement that the informal grievance process begin within 10 days of the event or incident. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

3. Policy 3070: Administration of Medication

Ms. Keri Mizell presented for information *Policy 3070: Administration of Medication*. Topics discussed included, but were not limited to, the following: revisions intended to provide greater clarification regarding medications that students may self-carry and medications that must be administered; additional language defining medication and addressing the regulatory requirements associated with medication administration; and clarification regarding medications the District may keep in stock. Ms. Mizell noted that epinephrine auto-injectors and nasal spray opioid

antagonists were specifically added as medications that may be stocked by the District. She also thanked the District's school nurses for their assistance in reviewing and revising the policy. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

4. Policy 4015: Conduct on School Property

Ms. Keri Mizell presented for information *Policy 4015: Conduct on School Property*. Topics discussed included, but were not limited to, the following: minor revisions intended to clarify the authority of District administrators to restrict an individual's access to school property and clarification that the Board of Trustees retains the authority to bar individuals from District property. Ms. Mizell explained that the revisions primarily consisted of language intended to clarify the policy. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

5. Policy 5122: Criminal Background Investigation

Ms. Keri Mizell presented for information *Policy 5122: Criminal Background Investigation*. Topics discussed included, but were not limited to, the following: revisions resulting from changes to state and federal requirements regarding criminal background checks; clarification that the District may conduct background checks for employees and volunteers but may no longer conduct them for third-party contractors; and the use of an attestation process requiring third-party contractors to ensure that employees working on District property meet established criteria. Ms. Mizell noted that District legal counsel worked closely with the Montana School Boards Association to develop guidance and model policy language. Ms. Mizell addressed questions from the Board of Trustees regarding the information presented.

6. Completed Trustees Financial Summary (Elementary & High School Districts)

Ms. Sam Holman presented for information item No. 6: *Completed Trustees Financial Summary (Elementary & High School Districts)*. Ms. Holman reported that the Board had authorized staff at the August meeting to complete the Trustees Financial Summary and that the reports had been completed and submitted to the Office of Public Instruction (OPI). She noted that the completed information is also available on the District's website. Ms. Holman reported that there were no significant changes to the financial summaries.

E. REPORTS

1. Student Representatives Report

Tyson Schulte, Helena High School Student Board Representative, presented his report. Mr. Schulte reported on the start of the school year and students' adjustment to construction-related changes, including parking and access to school facilities. He highlighted Bengal Beginnings and the work of Link Crew leaders in welcoming one of Helena High School's larger freshman classes. Mr. Schulte also discussed the school's transition to its new "Bengal PRIDE" framework—Proud, Resilient, Inclusive, Determined, and Excellent—and preparations for the upcoming Cognia accreditation review. He recognized student council, counseling, and special education staff, and shared that six Helena High School seniors were named National Merit

Scholarship semifinalists.

Ella McCullough, Capital High School Student Board Representative, presented her report. Ms. McCullough provided updates on fall athletics, the upcoming production of Mamma Mia!, and the successful Bruin Beginnings Link Day for incoming freshmen. She reported that Capital High School welcomed approximately 21 new staff members and discussed how students and staff are adjusting to construction-related parking, access, and changes within the building. Ms. McCullough also highlighted the new Bruin Spirit Award, student participation in the upcoming Carnival Classic, the CHS Bruin mobile app, Homecoming activities, and the upcoming Capital High School groundbreaking and open house.

2. **Helena Education Association Report**

Ms. Jane Shawn, Helena Education Association (HEA) President, presented the Helena Education Association report. Ms. Shawn provided an update on the recent New Educator Orientation, noting that the event went well. She highlighted a free classroom supply store made possible through donations from District educators, which allowed new teachers to select gently used materials for their classrooms. Ms. Shawn noted that HEA would continue to review and refine the orientation based on feedback and experience from this year's event.

3. **Facilities & Technology Committee Report**

There was no Facilities & Technology Committee Report for the evening.

4. **Budget & Finance Committee Report**

Trustee Janet Armstrong presented the Budget & Finance Committee Report. Trustee Armstrong reported that the Committee reviewed information regarding school funding and recent legislative changes affecting the District. The Committee also received an update on bond-related expenditures and discussed the upcoming bond issuance. Trustee Armstrong noted the importance of keeping the Board informed about school funding issues and advocating for the District as the next legislative session approaches.

5. **Teaching & Learning Committee Report**

There was no Teaching & Learning Committee Report for the evening.

6. **Policy Committee Report**

Trustee Lisa Cordingley noted that the policies reviewed by the Policy Committee had been presented and discussed earlier in the meeting; therefore, there was no additional Policy Committee report for the evening.

7. **Health Benefits Committee Report**

Trustee Kay Satre presented the Health Benefits Committee Report. Trustee Satre provided an update from the Committee's August 27 meeting. Topics discussed included the claims appeals process under the Bridged Health Alliance arrangement; renewal of the Employee Assistance

Program; COVID-19 vaccinations through the District's on-site wellness clinic; and the financial performance of the health benefits plan. Trustee Satre also reported that the Committee is reviewing its handbook and exploring potential plan design changes, including plan options and benefit modifications, as well as an employee survey to identify member priorities. Trustee Satre also provided an update on the open enrollment period.

8. Wellness Committee Report

Board Chair Jennifer Walsh presented the Wellness Committee Report. Chair Walsh reported on changes in Committee membership and leadership, including the addition of a student representative. She discussed increases in the number of students experiencing homelessness and the number of students in foster care, efforts to ensure eligible families complete the free and reduced-price meal enrollment process, and Four Georgians Elementary School's new Title I designation. Chair Walsh also reported that the Committee reviewed its goals for the upcoming school year, with an emphasis on communication, engagement, and community participation. She provided an update on school nutrition services, including meal service challenges related to construction at Capital High School and the use of fresh-food vending machines to provide additional meal options for students.

9. Montana School Boards Association Report

There was no Montana School Boards Association Report for the evening.

This concluded the Reports portion of the agenda. The Board of Trustees then moved on to review upcoming meetings.

VII. UPCOMING MEETINGS

Chair Jennifer Walsh reviewed upcoming committee and Board meetings with the Board of Trustees and Superintendent Wertz.

VIII. BOARD/SUPERINTENDENT COMMENTS

There were no further Board or Superintendent comments.

IX. ADJOURNMENT

Chair Jennifer Walsh adjourned the meeting at 7:58 p.m.

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 Outdated ceramics wheels and

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell or dispose of such Instructional materials 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 ceramics wheels by sale, donation or dispose of in the trash. Parties interested in purchasing the ceramics wheels must submit sealed bids to the Helena School District #1 Business Office, 1325 Poplar Street, Helena, MT 59601 by 3:00 p.m. by Friday, October 30th, 2026. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for HHS Ceramics Wheels. In the event that no bids are received, the District will dispose of the Benwell Hoist in any manner deemed appropriate. The items may be viewed at Helena High School, located at 1300 Billings Ave. between the hours of 2 and 4 PM on October 21st, 2026 or by appointment. Please call Brian Kessler, Principal 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 _____ 2026.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

By: _____

Sam Holman, District Clerk

Helena School District No. 1

	Ceramics Wheel #1 – still in fairly good shape, just needs some work done to get it running again.
	Ceramics Wheel #2 – still in fairly good shape, just needs some work done to get it running again.
	Model # and information for the two ceramics wheels

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.1.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
1. Adoption and Purchase of CharacterStrong Tier 1 Curriculum for Grades 6–8

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

Board of Trustees Meeting

Approval to Adopt and Purchase Character Strong Tier 1 for Grades 6–8



C. Items for Action

1. Adoption and Purchase of Character Strong Tier 1 Curriculum for Grades 6–8

Background:

Character Strong has supported Tier 2 instruction in grades K–8 since the 2023–2024 school year. In July 2026, the Board approved its adoption and purchase for Tier 1 instruction in grades K–5.

Last year, C.R. Anderson Middle School used Second Step during advisory for Tier 1 character and social-emotional learning (SEL). Because Second Step will not be renewed, grades 6–8 staff need a replacement and have requested Character Strong. Helena Middle School also plans to use it for Tier 1 instruction.

Considerations:

Adopting Character Strong for grades 6–8 would provide a consistent, progressive K–8 approach to character and SEL instruction.

Superintendent recommendation:

Approve the adoption and purchase of Character Strong Tier 1 for grades 6–8 in Helena Public Schools.



CharacterStrong, LLC
P.O. Box 12415
Newark, NJ 07101-3515
billing@characterstrong.com
characterstrong.com

Estimate # EST6833

Date: 9/1/2026

Expiration Date: 1/20/2027

Bill To

Helena Public Schools
1325 Poplar St
Helena MT 59601-0939
United States

Ship To

Helena Public Schools
1325 Poplar St
Helena MT 59601-0939
United States

TOTAL

\$22,560.00

Item	Quantity	Service Start - End	Gross Amount	Discount	Net Amount
Tier 1 Curriculum MS License School-wide License for CharacterStrong Tier 1 lessons - 6th-8th grade	2	7/1/2026 - 6/30/2031	\$39,990.00	\$17,430.00	\$22,560.00

Pay Online or Send Remittance to:
CharacterStrong, LLC
P.O. Box 12415
Newark, NJ 07101-3515

Subtotal \$22,560.00
Sales Tax \$0.00
Total **\$22,560.00**

If payment requires board approval or you have other unique circumstances that might prevent you from processing payment before the due date, please reach out to billing@characterstrong.com and we'd be happy to discuss options.

Purchase orders, tax exemptions, contracts, and any other documents must be emailed to billing@characterstrong.com for processing.

EIN: 81-4174372

CharacterStrong's Cancellation Policies can be found at:
<https://characterstrong.com/resources/cancellation-policies>

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.2.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates Consent
- ☐ Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
2. Amended Pay Plan Rules with Inclusion of Administrators

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

Board of Trustees

Approval of Amended Pay Plan Rules with Inclusion of Administrators



VII. NEW BUSINESS

C. Items for Action

2. Amended Pay Plan Rules with Inclusion of Administrators

Background:

The Pay Plan Rules Steering Committee met on September 30, 2026, to review the current Pay Plan Rules. Communication and Management Services (CMS), LLC, recommended pay plan rule revisions to address administrator compensation and placement, including:

- Use of training assignments for non-certified, non-licensed administrators as a recruitment strategy;
- Pay progression for administrators;
- Salary placement of administrators when movement to a higher grade on the administrator salary matrix (promotion);
- Salary placement for voluntary and involuntary administrator movement on the administrator salary matrix to a lower grade (demotion);
- Definitions to include administrator, independent employee, exempt and non-exempt, and reallocation.

Superintendent recommendation:

Approve the revised pay plan rules to be inclusive of administrators.



The Helena Public School District recruits, retains, and motivates a highly qualified workforce through an understandable and competitive compensation structure.

Compensation Philosophy

Our compensation philosophy supports our mission to 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 through the following objectives:

- Recognize and reward employees through a compensation structure that values professional development, enhanced qualifications, and positive contributions to the organization. Ensure our compensation structure attracts new talent and promotes longevity.
- Maintain external competitiveness to honor our obligations to students, employees, taxpayers, and the community. Ensure the compensation plan is strategic and based on relevant market data and our recruitment and selection experience.
- Ensure compensation planning is fiscally responsible, recognizing local, state, and federal funding sources pose challenges. Strive to align compensation with the needs and goals of the district and our community.
- Ensure compensation for employees reflects experience and levels of organizational responsibility.
- Support employees holistically through benefits that include health insurance, retirement plans, paid leave, and professional development opportunities. Ensure employees feel valued and supported both personally and professionally.
- Ensure our plan adheres to legal standards, including state and federal laws regarding the compensation and benefits of certified and non-certified staff.
- Ensure our plan is tenable and actively promote understanding of the plan among all stakeholders, including employees, supervisors, and the community.
- Honor the collective bargaining process and foster collaborative decision-making.
- Ensure that compensation practices are sustainable, consistent, and respectful of all employees.
- Foster continuous improvement of our compensation system including regularly assessing the market and updating the system to reflect district needs and best practices.

Pay Plan Rules

Pay Plan Rules ensure consistency, transparency, and fiscal responsibility in compensation practices. The rules will support the uniform administration of employee compensation for employees not covered under a collective bargaining agreement across the District (i.e., administrators and independents), while aligning pay practices with available funding and strategic workforce goals.

Employee Movement

When an employee transitions from one employee group to another, the pay rules of the new position become the governing guidelines. This ensures consistency, equity, and alignment with the established compensation structures.

For example, if an employee moves from an independent position into a role covered by a collective bargaining agreement (CBA), the CBA will govern the pay determination and associated benefits. Conversely, if an employee moves from a represented position into an independent role, the Employee Handbook, HPS policies, and Pay Plan Rules become the governing documents for determining pay and benefits.

This framework ensures the appropriate placement of employees according to the rules and standards of the employee group they are joining.

Salary Matrix and Placement

The District will maintain a salary matrix for administrative and independent positions (positions not covered by a collective bargaining agreement). Each pay range will include minimum and maximum rates of pay. Assignment of positions to a pay range shall be in accordance with the Helena Public Schools (HPS) Classification Manual that ranks job content based on factors to include knowledge, accountability, and complexity.

Overtime Eligibility

HPS will determine whether a position is overtime eligible (non-exempt) or overtime exempt based on assigned duties and responsibilities that meet (or do not meet) criteria for overtime eligibility under federal and state law. Non-exempt employees will be paid their regular hourly rate of pay for all hours worked up to 40 hours in a work week in accordance with the Fair Labor Standards Act (FLSA); hours worked over 40 hours in a work week will be compensated at time and a half (overtime) and requires supervisor approval. Workweeks will normally begin at 12:00 a.m. on Sunday and end at 12:00 midnight the following Saturday unless otherwise designated.

Employees exempt from overtime are not subject to federal or state overtime payment requirements. Compensation is based on the premise that overtime exempt employees

work the hours necessary to provide the public services for which HPS hired them. The salary paid to overtime exempt employees is full compensation for all hours worked.

(Cross reference Policy 5060, Holidays and Policy 5055, Leaves of Absence)

Initial Pay Assignment (New Hire)

- A new employee's base wage may not be less than the minimum wage of the assigned grade [unless in conjunction with a training assignment]. Department heads must consult with the Human Resources (HR) Office for salary determination to ensure internal equity. Generally, HPS will extend wage offers that align with the employee's years of experience directly relevant to the position, not to exceed Step 5.
- The Superintendent may grant further advancement above Step 5 in consultation with the HR Director to address issues related to recruitment, retention, or other business-related reasons such as equity, alignment, or competitive market conditions.

Training assignment

An employee new to a job may be placed in a training assignment if the employee does not meet the position's minimum qualifications¹. Before implementing a training assignment, HR must approve the justification and documentation including any base pay adjustments during the training assignment. The pay rate and overtime eligibility are based on the allocated grade of the training assignment (as determined by HR). The step placement will follow pay plan rules. A training assignment:

- may not exceed one year;
- must be documented and signed by the employee, manager, and HR;
- must specify the starting base pay, any planned progression increases, and the ending base pay upon successful completion;
- must describe the training, experience, development goals, and performance-review requirements.

¹ Training assignments for a non-certified/non-licensed administrator position requires approval by the Superintendent. Certified/Licensed Administrator positions are ineligible for training assignments (certification/licensure requirements can't be waived).

Pay Progression

- Employees on the independent salary matrix will receive an annual step increase effective each July 1 until the employee reaches the top of the salary range (i.e., Step 20) of their assigned grade.
- Employees on the administrator salary matrix will receive an annual step increase effective each July 1 until the employee reaches the top of the salary range (i.e., Step 15) of their assigned grade.

Promotion to a Position at a Higher Pay Grade

- Employees receiving a one grade promotion typically advance to the step on the new grade that is nearest (at or above, not below) to 5%, not to exceed the top of the grade. The increase may be higher than 5% if necessary to bring the employee to the minimum of the salary range of the position. For administrators, daily rate will be considered when determining final salary placement.
- Advancement to a step above the typical step described above may be granted by the Superintendent in consultation with the HR Director to address issues related to recruitment, retention, or other business-related reasons such as equity, alignment, multi-grade promotions, or competitive market conditions.

Demotion to a position at a Lower Pay Grade

When an independent employee voluntarily moves (e.g., via the competitive recruitment process) to a lower grade independent position, their pay will be set at the step that provides internal equity with other employees in the demoted-to grade.

When an administrator employee voluntarily moves (e.g., via the competitive recruitment process) to a lower grade administrator position, the administrator forfeits the right to pay protection and their pay will be set at the step that provides internal equity with other employees in the demoted-to grade.

When an administrator voluntarily moves (e.g., via the competitive recruitment process) from an administrator position (i.e., Assistant Superintendent, Director, Principal, Assistant Principal) to a Collective Bargaining Agreement or independent position, the administrator forfeits the right to pay protection. Salary placement will be in accordance with the appropriate collective bargaining agreement or Pay Plan Rules.

When an independent employee or administrator is involuntarily moved to a lower graded position because of discipline, their pay will be set between the entry step of the lower grade, up to the step that is closest to, but not exceeding, their current wage in the lower grade. The District will consider internal equity when determining the employee's pay rate.

When a licensed administrator is involuntarily assigned to a position at a lower pay grade because of District reorganization or other business needs, the District will maintain the administrator's daily rate in accordance with MCA 20-4-203. The District will consider and may adjust the number of contract days when determining total salary. If the protected daily rate exceeds the maximum of the daily rate equivalent for the grade of the new position, the rate will be treated as a red-circle rate.

If the protected rate creates a pay inequity within the new grade, the District may freeze the administrator's pay at the protected rate until adjustments to the salary range or the pay of other employees restore appropriate internal pay relationships. In no event will the administrator's daily rate be reduced below the amount required by applicable law.

When a reduction in force results in the reassignment of a licensed administrator to a teaching position, salary placement will be determined in accordance with MCA 20-4-208 and the applicable collective bargaining agreement.

When a non-licensed administrator or independent employee is involuntarily assigned to a position at a lower pay grade because of District reorganization, reduction in force, or other business needs as determined by the Superintendent, the employee's pay will be established at the District's discretion in accordance with these Pay Plan Rules. The District will consider internal equity within the new grade, the employee's qualifications and experience, the circumstances of the reassignment, and other relevant business considerations.

When an employee who was involuntarily moved to a lower grade is subsequently promoted to the employee's previous grade, pay will be established under the applicable promotion rule. However, the employee may not be placed at a higher step than the employee occupied immediately before the involuntary movement unless a higher placement is otherwise authorized under these Pay Plan Rules.

Transfer to a Position at an Equal Pay Grade

The employee will typically maintain their current salary. The Superintendent may grant advancement to a higher step of the assigned grade in consultation with the HR Director to address issues related to recruitment, retention, or other business-related reasons such as equity, alignment, or competitive market conditions.

When determining salary for voluntarily movement by an administrator from one administrator position to another administrator position within the same pay grade, a change in the number of contract days may impact the overall annual salary.

Retention Pay for Existing Employees

Department heads may make requests for pay exceptions by submitting them via email to the HR Director. The HR Director considers requests on a case-by-case basis, and the department head must provide support for two or more of the following in their request to the HR Director for consideration:

- The employee demonstrates consistent exceptional performance (i.e., demonstrates performance as a “senior contributor”).
- The employee is in a critical strategic position (i.e., a unique position critical to organizational operations).
- The employee has knowledge, skills and abilities critical to the organization that would be difficult to replace.
- The HR Department’s market data indicate the current wage rate is inadequate.
- The department head provides evidence of a written competing job offer (i.e., an offer letter from a competing local employer).
- The department head provides an internal equity analysis including a comparison of the employee’s competency, performance, and tenure to other employees within the department (HR must also review and approve the internal equity analysis).

The department head may include any other relevant information or documentation for consideration.

The HR Director will make a recommendation to the Superintendent for final determination within ten business days of receipt. If HR needs more time to review or gather information, the HR Director will notify the requesting party.

Typically, the HR Director will provide a written determination to the requesting party no later than one week (five business days) from the date of recommendation to the Superintendent. If HR needs more time to review or gather information, the HR Director will notify the requesting party.

Retention Pay generally shall not exceed 15% of the employee’s base salary. It may be added to the employee’s base salary or paid as a lump sum as described below. An employee may not receive more than 15% of their base salary over a twelve-month period unless recommended by the Superintendent and with the Board of Trustee approval.

In advance of authorizing a lump sum retention payment, express conditions in writing for the payment must be agreed upon. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established

by HPS and become part of the employee's annual compensation for work performed prior to receipt of any funds.

Comparability Adjustments

Comparability increases may be used to adjust individual salaries *and/or* the pay ranges for each grade in the salary matrix. Typically, the entire pay range is adjusted for comparability, and existing employee pay is adjusted by the same percentage to avoid pay compression. However, pay ranges may be adjusted without adjusting individual employee pay or vice versa. These types of adjustments are based on economic indicators and funding availability. The District will evaluate pay information obtained through an appropriate market comparison and may consider pay compression or inversion when evaluating internal equity.

An evaluation of salary information and associated comparability data will be used to establish and adjust the pay ranges for each grade. Employee pay may be moved with range adjustments within available funding, but there is no guarantee that it will. Pay adjustments may be made at any time there is a need, including responding to shifts in the market, recruitment, retention, or equity issues. Changes to rates for individual positions must be approved by the Superintendent.

The Board approves adjustments to the pay ranges and general wage increases for all employees, including the effective date.

Effective Dates

If HR determines that a position should be reallocated to a different grade (higher or lower) as a result in a significant change in the majority of job duties, the effective date will be the first day of the full pay period after the HR Office formally received the request. For example (based on a monthly pay period ending mid-month), if a formal request is received October 12, the effective date would be October 16th (the first day of the pay period following the request). If the request is received October 18th, the effective date would be November 16th.

A formal request is an updated job description from a department head or a written request from an employee that provides a detailed description of the change in job duties.

The HR Office will strive to complete classification reviews within thirty (30) calendar days of receiving the formal request and will provide a status update if additional time is needed beyond thirty calendar days.

Definitions

Additional information and definitions are outlined in the Classification Manual.

Administrator: An employee serving in a position designated by the District as an administrative position and assigned to the administrator salary matrix. An administrator has managerial or organizational leadership responsibilities and may serve in either a licensed/certified administrative position or a non-licensed administrative position, as applicable under Montana law and District requirements.

Compression: Occurs when there is an insufficient salary differential between the subordinate and the supervisor or between grade levels when considering career progression.

Demotion: Movement of an employee to a position with a lower job grade assignment than their current position. Demotion may be voluntary by the employee for a position with less responsibility, or involuntary as a result of discipline or organizational restructuring.

Exempt Employee: An employee whose job duties, responsibilities, and method and level of compensation meet the requirements for exemption from overtime under applicable federal and state law. An exempt employee is generally paid on a salary basis and is not entitled to overtime compensation for hours worked over 40 in a work week.

General Wage Increase: An across-the-board percent increase approved by the Board of Trustees to the salary matrix.

Independent Employee: An employee serving in a position that is not covered by a collective bargaining agreement, is not designated as an administrative position, and is assigned to the independent salary matrix.

Inversion: When the salary of the subordinate is higher than that of the supervisor.

Market Comparison: The market used to compare job content and salary to other positions. Market comparison will include other AA Districts and organizations in the Helena area.

Non-Exempt Employee: An employee who is covered by applicable federal or state minimum-wage and overtime requirements. A non-exempt employee must accurately record all hours worked and receives overtime compensation for hours worked over 40 in a workweek. A non-exempt employee is typically paid on an hourly basis.

Salary Matrix: A chart that shows salary ranges based on Grade and Step and is used in determining salary placement. A salary matrix is adjusted based on approved general wage increases, and may be adjusted based on comparability analysis.

Promotion: Movement of an employee to a higher job grade than their current position, and not due to a market adjustment in salary. A multi-grade promotion is when an employee advances more than one grade in the salary matrix.

Reallocation: The assignment of a position to a different grade on the salary matrix. Reallocations are typically based on changes to job content affecting the Complexity, Knowledge, and Accountability or significant changes in the market.

Red Circle Rate: A pay rate that is above the maximum range assigned to the job grade. Employees who are "red circled" are usually not eligible for additional pay increases until the range maximums are increased above the individual pay rate or the employee transfers to a job with a higher pay range.

Training Assignment: A temporary, formally documented, and approved placement of an employee new to a job into a training assignment (typically at a lower grade than the job classification) when the employee does not yet meet the position's minimum qualifications. The training assignment defines the steps necessary for the employee to acquire the competencies necessary to perform the position and will include at least one of the following:

- On-the-job training (knowledge and skill developed through experience).
- Classroom or field instruction.
- Courses conducted by an educational institution, vocational school, or professional training organization; or
- Written, oral, and/or practical examination(s).

The training assignment will not exceed twelve months (the maximum duration of an employee's probationary period).

Transfer: Movement of an employee to a position in the same job grade as their current position.

Policy Background
Board of Trustees Meeting
October 13, 2026

The following policies are being presented for Action:

1075 Records Management and Access to Public Records

The policy has been updated to clarify the maximum hourly charge of \$25 per hour for records requests, provided the information requested is already compiled and exists.

1085 Uniform Grievance Policy

This policy has been updated based on legislative changes to clarify the informal timeline of the resolution period and when the 30-day statute of limitations starts.

3070 Administration of Medication

This policy has had an exhaustive overhaul to bring it current in defining medication, clarifying when a student can self-carry versus being administered, and the medications that are permitted to be stocked within school buildings.

4015 Conduct on School Property

This policy has been revised to clarify the authority between administration and the Board of Trustees. The update reflects that administration may restrict access to District property at any time, while the Board of Trustees retains authority to bar an individual.

5122 Criminal Background Investigation

This policy has been updated to address regulations adopted (ARM 10.40.101 and 10.40.102) defining unsupervised contact and the regulatory authority of a school district's authority to fingerprint background check employees, volunteers, and third-party contractors.

The following policy is being presented for Information:

2333 Participation in Commencement Exercises

This policy has been updated to reflect that graduation is a co-curricular activity, identifies action that can be taken if students engage in misconduct right before graduation and updated on commencement exercise content.

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.3.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
3. Policy 1075: Records Management and Access to Public Records

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Records Management and Access to Public Records

6
7 The District is committed to effective records management including meeting legal standards for
8 record retention and protection of privacy, optimizing the use of space, minimizing the cost of
9 record retention, and properly destroying outdated records. This policy applies to all records,
10 regardless of whether they are maintained in hard (paper) copy, electronically, or in some other
11 fashion.

12
13 The District requires that its records be maintained in a consistent and logical manner and be
14 managed so that the District:

- 15
16 1. Meets legal standards for protection, storage and retrieval;
17 2. Protects the privacy of students and employees of the District;
18 3. Optimizes the use of space;
19 4. Minimizes the cost of record retention; and
20 5. Destroys outdated records in an appropriate manner.

21
22 The Superintendent shall establish appropriate records management procedures and practices,
23 which shall be provided to staff members who manage records within the District. The Board
24 acknowledges the importance of public records as the record of the acts of the District and the
25 repository of information about the District. The Board acknowledges the public's right to
26 inspect and copy the District's public records, with certain exceptions. Unless otherwise
27 provided by law, a public record shall be accessible for inspection and duplication either by
28 written or oral request. The District shall respond to all such requests within a reasonable period
29 of time, generally not to exceed 20 business days. If the District cannot respond to the request
30 within 20 business days, the records custodian shall notify the requestor in writing and provide a
31 timeline for response to the request. If an oral request is not responded to within 20 business
32 days, the requestor must put the request in writing.

33
34 The Superintendent shall establish procedures for storage of and access to essential records. The
35 Superintendent shall designate essential records which are immediately necessary to:

- 36 • Respond to an emergency or disaster;
37 • Begin recovery or reestablishment of operations during and after an emergency or
38 disaster;
39 • Protect the health, safety, and property of District students and employees;
40 or
41 • Protect the assets, obligations, rights, history and resources of the District, its employees,
42 and students.

43
44 The District will provide copies of all documents, including electronic communications, in the
45 medium in which those documents exist.
46

Reasonable fees may be charged for copies and for time spent researching a request and reproducing materials as follows:

- Copies of Board minutes at .15¢ per page;
- Copies of other materials at .25¢ per page;
- **A filing fee of \$5, as provided by law;**
- The actual costs directly related to fulfilling a records request including but not limited to the time required to gather, redact, scan, copy, or otherwise and reproduce the requested information, **not to exceed \$25 per hour;** and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.
- ~~no charge for copies emailed to requestor;~~
- ~~actual postage for any copies mailed.~~

The Superintendent or designee will develop procedures for determining the cost of each request.

The District shall comply with Montana law in addressing any unauthorized breaches of its computer data security system, including but not limited to complying with all disclosure and investigative requirements.

Legal References:	<u>§ 2-6-1006, MCA</u>	<u>Public information requests-fees</u>
	§ 20-3-324, MCA	Powers and duties
	<u>§ 2-6-110, MCA</u>	<u>Electronic information and non-print records</u>
	<u>§ 2-9-213, MCA</u>	<u>Duties of trustees</u>
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-6-1001 et al, MCA	Public Records
	§ 30-14-1704, MCA	Computer Security Breach
	House Bill 123	Public Records Laws

Cross Reference:

Policy History:

Adopted on: 2.8. 2011
Revised on: 1.12.2016, 2.14.2017, 2.11.2025
Reviewed on:

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.4.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
4. Policy 1085: Uniform Complaint Procedure

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

Helena Public Schools

School District Organization

1085

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or by a collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

~~The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint as outlined in this policy. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies.~~
Complaints against a building administrator or supervisor shall be filed with the appropriate Assistant Superintendent. Complaints against a District level administrator shall be filed with the Superintendent. Complaints against the Superintendent or Clerk shall be filed with the Board. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

~~The District requires that all individuals use this complaint procedure when the~~ **An individual or group may file a complaint when they** believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy.
A complaint will be dismissed when the basis for the complaint does not allege a violation of rights as described above.

~~Complaints against a building administrator shall be filed with the appropriate Assistant Superintendent. Complaints against a District level administrator shall be filed with the Superintendent. Complaints against the Superintendent or Clerk shall be filed with the Board.~~

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or a Title IX complaint the applicable investigation and appeal procedure is Policy 3000 or 5005. In the case of a disability complaint, the coordinator shall complete an investigation and file a report and recommendation with the building administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

~~Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.~~

Additional timelines may be waived with the agreement of both parties.

The Superintendent has the authority to contract with an investigator at any time during the complaint procedure process.

Retaliation

Any individual participating in an investigation or proceeding under this policy shall notify the appropriate building or district administrator if that person believes that ~~he or she is~~ **they are** being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints and/or participating in any investigation that may ensue under this policy. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

Level 1: Informal

An individual with a complaint should discuss it with the appropriate employee or building administrator ~~with the objective of resolving the matter promptly and informally~~ **within ten (10) days of the event or incident.** If the complaint can't be resolved within thirty (30) school days of the completion of the informal process, then the complainant may file a written complaint as outlined in Level 2. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) school days of the event or incident or completion of the informal resolution process.

When a complaint alleges a violation of Board policy or procedure, the building administrator or ~~supervisor~~ **designee** will investigate and attempt to resolve the complaint. The **building** administrator or ~~supervisor~~ **designee** will respond in writing to the complaint, within fifteen (15) school days of receipt of the written complaint.

If the complainant **or the person against whom the complaint is filed** disagrees with the findings of the administrator or ~~supervisor~~ **designee**, ~~the complainant either~~ may request, in writing, that the appropriate Assistant Superintendent review the administrator's or ~~supervisor's~~ **designee's** decision. (See Level 3.) This request must be submitted to the appropriate Assistant Superintendent within fifteen (15) school days of receipt of the administrator's or ~~supervisor's~~ **designee's** decision.

Level 3: Assistant Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's ~~or supervisor's~~ decision provided for in Level 2, the Assistant Superintendent will review the complaint, any relevant documents and the administrator's ~~or supervisor's~~ decision. The Assistant Superintendent will respond in writing to the appeal, within fifteen (15) school days of the Assistant Superintendent's receipt of the written appeal.

If either the complainant or the person against whom the complaint is filed disagrees with the findings of the Assistant Superintendent the complainant may request, in writing, that the Superintendent consider an appeal of the Assistant Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) school days of the Assistant Superintendent's written response to the complaint.

Level 4: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the Assistant Superintendent's decision provided for in Level 3, the Superintendent will review the complaint and the Assistant Superintendent's decision. The Superintendent will respond in writing to the appeal, within fifteen (15) school days of the Superintendent's receipt of the written appeal.

If the complainant disagrees with the findings of the Superintendent, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 5) This request must be submitted in writing to the Superintendent, within fifteen (15) school days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 5: The Board

Upon written appeal of a complaint alleging a violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has the authority to remedy, the Board ~~may consider the decisions made in Level 2, 3 and 4~~ **will consider the Superintendent's decision.** Upon receipt of written request for appeal, the **Board** Chair will either; place the appeal on the agenda of a regular or special Board meeting or respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. The Board will report its decision on the appeal, in writing, within thirty (30) school days of the Board meeting at which the Board considered the appeal or the recommendation of the panel.

A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

An individual may obtain a written copy of this policy by requesting one through the Superintendent. This policy is available on the District's website.

Cross Reference: 3000 - Equal Educational Opportunities

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.5.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
5. Policy 3070: Administration of Medication

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

STUDENTS

Administration of Medication

The Board will permit administration of medication to students in schools. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider **authorized to prescribe medication under Montana law** and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, the health care provider and parent(s)/guardians(s) must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

~~**The Board will permit administration of medication to students in schools. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.**~~

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications, medications prescribed through a standing order by the school physician, or prescribed by the student’s healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee who has completed medication administration training with a school nurse:

- **To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent(s)/guardian(s) or guardian; and**
- **To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent(s)/guardian(s).**

Except in an emergency situation, only a qualified healthcare professional or delegate may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Parents must notify the school if their student will be self-medicating with emergency medication.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a health care provider authorized to prescribe medication under Montana law and that of a parent(s)/guardian(s), may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

~~A school nurse or designee may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a primary medical advisor or a student's licensed health care provider.~~

~~The District will maintain in each school a limited supply of auto-injectable epinephrine prescribed by a licensed health care provider and filled by a licensed pharmacy. In addition antihistamines will be maintained. Both items will be housed in each school at all times. A school nurse or other authorized personnel will administer emergency medication to any student or nonstudent as needed. The District shall develop the protocol and provide training as required by law.~~

~~The District will obtain naloxone through the Montana Department of Health and Human Services to be housed securely in all District schools. The District shall develop protocols for administering naloxone and will provide training as required by law.~~

~~In the case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function.~~

~~A building administrator, school nurse, or designee will document the administration of any emergency medication in the student's record.~~

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency nasal, oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt

from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students nasally, orally or by injection.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

The District may maintain a stock supply of autoinjectable epinephrine or epinephrine nasal spray prescribed to it by a health care provider permitted under Montana law to prescribe such medication and filled by a licensed pharmacy. In the event a school within the District chooses to maintain a stock supply of epinephrine autoinjectors or epinephrine nasal spray, it shall inform all parent(s)/guardian(s) about the potential use of the epinephrine autoinjector in an anaphylactic emergency. A school nurse or other authorized personnel will administer autoinjectable epinephrine or epinephrine nasal spray to any student or nonstudent as needed for actual or perceived anaphylaxis. In the event that the District chooses to maintain a stock supply of autoinjectable epinephrine or epinephrine nasal spray, it shall develop the protocol and provide the training required by Montana law.

The District may maintain a stock supply of an opioid antagonist prescribed to it by a health care provider permitted under Montana law to prescribe such medication and filled by a licensed pharmacy. In the event a school within the District chooses to maintain a stock supply of an opioid antagonist, it shall inform all parent(s)/guardian(s) about the potential use of the opioid antagonist in an opioid overdose emergency. A school nurse or other authorized personnel will administer an opioid antagonist to any student or nonstudent as needed for an actual or perceived opioid overdose. In the event that the District chooses to maintain a stock supply of an opioid antagonist, it shall develop the protocol and provide the training required by Montana law.

The District may maintain a stock supply of albuterol, including single-use disposable holding chambers, to be administered by a school nurse or other employee designated by the administration who has undergone required training to be administered to a student or nonstudent as needed for respiratory distress. The District shall obtain a prescription for the stock supply albuterol from a health care provider permitted under Montana law to prescribe such medication and have it filled by a licensed pharmacy. In the event that the District maintains a stock supply of albuterol, it shall develop the protocol and provide the training required by Montana.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

131 *Self-Administration of Medication*

132
133 The District will permit students who are able to self-administer specific medication to do so in
134 accordance with Montana Law and District Medication Procedures. provided that:

- 135
136 • ~~A **healthcare provider** physician or dentist provides a written order for self-~~
137 ~~administration of said medication;~~
138
139 • ~~Written authorization for self-administration of medication from a student's~~
140 ~~parent(s)/guardian(s), an individual who has executed a caretaker relative educational~~
141 ~~authorization affidavit, or guardian is on file; and~~
142
143 • ~~A principal and appropriate teachers are informed that a student is self-administering~~
144 ~~prescribed medication.~~

145 A building principal or school administrator may authorize, in writing, any employee to assist
146 with self-administration of medications, provided that only the following may be employed:

- 147 • ~~Making oral suggestions, prompting, reminding, gesturing, or providing a written guide~~
148 ~~for self-administering medications;~~
149
150 • ~~Handing to a student a prefilled, labeled medication holder or a labeled unit dose~~
151 ~~container, syringe, or original marked and labeled container from a pharmacy;~~
152
153 • ~~Opening the lid of a container for a student;~~
154
155 • ~~Guiding the hand of a student to self-administer a medication;~~
156
157 • ~~Holding and assisting a student in drinking fluid to assist in the swallowing of oral~~
158 ~~medications; and~~
159
160 • ~~Assisting with the removal of a medication from a container for a student with a physical~~
161 ~~disability that prevents independence in the act.~~

162 *Self-Administration and Possession of Asthma, Severe Allergy, or Anaphylaxis*
163 *Medication*

164 ~~Students with asthma, severe allergies or anaphylaxis may possess and self-~~
165 ~~administer emergency medication; epinephrine auto-injector, oral antihistamine, or~~
166 ~~asthma inhaler during the school day, during field trips, during school-sponsored~~
167 ~~events, or while on a school bus as prescribed by a licensed health care provider.~~

168 ~~If provided by the parent, a guardian or an individual who has executed a caretaker-~~
169 ~~relative educational authorization affidavit, and in accordance with documents provided~~
170 ~~by the student's health care provider, medication for asthma, severe allergy, or~~
171 ~~anaphylaxis medication may be kept by the student and backup medication may be kept~~
172 ~~at a student's school in a predetermined location or locations to which the student has~~

access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Parents must notify the school if their student will be possessing and self-administering using an epinephrine auto-injector, oral antihistamine or an asthma inhaler.

Students with allergies or asthma may be authorized by the building principal or Superintendent, health care provider, and parent(s)/guardian(s) to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus in accordance with the District Medication Procedures. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parent(s)/guardian(s), an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent(s)/guardian(s), and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including

209 making a 9-1-1 emergency call.

210
211 Administration of Glucagon

212 ~~A school employee who voluntarily agrees and is selected by a parent or guardian or a~~
213 ~~school nurse may administer glucagon to the student with diabetes in an emergency-~~
214 ~~situation. Written proof of the designation to the school employee and written~~
215 ~~acceptance of the designation by the school employee must be filed with the District. The~~
216 ~~glucagon must be provided by the parent or guardian.~~

217
218 ~~The school employee must be trained in recognizing hypoglycemia and the proper~~
219 ~~method of administering glucagon. Training must be provided by a health care~~
220 ~~professional. Written documentation of the training received by the school employee~~
221 ~~must be filed with the District. School employees must voluntarily agree to the parent or~~
222 ~~nurse delegation.~~

223
224 School employees may voluntarily agree to administer glucagons to a student pursuant to
225 § 20-5-412, MCA, only under the following conditions: (1) the employee has filed the
226 necessary designation and acceptance documentation with the District, as required by §
227 20-5-412(2), MCA, and (2) the employee has filed the necessary written documentation of
228 training with the District, as required by § 20-5-412(4), MCA. All documentation shall be
229 kept on file.

230 Handling and Storage ~~and Disposal~~ of Medication

231 ~~Unused, discontinued, or obsolete medication will be returned to the parent or guardian~~
232 ~~upon notice to that parent or guardian. Access to all stored medications is limited to~~
233 ~~those individuals authorized to administer medications or assist in the self-~~
234 ~~administration of medications. Each building shall maintain a list of those persons~~
235 ~~currently authorized by delegation from a licensed nurse to administer medications.~~

236
237 The Board requires that all medications, including those approved for keeping by students
238 for self-administration of medication, be first delivered by a guardian to a nurse or other
239 authorized personnel assisting with self-administration of medication. A nurse:

- 240
241 • Must examine any new medication to ensure it is properly labeled with dates, name
242 of student, medication name, dosage, and physician's name;
- 243 • Must develop a medication administration plan, if administration is necessary for a
244 student, before any medication is given by school personnel;
- 245 • Must record on the student's individual medication record the date a medication is
246 delivered and the amount of medication received;
- 247 • Must store medication requiring refrigeration in a refrigerator;

- Must store prescribed medicinal preparations in a securely locked storage compartment;
- Must store controlled substances in a separate compartment, secured and locked at all times;
- Must keep all non-emergency medication in a locked container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel;
- Student medication, whether emergency or non-emergency, will be transported by staff members during any school-related trips;
- Must not allow food to be stored in a refrigeration unit with medications; and,
- Shall notify the building administrator, school district nurse, and parent(s)/guardian(s) of any medication error and document it on the medication administration record.

The District will permit only a forty-five (45) school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent(s)/guardian(s) or, with permission of the parent(s)/guardian(s), to destroy any unused, discontinued, or expired medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent(s)/guardian(s) within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or authorized employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Legal References:	§ 20-5-412, MCA	Administration of Glucagon
	§ 20-5-413, MCA	Limits on Liability
	§ 20-5-420, MCA	Self-administration of asthma medication
	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
	<u>§20-5-422, MCA</u>	<u>Emergency use of stock albuterol in school setting – limit on liability -- reporting</u>
	§20-5-426, MCA	Emergency use of opioid antagonist in school setting -- limit on liability
	§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
	§ 37-8-103, MCA	Exemptions ~ Limitations on Authority Conferred
	§40-6-502, MCA	Caretaker Relative Medical Authorization Affidavit ~ Use ~ Immunity ~ Format
	<u>§ 37-8-102, MCA</u>	<u>Definitions</u>
	§ 37-8-103, MCA	Exemptions – Limitations on Authority
	<u>§ 75-10-1001, et seq, MCA</u>	<u>Infectious Waste Management Act</u>
	24.159.1601 et al. ARM	Delegation and Assignment
	24.159.1604 et al. ARM	Tasks Which May be Routinely Assigned to Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists
	24.159.1616 et al. ARM	Nursing Tasks Related to Medications That May Be Delegated
	24.159.1625 et al. ARM	General Nursing Functions and Tasks That May Not be Delegated
	<u>37.111.812, ARM</u>	<u>Safety Requirements</u>

Cross Reference: Medication Procedures

Policy History:

Adopted on: 9.9.2014

Revised on: 5.12.2015, 5.10.2022, 10.11.2022

Reviewed on:

4.7.2026 Policy Committee – 1st Reading

9.1.2026 Policy Committee – 2nd Reading

10.13.2026 Full Board – 2nd Reading

9.8.2026 Full Board – 1st Reading

10.6.2026 Policy Committee – 3rd Reading

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.6.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
6. Policy 4015: Conduct on School Property

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

SCHOOL/COMMUNITY RELATIONS

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Possess, carry or store a weapon at any time;
- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use a tobacco product, vapor product or alternative nicotine product or marijuana product (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation); (marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping, **including medical marijuana**);
- Consume, possess, or distribute alcoholic beverages, including powdered alcohol or any alcohol innovations, **or** illegal drugs **at any time**, ~~or medical marijuana~~;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year-round, and during all District extra or co-curricular activities.

District administrators may restrict individual access to school property at any time. In addition, District administrators ~~will take appropriate action as circumstances warrant, up to and including~~ **may recommend that an individual** ~~recommending that the individual~~ violating this policy be ~~denied~~ **barred from all** access to District property. If a recommendation is made to the Board to ~~deny access~~ **bar an individual from all** access to District property ~~to an individual~~, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Legal References:

[§ 16-11-302, MCA](#)

[§ 20-1-206, MCA](#)

[§ 20-1-220, MCA](#)

[§ 45-8-361, MCA](#)

§ 50-46-301, MCA

[Definitions](#)

[Disturbance of school](#)

[Use of tobacco products in public school building](#) or on
[public school property prohibited](#) (revised by HB 128)

[Possession of a weapon in a school building](#)

Montana Medical Marijuana Act

[20 USC §§ 7101 et seq.](#)

[Safe and Drug Free Schools & Communities Act](#)

43

44 Cross References:

45

46 Policy History:

47 Adopted on: 12.9.2014

48 Revised on: 9.10.2019, 1.9.2024

49 Reviewed on:

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Item VII.C.7.

Meeting Date: 10/13/2026

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentations
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Project Updates
- ☐ Consent Action Items
- ☒ Items for Action
- ☐ Item for Information
- ☐ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

Item Title: **Item for Action**
7. Policy 5122: Criminal Background Investigations

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
Cordingley					
Satre					
Murnane Butcher					
Higbee					
Walsh					
Armstrong					
Meyer					

PERSONNEL

Criminal Background Investigation

Any requirement of a **finalist recommended to be employed in a paid position, a volunteer position, or an employee of a contractor with the District involving unsupervised contact with students is required** candidate, volunteer or employee of a contractor to submit to a fingerprint background check will be in compliance with the **Volunteers for Children Act of 1998** National Child Protection Act and applicable state and federal regulations. If an individual has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent or designee who shall decide whether the individual shall be declared eligible for employment or volunteering.

All candidates, employees of firms that hold a contract with the District, **employees assigned to the District**, and volunteers who will have unsupervised access **contact with** to students will be required to submit to a comprehensive criminal background investigation to include fingerprinting. The authorization must be in writing.

Arrests resolved without conviction shall not be considered unless the charges are pending and prohibit the individual from working as an employee or volunteering.

For purposes of this policy, “unsupervised contact” means where one or more students are left unattended and alone in the presence of an adult where there is any direct, personal interaction involving communication or engagement of any kind between that adult and student. It does not include engagement or communication that occurs during a momentary absence of another adult or in a public environment.

Employees and volunteers have the responsibility to notify the District as soon as possible if they are arrested, charged with a crime, or served a restraining order. The District will take appropriate action, up to and including termination, if upon notification it is determined the criminal activity impacts the individual’s continued employment or ability to volunteer.

The Superintendent or designee shall keep all criminal record information confidential as required by law. All records must be retained in accordance with state and federal law.

Paid Full & Part-time Employees / Certified and Classified Substitutes

It is the policy of the Board that any finalist recommended for hire to a paid position with the District shall authorize in writing their agreement to a comprehensive criminal background check, which will include a fingerprint background check. The criminal background check will be conducted by the appropriate state and/or federal agencies. Any offer of employment shall be contingent upon the results of the comprehensive

criminal background check. The candidate will not be allowed to begin work until the District has received and approved the results of the criminal background check. The cost for the criminal background check shall be borne by the District.

The Superintendent may determine that a critical staffing need exists and in such cases, the Superintendent or designee may allow the employee to begin work after the District has approved a name-based background check. Such employment will be temporary, pending completion of the comprehensive criminal background check, including a fingerprint background check.

Student Teachers

All student teachers who have unsupervised contact with District students on District property, at a District sanctioned event, or in transit to a school sponsored activity, will be required to submit to a comprehensive criminal background check, which will include a fingerprint-based background check.

The District will accept the report of a previous fingerprint-based background check completed no more than six months prior to the student teacher's start date. The fingerprint-based background check must be submitted to the District by a Montana university or college or a public or non-public Montana accredited school where the student teacher is currently or was formerly enrolled in a Montana professional educator program.

Student teachers from a teacher education program outside the state of Montana must agree in writing to a fingerprint-based background check conducted by the appropriate state and/or federal authority.

Volunteers

All volunteers who have unsupervised ~~access to~~ **contact with** District students on District property or at a District sanctioned event will be required to submit to a comprehensive criminal background check, which will include a fingerprint-based background check. Volunteers **with unsupervised contact** will not be able to serve until the District has received and approved the results of the criminal background check

Legal Reference:

§ 20-3-323, MCA

§ 44-5-301, MCA

§ 44-5-302, MCA

§ 44-5-303, MCA

District policy and record of acts

Dissemination of public criminal justice information

Dissemination of criminal history record

information that is not public criminal justice information

Dissemination of confidential criminal justice

91		information
92	<u>ARM 10.40.101</u>	<u>Definitions</u>
93	<u>ARM 10.40.102</u>	<u>Requirement for Student Protection Policy</u>
94	ARM 10.57.113	Substitute Teachers
95	<u>ARM 23.12.107</u>	<u>Access to Criminal History Information</u>
96		<u>Provided by the Department to Qualified</u>
97		<u>Entities</u>
98	Public Law 105-251	Volunteers for Children Act
99		
100	Cross Reference: 5085	Substitutes and Student Teachers
101		
102	<u>Policy History:</u>	
103	Adopted on: 5.14.2019	
104	Revised on: 5.9.2023	
105	Reviewed on:	

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item VII.D.1.

☐	Call To Order/Pledge of Allegiance
☐	Review of Agenda
☐	Recognitions
☐	Presentations
☐	Superintendent's Report
☐	General Public Comment
☐	Items for Information-Facilities Bond Project Updates
☐	Consent Action Items
☐	Items for Action
☒	Item for Information
☐	Reports
☐	Upcoming Meetings
☐	Board/Superintendent Comments
☐	Adjournment

Item Title: **Item for Information**
 1. Policy 2333: Participation in Commencement Exercises

STUDENT INSTRUCTION

Participation in Commencement Exercises

~~A student's right to participate in the Helena Public Schools commencement exercise is an honor. Participation in the commencement ceremony is reserved for~~ **Graduation is a co-curricular activity offered by Helena Public Schools for those members of the senior class (or junior in the case of early graduation) those members of the graduating class who have completed all state and local requirements or District program for graduation before the dates of the ceremony.** The principal may allow participation in the ceremony due to extenuating circumstances in cases where the student will complete their requirements during the summer semester following their senior year. **The school administration may deny any student the privilege of participating in the graduation ceremonies as a speaker as a disciplinary measure for violations of the Student Code of Conduct.**

The Helena Public Schools will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies.

Prohibited items that may not be worn or incorporated into the graduation ceremony include but are not limited to; items that promote drug use, weapon use, threats of violence, sexual harassment, bullying or other intimidation, or violates a district policy, state or federal law.

The school administration will review student presentations and specific content and will advise participants about appropriate language for the audience and occasion.

Organization and Content of Graduation Ceremonies

The school administrators will review any presentations and specific content and may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation or any other pronouncement of their choosing.

The printed program for a commencement exercise will include the following paragraphs:

Any presentation by participants of commencement exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration or employees, nor does it necessarily indicate the views of any other graduates.

The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social or

religious views in a fashion appropriate with school policies.

Cross Reference:

Legal Reference:	Art. II, Sec. 5	Montana Constitution – Freedom of religion
	Art. X, Sec. 1(2)	Montana Constitution – Educational Goals and Duties
	Art. X, Sec. 7	Montana Constitution – Nondiscrimination in education
	§ 20-5-201(3), MCA	Duties and Sanctions
	§ 20-7-112, MCA	Sectarian publications prohibited and prayer permitted

Policy Reference: 3050 Student Discipline

Policy History:

Adopted on: 5.14.2019

Revised on: 1.7.2025

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item VII.E.1. - E.9.

- ☐ Call To Order/Pledge of Allegiance
- ☐ Review of Agenda
- ☐ Recognitions
- ☐ Presentation
- ☐ Superintendent's Report
- ☐ General Public Comment
- ☐ Items for Information-Facilities Bond Projects Updates
- ☐ Consent Action Items
- ☐ Items for Action
- ☐ Item for Information
- ☒ Reports
- ☐ Upcoming Meetings
- ☐ Board/Superintendent Comments
- ☐ Adjournment

- Item Title:**
- Reports**
 - 1. Student Representatives Report**
 - 2. Helena Education Association Report**
 - 3. Facilities & Technology Committee Report**
 - 4. Budget & Finance Committee Report**
 - 5. Teaching & Learning Committee Report**
 - 6. Policy Committee Report**
 - 7. Health Benefits Committee Report**
 - 8. Wellness Committee Report**
 - 9. Montana School Boards Association Report**

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item VIII.

☐	Call To Order/Pledge of Allegiance
☐	Review of Agenda
☐	Recognitions
☐	Presentations
☐	Superintendent's Report
☐	General Public Comment
☐	Items for Information-Facilities Bond Project Updates
☐	Consent Action Items
☐	Items for Action
☐	Item for Information
☐	Reports
☒	Upcoming Meetings
☐	Board/Superintendent Comments
☐	Adjournment

Item Title: **Upcoming Meetings**

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item IX.

- | | |
|-------------------------------------|---|
| ☐ | Call To Order/Pledge of Allegiance |
| ☐ | Review of Agenda |
| ☐ | Recognitions |
| ☐ | Presentations |
| ☐ | Superintendent's Report |
| ☐ | General Public Comment |
| ☐ | Items for Information-Facilities Bond Project Updates |
| ☐ | Consent Action Items |
| ☐ | Items for Action |
| ☐ | Item for Information |
| ☐ | Reports |
| ☐ | Upcoming Meetings |
| ☒ | Board/Superintendent Comments |
| ☐ | Adjournment |

Item Title: **Board/Superintendent Comments**

HELENA SCHOOL DISTRICT
Board of Trustees Meeting

Meeting Date: 10/13/2026

Item X.

☐	Call To Order/Pledge of Allegiance
☐	Review of Agenda
☐	Recognitions
☐	Presentations
☐	Superintendent's Report
☐	General Public Comment
☐	Items for Information-Facilities Bond Project Updates
☐	Consent Action Items
☐	Items for Action
☐	Item for Information
☐	Reports
☐	Upcoming Meetings
☐	Board/Superintendent Comments
☒	Adjournment

Item Title: **Adjournment**