



**Superintendent**  
Jack Copps  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2040

## **Board of Trustees Meeting**

Ray Bjork Learning Center  
1600 8<sup>th</sup> Avenue

**Tuesday June 12, 2018**  
5:30 p.m.

### **AGENDA**

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

#### **II. REVIEW OF AGENDA**

#### **III. RECOGNITIONS/PRESENTATIONS**

1. HHS Presidential Scholar Recipients
2. HHS Teacher Recognition
3. John Phillip Sousa Honors Band
4. Northwest/AdvancED HHS 100 Years Presentation

#### **IV. 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.*

#### **V. NEW BUSINESS**

##### **1. Items for Action** *(The Board of Trustees will accept Public Comment on the Following Items):*

- a. Approval of Minutes (See Attached)
  1. Board Work Session 4-24-2018
  2. Board Meeting 5-8-2018
- b. Resolution: Conduct County Elections (See Attached)
- c. Declare a Vacancy on the Board (See Attached)
- d. Budget Amendment Proclamation (See Attached)
  1. Elementary Schools
  2. High Schools
- e. Budget Amendment Resolution (See Attached)
  1. Elementary Tuition
  2. High School Tuition

##### **2. Consent Action Items**

- a. Personnel Actions (See Attached)
- b. Approval of Out-of-District Attendance Agreements (See Attached)
- c. Interfund Loan Authorization (See Attached)
- d. Interlocal Transfer Authorization (See Attached)

**3. Items for Information** *(The Board of Trustees will not take public comment on items for information unless specifically noted with the agenda item; discussion only/no voting will occur)*

- a. County Superintendent Order (See Attached)
- b. Board Policy (See Attached)
  - 1. 7052 Meal Changes (first reading)

**4. Reports**

- a. Budget & Program Committee Report
- b. Policy Committee Report
- c. Facilities & Maintenance Report
- d. Health Benefits Committee Report
- e. Montana School Boards Association Report
- f. Helena Education Association Report
- g. Student Representative Reports

**5. Bond / Project Update**

**6. Board Comments**

**VI. SUPERINTENDENT'S REPORT**

**VII. ADJOURNMENT**

Next regular board meeting August 14, 2018

# **Recognition**

June 12, 2018

## **Helena High School Presidential Scholar Recipients**

Emma Sihler  
Devin Seyler

## **Helena High School Teacher Recognition**

Julie Ladd  
Claire Pichette

## **John Phillip Sousa Honors Band**

Eston Falley  
Molly Brandt



## Board Work Session

**Capital High School**  
100 Valley Drive  
Helena, Montana 59601

**Tuesday, April 24, 2018**  
3:30pm tour / 4:00pm meeting

### MINUTES

**ATTENDANCE** – Present unless otherwise noted.

Sarah Sullivan, Board Chair  
Terry Beaver, Board Vice Chair  
Tyler Emmert, Trustee, Excused  
Sanjay Talwani, Trustee  
Jeff Hindoien, Trustee  
Luke Muszkiewicz, Trustee  
Elizabeth “Libby” Goldes, Trustee  
Karen Goldsberry, Trustee, Excused  
Jennifer Walsh, Trustee, Unexcused

Jack Copps, Superintendent of Schools  
Greg Upham, Assistant Superintendent of Schools  
Janelle Mickelson, Business Manager  
Barb Ridgway, Staff & Student Services Administrator  
Trish Klock, Helena Education Association President  
Kalli Kind, Director of Support Services  
Sarah Bohorquez, Recording Transcriptionist

**PRESENTOR at Capital High School:** Principal Brett Zanto

#### **I. TOUR OF SCHOOL/PLEDGE OF ALLEGIANCE/CALL TO ORDER**

Sarah Sullivan called the session to order at 3:59 p.m. and led the Pledge of Allegiance.

#### **II. REVIEW OF AGENDA**

3-20-18 Board Work Session Minutes were removed from the agenda for further editing.

#### **III. GENERAL PUBLIC COMMENT**

No public comment

#### **IV. RECOGNITION**

Montana Economics Challenge Team – Brett Zanto, principal at Capital High School introduced the coach, Mr. Kent Haab. Mr. Habb gave credit to his group of students who chose to take AP Economics and comprise the team. This was the first time that CHS participated in the challenge and out-scored Bozeman, who typically take home the trophy. Not only did these students place first and second overall, but there were many individual wins leading Capital to sweep at this event. The students in attendance from the team introduced themselves and discussed the process. The Federal Reserve Bank sponsors the event and Ms. Rhonda Krieger, a representative from the bank further explained the challenge. She indicated students spend the day studying and taking multiple tests. Winners are determined from each division and head to another set of challenge questions to qualify for the regional piece. This year, the Federal Reserve Bank also started a personal finance competition challenge at CHS. Students take a 30- minute test with the 10 categories of finance. Capital students had 106 students take the test to form three teams. These teams competed in that competition and placed.

#### **V. CAPITAL HIGH SCHOOL PRESENTATION**

Brett Zanto, principal of Capital High School, showed the attached power point presentation. Principal Brett Zanto began with an overview of the Capital High School (CHS) clubs. He indicated there are at least 40 clubs and showcased one in the works called The Niceness is Priceless Club. Advisor, Christina Sieminski, introduced the club, inspired by a Niceness is Priceless Movement started by Mariah Swingley before she died in a tragic accident. Christian and Sarah Swingley, students at CHS, have hopes for the club in memory of the Mariah. Christian and Sarah were present to share an overview. Currently 53 students are involved with a goal to encourage random acts of kindness. Specifically, the premise is to help struggling students/families, volunteer around the community, help new students feel welcome, and start a scholarship fund. Students have already participated in various acts of kindness such as clearing snow off of windshields, a janitor surprise party, Special Olympics goodie bags and much more. Another club, started by the Fine Arts Department at CHS, has been involved with raising money for the Lewis and Clark Library.

Principal Zanto presented Advance Placement (AP) data and courses available at CHS. In addition, dual credit courses are also offered to students (see pages 8-11 of the attached presentation for details). By participating in dual credit courses through Helena College and Carroll College, students save time and money as they progress beyond high school. CHS has 113 students taking 194 dual credits with an average cost of \$51 per 1 credit (most classes are 3-4 credits). With the average cost per credit in Montana being \$450, CHS students saved approximately \$234,000 per semester. They had 144 more classes selected by these same students when enrolling in College Literature, College Statistics, Auto and 2<sup>nd</sup> semester of Word, Excel, and Speech. When you add fall to spring, you are looking at 338 sections @ \$154 verses \$1350 for 3 credits. Over a year's time, that is a savings of almost half a million dollars.

Capital High School ACT data summary compiled and provided by Joan Meyer was discussed. (see pages 15-28 of the attached presentation for graphing results/percentages of English, Writing, Reading, Math, and Science) In addition, the District Writing Assessment

use the same format of the ACT writing section and are scored using that 6-point ACT rubric. Each essay is scored by at least two scorers. (If the two scores vary by more than 1 point, a resolver assigns the final score for the essay.) The two scores are averaged together for a score of 1-6. (Half points can be given, such as a 4.5 if one scorer gave the essay a 5 and one gave it a 4.) ACT adds the two scores together for a total point scale of 12 instead of 6. In order for a student to be considered at Benchmark level, the score would be between 3.5-6 (7-12 on the 12-point ACT scale). Strategic level would be between 2.5-3 (would be 5-6 on the ACT scale) and Intensive would be 0-2 (0-4 on the ACT scale.)

Capital High School Mentoring Program focuses on at-risk Freshman students (determined by failing at least one class 2<sup>nd</sup> semester of their 8<sup>th</sup> grade year). This program has been run and organized by Mrs. O'Dell for seven years. Over the course of 13 semesters, the program has averaged 49% of the mentored students not failing a single class.

Capital High School utilizes MBI/MTSS and became a platinum school in 2017. Platinum level recognition is provided to schools that sustain school-wide foundations of MBI and effective classroom practices and successfully implement Tier II interventions with integrity (see page 37 – 40 of the attached presentation for additional details).

**VI. JIM DARCY FINAL SCHOOL DESIGN PRESENTATION BY DOWLING STUDIO ARCHITECTS:** Overall design has not changed from original presentation during October 2018 Board Work Session at Jim Darcy Elementary School.

**VII. NEW BUSINESS**

1. Items for Action

a. Approval of Minutes

1. 3-20-18 Board Session Minutes sent back for additional edits
2. Board Special Meeting Minutes 4-5-18: **Luke Muszkiewicz moved to approve the Board Special Meeting Minutes for 4-5-18. Terry Beaver seconded the motion. The motion carried.**

b. Jim Darcy Construction Budget Approval: **Jeff Hindoien moved to approve the Jim Darcy Construction Budget. Luke Muszkiewicz seconded the motion. The motion carried.**

c. New Bryant School Final Plat & Quit Claim Deed: **Jeff Hindoien moved to approve the amended New Bryant School Final Plat & Quit Deed. Libby Goldes seconded the motion. The motion carried.**

2. Consent Action Items

a. Personal Property Surplus for Maintenance Vehicles: **Luke Muszkiewicz moved to approve the consent action items. Libby Goldes seconded the motion. The motion carried.**

3. Items for Information

a. Rossiter Flood Mitigation FEMA Grant (see attached External Memorandum submitted by Kalli Kind). This memorandum is to award what was historically done between Sierra Road and for information purposes only at this point.

**VIII. SUPERINTENDENT REPORT**

No report

**IX. ADJOURNMENT**

There being no other topics for future meetings, and no public comments on issues not on the agenda, the meeting adjourned at 7:22 p.m.

Respectfully Submitted,

Sarah Sullivan, Chair

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T. Janelle Mickelson, Clerk

Date



## Board of Trustees Meeting

Ray Bjork Learning Center  
1600 8th Avenue  
Helena, Montana

**Tuesday, May 8, 2018**

5:30 p.m.

### MINUTES

**ATTENDANCE** – Present unless otherwise noted.

Sarah Sullivan, Board Chair

Terry Beaver, Board Vice Chair

Tyler Emmert, Trustee

Sanjay Talwani, Trustee - excused

Jeff Hindoién, Trustee

Luke Muszkiewicz, Trustee

Jennifer Walsh, Trustee

Elizabeth “Libby” Goldes, Trustee

Karen Goldsberry, Trustee

Francie Tupper, CHS Representative

Jordan Straub, HHS Representative

Jack Copps, Superintendent of Schools

Greg Upham, Assistant Superintendent of Schools

Janelle Mickelson, Business Manager - excused

Barb Ridgway, Staff & Student Services Administrator

Trish Klock, Helena Education Association President

Kalli Kind, Director of Support Services

Sarah Bohorquez, Recording Transcriptionist - excused

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

Sarah Sullivan called the meeting to order at 5:36 p.m. and led the Pledge of Allegiance.

Sarah Sullivan introduced the new superintendent, Dr. Ream, who will be shadowing Super Cobbs. Ms.

Sullivan read two quotes.

#### **II. REVIEW OF AGENDA**

Sarah Sullivan reviewed the agenda. She moved the declaration of emergency to New Business and move the Personnel Action out of Consent Action Items.

#### **III. RECOGNITIONS**

1. Helena High Lady Basketball State Champion
2. Capital High School State Science Winners
3. Capital High School State SkillsUSA Winners, Mr. Croft
4. Capital High School DECA State Conference Winners
5. Harrison Writing Awards by Lisa Cordingley



Helena High School Green Group Presentation.

Helena High School Green Group is asking the school district to consider creating a permanent “sustainability coordinator” position in the district. Sarah Sullivan asked why we need a coordinator. Luke Muszkiewicz asked if there were other communities that have a sustainability program. He said the idea of a sustainability coordination program could pay for itself and would like to see examples of how the program could pay for itself. Libby Goldes commented on being a proponent of energy savings. She wondered if the group would consider alternatives, such as having consultants survey the district for energy savings ideas, or alternatives to accomplish goals other than creating a new position. Tyler Emmert asked if it could be a teacher who could be the coordinator. Francie Tupper asked if they thought about using teachers for this position. Jennifer Walsh thanked the group for thinking outside the box and it is important to find someone to lead the band. She is in support if can find a way to create a coordinator position. Libby Goldes asked Kalli Kind for her thoughts. Kalli Kind said some items have in place, like flushing toilets, new lights. She said that there are companies that come in and give advice on energy savings. Luke Muszkiewicz commented that it is all about priorities. The question is, can we or will we make this a priority? His final comment: this is important to you, keep it up, might not be what you want but you are getting closer.

#### **IV. GENERAL PUBLIC COMMENT**

None

#### **V. NEW BUSINESS**

##### 1. Items for Action

a. Resolution Declaring an Unforeseen Emergency and Authorizing the Closure of Rossiter School. Kalli Kind discussed the flooding at Rossiter Elementary. Superintendent Cobbs said that this is very untimely. The law says that this board needs to declare a state of emergency, make up the lost school days, then need a second resolution that the school board has made good. He said that Carroll College has offered the use of its facilities to house the Rossiter students for the remainder of the school year. Sarah Sullivan asked if need to do two resolutions. Super Cobbs said just need to do one.

Motion: Libby Goldes moved for approval of The Resolution Declaring an Unforeseen Emergency and Authorizing the Closure of Rossiter School. The motion passed.

Sarah Sullivan said they will have a special board meeting to vote on the second resolution.

##### 2. Personnel Actions

a. Sarah said error under termination. Need to approve personnel action with change that Admin made a mistake. Luke asked if do this, can update agenda on website?

Motion to approve the Personnel Action as amended to correct the error.... Was made by Libby Goldes. The motion passed.

##### 3. Approval of April 10, 2018 Minutes

a. Libby Goldes said she has a correction on the minutes. “Kalli Kind recommended Wandsworth out of Great Falls...” to take the “n” out of the name “Wandsworth.

Motion by Luke Muszkiewicz to approve the April 10 minutes as corrected. Terry Beaver seconded the motion. No public comment. Motion passed.

##### 4. FEMA Grant: Rossiter Flood Mitigation Project

- a. Kalli Kind introduced Eric Griffin, director of public works, Lewis and Clark County. Dan Carlin gave a presentation on the flooding and how they... Matt gave a presentation on the flood mitigation project.
- b. Questions: Sarah asked if a vote is a vote for easements. Kalli said easements drafted outlines the Rossiter easements. Tyler asked about the design flow. Matt discussed the flow. Terry asked what would be mitigated by moving existing ditch and pushing water on property north of interstate. What property is that? Matt discussed. Dan Carlin commented. Terry asked who owns the property west of our easement. Will you have to purchase easement from church for the right of way. Dan answered. Libby asked if project would end up in winter, have they worked with Kalli on students and staff. Dan answered. Libby asked about open ditches or some sort of fencing to keep students out. Matt answered. Dan said that safety is number one concern. Luke asked to see the slide that showed the 25-year event. Matt said that is the proposed... Tyler asked if insurance covers damage to Rossiter.

Motion: Jeff moved to accept the recommendation to approve the easement and allow the Lewis and Clark County to continue flood mitigation work intended to protect Rossiter School. Luke seconded. Comments: Luke commented that the work on the packet done by Kalli was perfect. The motion passed.

- b. Board Policy
  1. 2035 Federal Funding and Title I
  2. 2060 Instructional Materials
  3. 3023 Education of Children in Foster Care
  4. 5032 Prohibition on Aiding and Abetting Sexual Abuse
5. Consent Action Items
  - a. Approval of Out-of-District Attendance Agreements
  - b. Resolution to Dispose of Power Supplies for Computers

Motion: Luke moved to approve the Consent Action Items (a) and (b), seconded by Terry. No comment. The motion passed.

6. Items for Information: Board will not take public comment.

7. Reports
  - a. Budget & Program Committee Report. Tyler reported
  - b. Policy Committee Report. Jeff will meet June 5.
  - c. Facilities & Maintenance Report. Terry will meet Wednesday, May 16, to establish future agendas relative to East Helena decision.
  - d. Health Benefits Report. Libby unable to attend the meeting
    - a. Montana School Boards Association Report. Luke reported that they are looking at MTSBA evaluating the Delegate Assembly. One resolution: the idea of advocating that the Legislature include state funding for eLearning or distance learning. The resolution process' deadline to submit proposals. Bozeman schools is looking at advocating the diversion for funds...Delegate Assembly is on June 7. Who will attend? Leadership Symposium is all day and is available to everyone.
    - b. Helena Education Association Report. Trish said did work on Teacher...at HMS. Awarded Ed of Year. Said staff at Rossiter was outstanding and they came together to make the situation at Rossiter work.
    - c. Student Representative Reports. Francie Tupper reported that the Seniors Awards was held last night. Last week a NASA representative came and honored some students; AP tests are

ongoing and will continue into next week; May 21 is Senior Grad walk; activities fair is coming up; had grad speaker tryout with 5 chosen. Libby gave her appreciation for the great job both representatives have done. Jordan Straub said that the Presidential Scholars are Helena High students. Vigilante Day was fun.

8. Bond/Project Update. No update.

9. Board Comments. Libby commented on interviews on assistant super position. Terry asked for clarification on the 3 make up lost days. When and where will that happen.

## **VI. SUPERINTEDENT'S REPORT**

Copps reported that looking for assistant super and a principal at Warren. They are sending out letters, there have been 7 candidates and Dr. Ream will be interviewing the seven.

## **VII. ADJOURNMENT**

There being no other topics for future meetings, and no public comments on issues not on the agenda, the meeting adjourned at 8:22pmp.m.

Respectfully Submitted,

Sarah Sullivan, Chair

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T. Janelle Mickelson, Clerk

Date

**TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)**

BE IT RESOLVED, the Board of Trustees for School District No. \_\_\_\_\_, \_\_\_\_\_  
County, State of Montana, requests that \_\_\_\_\_ County, State of Montana,  
conduct the following school elections for School District No. \_\_\_\_\_ County  
for the \_\_\_\_\_ year:

\_\_\_\_\_ All Elections

\_\_\_\_\_ Specific Elections

Election	Date (or TBD)

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

\_\_\_\_\_  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Issue:

Martin Balukas was elected to the East Helena Trustee Position on May 8, 2018. However, he failed to qualify under the provisions of 20-3-307, MCA, whereby the oath of office must be taken and filed with the County Superintendent within 15 days. Therefore, the Board of Trustees must declare the position vacant.

Superintendent's recommendation:

Declare the East Helena Trustee Position vacant pursuant to 20-3-308, MCA.

**BUDGET AMENDMENT PROCLAMATION  
HELENA ELEMENTARY SCHOOL DISTRICT No. 1  
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena Elementary School District No.1, Lewis and Clark County, Montana, held June 12, 2018 at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena MT 59601, the following resolution was introduced:

WHEREAS, the trustees of the Helena Elementary School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena Elementary School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing tuition and certain special education costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena Elementary School District No. 1 tuition fund budget for fiscal year 2018 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, will meet at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena MT 59601 on June 12, 2018 for the purpose of considering and adopting the budget amendment.

**BUDGET AMENDMENT PROCLAMATION  
HELENA HIGH SCHOOL DISTRICT No. 1  
LEWIS AND CLARK COUNTY**

At the regular meeting of the board of trustees of Helena High School District No.1, Lewis and Clark County, Montana, held June 12, 2018 at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena MT 59601, the following resolution was introduced:

WHEREAS, the trustees of the Helena High School District No. 1, Lewis and Clark County, Montana, have made a determination that as a result of unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of financing tuition and certain special education costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena School District No. 1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 tuition fund budget for fiscal year 2018 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, will meet at 5:30 p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena MT 59601 on June 12, 2018 for the purpose of considering and adopting the budget amendment.

**BUDGET AMENDMENT RESOLUTION  
SCHOOL DISTRICT  
COUNTY**

At the regular meeting of the board of trustees of the Helena School District No.1, Lewis and Clark County, Montana, held June 12, 2018 at 5:30p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena, Montana 59601, the following resolution was introduced:

WHEREAS, the trustees of the Helena School District No.1, Lewis and Clark County, Montana, have made a determination that as a result of unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the Helena Elementary School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161 (6), MCA; for the purpose of financing tuition and certain special education costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena Elementary School District No.1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena Elementary School District No. 1 tuition fund budget for fiscal year 2018 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena School District No.1, Lewis and Clark County, Montana, will meet at 5:30p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena, Montana 59601 on June 12, 2018 for the purpose of considering and adopting the budget amendment.

<u>Sarah B. Sullivan</u> Print Chairperson's Name	_____	_____
	Signature of Chairperson	Date

<u>T. Janelle Mickelson</u> Print District Clerk's Name	_____	_____
	Signature of District Clerk	Date

DATE BUDGET AMENDMENT WAS ADOPTED: June 12, 2018

List all budget amendment expenditure line items and amounts:

113.280.1670.563

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**BUDGET AMENDMENT RESOLUTION  
SCHOOL DISTRICT  
COUNTY**

At the regular meeting of the board of trustees of the Helena School District No.1, Lewis and Clark County, Montana, held June 12, 2018 at 5:30p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena, Montana 59601, the following resolution was introduced:

WHEREAS, the trustees of the Helena School District No.1, Lewis and Clark County, Montana, have made a determination that as a result of an unanticipated charges for resident students detained in county or regional detention facilities, the district's budget for the tuition fund does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the Helena High School District No. 1 tuition fund budget in an amount needed to eliminate any budget deficit is necessary under the provision of Section 20-9-161 (6), MCA; for the purpose of financing tuition and certain special education costs of the school district and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be an interfund loan from any legally available fund;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Helena High School District No.1, Lewis and Clark County, Montana, proclaims a need for an amendment to the Helena High School District No. 1 tuition fund budget for fiscal year 2018 in an amount needed to eliminate any budget deficit is necessary under Section 20-9-161 (6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Helena School District No.1, Lewis and Clark County, Montana, will meet at 5:30p.m. at the Ray Bjork Learning Center, 1600 8<sup>th</sup> Street, Helena, Montana 59601 on June 12, 2018 for the purpose of considering and adopting the budget amendment.

<u>Sarah B. Sullivan</u> Print Chairperson's Name	_____	_____
	Signature of Chairperson	Date
<u>T. Janelle Mickelson</u> Print District Clerk's Name	_____	_____
	Signature of District Clerk	Date

DATE BUDGET AMENDMENT WAS ADOPTED: June 12, 2018

List all budget amendment expenditure line items and amounts:  
213.280.1800.563

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**PERSONNEL ACTIONS**  
May 8, 2018 – June 11 , 2018

**CERTIFICATED PERSONNEL**

**Appointments**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Beckham, Cory	8/27/18	Mathematics/CHS	\$48,345
Belliveau, Juliann	8/27/18	Speech Language Pathologist/SSC	\$57,449
Braese, Lori	8/27/18	Speech Language Pathologist/SSC	\$48,995
Connolly, Paul	8/27/18	English/CRA	\$43,747
Fuller, Colin	8/27/18	Physical Education/HHS	\$44,397
Harris, Rebekah	8/27/18	Lower Montessori/Broadwater	\$44,747
Hogan, Sarah	8/27/18	Music/Computer Applications/CRA	\$41,047
Klemp, Jennifer	8/27/18	Warren/Grade 5	\$42,397
Krick, Corinna	8/27/18	English/CRA	\$58,669
Kucera, Daniel	8/27/18	Business/Marketing-CHS	\$57,449
Mays, Elizabeth	8/27/18	English/HHS	\$39,697
McMahon, Mary Ann	8/27/18	Mathematics/HHS	\$57,449
Dudek, Ben	8/27/18	English/Science/Geography-CRA	\$41,697
Nicholson, Brayden	8/27/18	Health/Life Skills-HMS	\$39,697
Orem, Lindsey	8/27/18	Resource/CRA	\$27,724.50
Pickens, Dustin	8/27/18	Grade Four/Kessler	\$39,697
Tholt, Lauren	8/27/18	Mathematics/CHS	\$54,395
Thomas, John	8/27/18	Social Studies/HHS	\$57,449
Torres, Paola	8/27/18	Spanish/HHS	\$41,047
Zarnowski, Nicholas	8/27/18	Social Studies/CHS	\$44,397

\*Temporary Contract: Contract expires at the discretion of the District or 6/7/2018 whichever occurs first.

**Terminations**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Edwards, Kelley	6/6/18	BLC/CRA	Resignation
Scheck, Amy	6/7/18	English/CHS	Resignation
McDonald, Jane	6/30/18	Coordinator/RBLC	Retire
Dorrance, Debra	6/7/18	Librarian/CHS	Retire
Pilgeram, William	6/7/18	Mathematics/CHS	Retire
Tague, Rhiannon	6/6/18	Lower Montessori/Broadwater	Resignation
Leslie, David	6/6/18	Physical Education/Kessler/ Smith/Access	Resignation
McGearty-Anderson, Kayla	6/7/18	HHS/English	Resignation

**Leave**

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
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Schwartz, Jonna	Fall 2018-19	ABE/English	Sabbatical
Zentz, Michelle	2 <sup>nd</sup> , 3 <sup>rd</sup> Qtr 2018-19	Counselor/Warren	Sabbatical

**Change in Contract**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Moler, Michelle	\$26,479.	\$50,345.	8/27/18
Hanson, Courtney	\$30,549.	\$53,045.	8/27/18
Leaphart, Rebecca	\$24,107.50	\$50,345.	8/27/18
Hale, Lindy	\$20,458	\$43,047.	8/27/18

*\*Temporary Assignment*

**CLASSIFIED PERSONNEL**

**Appointments**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Collette, Stacy	6/11/18	MBC/Human Resources Administrator	\$91,593.93
Everett, Theodora	5/14/18	MBC/Human Resource Specialist	\$18.71/hr
Glinsmann, Rachel	6/5/18	MBC/Substitute Clerk	\$14.51/hr
McNaire, Jaden	5/8/18	Maintenance/Custodian	\$14.58/hr
Jensen, Chris	5/8/18	Maintenance/Custodian	\$14.58/hr
Conte, Paul	5/22/18	Maintenance/Grounds	\$14.58/hr

*\*Temporary Assignment*

**Terminations**

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Blumenthal, Paul	05/11/18	HHS/Custodian	Resignation
McCue, Kevin	05/02/18	SACC/SACC Site Manager	Resignation
Patrick, Rosita	05/18/18	SACC/SACC Site Manager	Discharge
Smith, Kemery	05/22/2018	Jim Darcy/Para Educator	Discharge
Wadsworth, Scott	05/21/2018	Technology/Support Specialist	Resignation
Thompson, Debra	06/30/2018	Human Resources Administrator/MBC	Resignation
Stewart, Diana	06/06/2018	HMS/ParaEducator	Resignation
White, Brianna	06/05/2018	Maintenance/Secretary	Discharge
Zuidema, Michael	06/15/2018	Maintenance/Custodian	Resignation
Ashley, Tamara	06/06/2018	Jim Darcy/ParaEducator	Resignation
Gilreath, Hillary	06/06/2018	Jim Darcy/ParaEducator	Resignation
Marinez, John	06/01/2018	ParaEducator/CRA	Resignation

**Leaves**

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
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## SUPPLEMENTARY CONTRACT ASSIGNMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
Dalton	Kahlee	Track-Asst Boys Coach	HMS	\$553.00
Graham	Susan	Track-Asst Girls Coach	CRA	\$603.00
Hagengruber	Leslie	Track-Asst Girls Coach	CRA	\$603.00
Hatten	Teal	Track-Asst Boys Coach	HMS	\$553.00
Hunt	Jared	Track-Asst Girls Track	CRA	\$553.00
Koch	Cassie	Track-Asst Girls Coach	HMS	\$553.00
Lindgren	David	Track-Asst Boys Coach	CRA	\$553.00
Madsen	Michael	Track-Asst Boys Coach	CRA	\$553.00
McGinley	Michael	Track-Asst Boys Coach	CRA	\$603.00
McMahon	Kelle	Track-Head Girls Coach	HMS	\$952.00
Norbeck	Casey	Track-Asst Boys Coach	CRA	\$553.00
North	Dawn	Track-Asst Girls Coach	CRA	\$603.00
Preshinger	Shannin	Track-Asst Girls Coach	CRA	\$579.00
Reiter	Tyson	Track Asst Boys Coach	HMS	\$553.00
Robertson	Nicole	Volleyball	CRA	\$551.00
Robertson	Scott	Track-Asst Boys Coach	HMS	\$553.00
Sheridan	James	Track-Head Girls Coach	CRA	\$768.00
Shockley	Roxanne	Track-Asst Girls Coach	HMS	\$553.00
Smith	Colby	Track-Asst Boys Coach	HMS	\$553.00
Smith	Lori	Track-Asst Girls Coach	HMS	\$553.00
Stief	Halstyn	Track-Asst Girls Coach	HMS	\$553.00
Stergar	Dave	Track-Head Boys	HMS	\$952.00
Wall	Glen	Track-Asst Boys Coach	CRA	\$553.00
Ybarra	Austin	Track-Asst Boys Coach	CRA	\$553.00
Zepeda	Haendel	Track-Asst Boys Coach	HMS	\$553.00



Out-of-District Attendance Agreements Submitted for Approval 6/12/2018

Grade	District of Residence	Address	School of Attendance
9	Jefferson High School	Montana City	Helena High School
10	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy Montana	Helena High School
11	Jefferson High School	City	Helena High School
12	Jefferson High School	Clancy	Capital High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	East Helena	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	East Helena Montana	Helena High School
12	Jefferson High School	City	Helena High School

Running Total of Out-of-District Attendance Agreements

Grade	Address							Total
	East Helena	Clancy	MT City	Jefferson City	Boulder	Townsend	Wolf Creek	
9	5	28	8					41
10	1	29	6	4			1	41
11	3	40	7	1	1	1	1	54
12	2	32	5					39
	11	129	26	5	1	1	2	175

Issue:

Not all revenues will be received by year-end resulting in potential deficit cash balances in certain funds. Interfund loans should be made to eliminate deficit cash balances. However, the amount of any deficits will not be known until year-end.

Superintendent's recommendation:

Authorize the District Clerk/Business Manager to make any interfund loans necessary to eliminate deficit cash balances at year-end. All interfund loans will be paid back in the ensuing year when revenues are received.

Issue:

Pursuant to 20-3-363, MCA, member districts of a multidistrict cooperative are authorized to make transfers to the interlocal agreement cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

Superintendent's recommendation:

Authorize the District Clerk/Business Manager to make any transfers deemed appropriate and within the restrictions set forth in 20-3-363, MCA.



Katrina Chaney  
Superintendent of Schools  
(406)447-8344  
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City/County Building  
316 N. Park  
Helena, MT 59623  
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# Lewis and Clark County

Superintendent of Schools

To: Lewis and Clark County Commissioners, East Helena School District #9, and  
Helena School District #1

From: Lewis and Clark County Superintendent of Schools, Katrina Chaney

Date: May 16, 2018

Re: Expansion of East Helena Elementary School District into a K-12 District

On May 8, 2018 the electors of the East Helena Elementary School District approved the bond to expand their elementary district into a high school district.

Pursuant to MCA 20-6-326 (4) ...the county superintendent shall order the creation of a new high school district with identical boundaries to the expanding elementary district and the immediate attachment of the expanding elementary district to form a K-12 district. The trustees of the expanding elementary district must be designated as the trustees of the new K-12 district.

As county superintendent, I do hereby declare the expansion of East Helena Elementary School District into East Helena Public Schools District #9, effective July 1, 2018.

**HELENA PUBLIC SCHOOLS**

**MEETING DATE:** June 12, 2018

**CATEGORY:** First Reading

**AGENDA ITEM NUMBER:**

**ADMINISTRATIVE TEAM MEMBER:** Barbara Ridgway

**TOPIC:** Revision of Board Policy: 7052 Meal Charges

**BACKGROUND AND DISCUSSION:** Policy 7052 was returned to the Board Policy Committee for review. Revisions related to how the District contacts families and collects overdue meal charges are noted in the attached policy. Additionally, language related to employee meals charges was modified to allow employees to charge up to \$25.00. Language regarding collection agencies was removed.

**FISCAL IMPLICATIONS:** Reduced meal debt.

**RECOMMENDATIONS** The District Board is requested to approve this revised policy at their July 10, 2018 meeting. For more information about this item, please contact Policy Committee Chair, Jeff Hindoien or Staff & Student Services Administrator, Barb Ridgway.

2  
3 OPERATIONAL SERVICES

4  
5 Meal Charges

6  
7 The District recognizes that students may forget or lose lunch money or may have an  
8 unpaid meal account balance. The District endeavors to treat all students with dignity  
9 regarding unpaid meal charges; however, unpaid meal charges create a significant financial  
10 burden for the District. To ensure that students do not go hungry but also minimize the  
11 financial burden, the District shall charge meals and collect on meal account charges in all  
12 schools consistent with this policy.

13  
14 Students who are eligible to receive free meals do not have a meal account and, therefore,  
15 are not subject to this policy. Free lunch status students may pre-pay for or purchase a la  
16 carte items with cash or check.

17  
18 Parents may restrict their child’s ability to charge by sending the school written notice  
19 either stating their child cannot charge or limiting the amount their child can charge.  
20 However, they will need to send a lunch with their child.

21  
22 *K-12 Students*

23  
24 Students will pay for meals at the full rate as established by the District in accordance with  
25 federal law. Eligible students will pay a reduced rate as established by the District in  
26 accordance with federal law. Meals must be **pre-paid**. Students will be permitted to  
27 charge a maximum of \$30.00 once his or her meal account reaches zero. Once a student  
28 has charged the maximum number of meals, the student will no longer be permitted to  
29 charge and parents will initially be contacted directly by phone or in person by the building  
30 principal. The school will offer the student an emergency meal at the standard rate.

31  
32 *Adults Employees*

33  
34 Employees are ~~not~~ permitted to charge meals or a la carte items up to a maximum of  
35 \$25.00. Employees will be notified if the \$25.00 maximum is exceeded and will be  
36 restricted from further charging until the outstanding debt is paid.

37  
38 **Payment of Meal Account**

39  
40 Each school shall maintain records regarding student meal balances. The District will send  
41 out notices to parents/guardians informing them of low or negative meal account balances.  
42 Parents/guardians may also check a student meal account balance online at  
43 mymealtime.com.

44  
45 Parents/guardians must submit payment for meal accounts with a credit card or debit card  
46 at mymealtime.com OR pay in person with a check or cash at their student’s school.

47 Payment must be submitted 30 days from date of notice of deficit balance. If the District  
48 has not received payment within 30 days the payment is considered overdue and is a  
49 delinquent debt.

50  
51 The District will use ~~reasonable efforts which may include the use of collection agencies~~  
52 ~~and other~~ various means as permitted by state and federal law to collect meal account  
53 balances which are delinquent debts, including payment plans as determined appropriate.

54  
55 Legal References: 2 C.F.R. § 200.426  
56 7 C.F.R. Part 210  
57 7 C.F.R. § 245.5

58  
59  
60 Cross References: Board Policy 5030  
61 Board Policy 7050

62  
63  
64 Policy History:

65 Adopted on: 5.9.2017

66 Revised on: