



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

Board of Trustees – Policy Committee

May Butler Center
55 S. Rodney Ave

Tuesday March 5, 2019 – 12:00 p.m.

AGENDA

I. CALL TO ORDER / INTRODUCTIONS

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT: *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*

IV. APPROVAL OF MINUTES

A. 2.5.2019 Policy Committee Minutes

V. PRESENTATION OF POLICIES FOR COMMENT AFTER FIRST READING BY FULL BOARD

- A. 4050 School Resource Officer Program
- B. 5105 Conflict of Interest

VI. PRESENTATION OF POLICIES FOR FIRST REVIEW

A. 1015 Goals, Mission & Vision

VII. CONTINUE REVIEW OF POLICY MANUAL: Series 2000 and 3000

- 2070 – Network Information and Communication
- 2080 – Grading, Progress Reports, and Promotion
- 2090 – Credit Transfer Assessment for Placement Policy
- 2115 – Community and Adult Education
- 2120 – Wellness
- 3000 – Equal Educational Opportunities
- 3005 – Harassment, Intimidation and Bullying
- 3010 – School Admissions
- 3015 – Attendance and Truancy

- 3020 – Education of Homeless Youth
- 3022 – Children of Military Families
- 3025 – Discretionary Nonresident Student Attendance
- 3035 – Student Appearance
- 3040 – Search and Seizure
- 3045 – Access to and Release of a Student During School Hours
- 3050 – Student Discipline
- 3055 – Student Due Process Rights
- 3060 – Misconduct by Students with Disabilities
- 3065 – Participation in Inter-Scholastic Athletics
- 3066 – Obligation of Students Participating in School Sponsored Activities
- 3067 – Academic Eligibility for Activities
- 3070 – Administration of Medication
- 3075 – Student Charges, Fines and Fees
- 3080 – Maintenance of Student Records
- 3085 – Transfer of Student Records
- 3090 – Receipt of Confidential Records
- 3097 – Use of Video Monitoring Cameras
- 3100 – Publications and Distribution or Posting of Materials
- 3105 – Student Use of Buildings – Equal Access
- 3110 – Concussion Management
- 3145 – Foreign Exchange Students
- 3150 – Tobacco Free Schools
- 3155 – Part-Time Attendance

VIII. BOARD COMMENTS

IX. ADJOURNMENT

**Next Meeting:
 Tuesday, April 2, 2019
 May Butler Center
 Noon – 1:00 p.m.**

Helena Public Schools Board of Trustees

Sarah Sullivan
Board Chair

Terry Beaver
Vice Chair

Tyler Emmert
Trustee

Luke Muszkiewicz
Trustee

Jeff Hindoien
Trustee

Libby Goldes
Trustee

Sanjay Talwani
Trustee

Jennifer Walsh
Trustee



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Superintendent
Tyler Ream, Ed.D
324-2001

Business Manager
Janelle Mickelson
324-2040

Policy Committee Meeting

May Butler Center
55 South Rodney

Wednesday February 5, 2019

Noon – 1:00 p.m.

MINUTES

Committee:

Luke Muszkiewicz, Committee Chair/Trustee

Sanjay Talwani, Trustee

Terry Beaver, Trustee

Others:

Sarah Sullivan, Board Chair

Tyler Ream, Superintendent

Josh McKay, Assistant Superintendent

Barb Ridgway, Chief of Staff

Cal Boyle, HMS Principal

Dave Thennis, CR Anderson Principal

Brett Zanto, CHS Principal

Steve Thennis, HHS Principal

Elizabeth “Bea” Kaleva, Attorney

I. INTRODUCTIONS

Committee Chair, Luke Muszkiewicz, called the meeting to order at 12:04 p.m.

II. REVIEW OF AGENDA

Luke Muszkiewicz mentioned wanting to bring back the two bullying and intimidation policies to the committee and bring it back to the full board in February. Sanjay Talwani agreed and mentioned to go through it again.

III. GENERAL PUBLIC COMMENT

No public comment.

IV. REVIEW JANUARY 2, 2019 BOARD POLICY MEETING MINUTES

No changes.

V. PRESENTATION OF POLICIES FOR SECOND REVIEW:

A. 3005 Harassment, Intimidation, Bullying and Hazing Prevention & Reporting/ 5015 Harassment, Intimidation and Bullying Prevention & Reporting

“What stood out to me was that we are listing out our protective groups, but are we doing it in a consistent way?...If you look at 3005 lines 15-19, versus 5015 lines 9-13, are there some we are including in one and not the other?”, Luke asked. “We can add “but not limited to”...I can make sure the language is in each...”, Barb Ridgway stated.

Discussion around the responsibilities reported amongst staff and students. “Do we have a responsibilities section in both of them?”, Luke asked. Barb stated, “Yes”. “We need to be really careful as to what we put in our policy about distress...”, stated Bea. Luke asked the Principals if they had anything to add. Cal Boyle stated, “I think it sounds right...it’s good that we are addressing it”. “I think this is incredibly important that we make progress on this...”, stated Luke

B. 4050 School Resource Officer Program

“There are no changes, but one of the things that was asked about was data...and I would say we have never actually asked our Administrators to collect that...”, stated Barb. “I think it’s more on the SROs...I think it should be in the agreement and policy...in the policy it’s vague on the mandate...it doesn’t specify who does the reporting...the Administration needs to review it annually to make sure it’s effective and there are no problems...”, stated Sanjay. Superintendent Ream stated, “I agree with you, they do have a reporting mandate from HPD...”. The Principals were asked if they see those reports, “I don’t think it would be hard to get something like that from them, they are always doing paperwork...the report itself is probably pretty easy to obtain”, stated Steve Thennis, HHS Principal. “Josh and I can sit down with the liaisons to the SROs and talk about what they collect and what it looks like, it will help form how we structure the next agreement...”, Barb said. “Normally the MOA’s require the SROs to provide the data to the Administrators...the policy language is that the Board directs the Superintendent to bring forth the data at a certain time. The MOA coordinates between the SROs and the District...”, Bea stated. “But our policy doesn’t have it in there...”, stated Luke. “Right, but you can add it in there if you wish...”, stated Bea. “There’s no need to put extra paperwork on our SROs, if we do our PowerSchool consistently...”, stated Terry Beaver. Extensive discussion around how to report the data. “There’s a lot to be reported, but the data you are going to get, what should it reflect?”, asked Josh McKay, Assistant Superintendent. “I think a written report or something in the Superintendent Report should be adequate...we don’t want to force someone to do a 30-minute PowerPoint...”, stated Sanjay. “The way that I read it now, I would assume that it is part of our sit-down with our SROs and we would pull data and we would review the agreement and how we are executing the agreement...I think it would be a natural place to add it to a Friday update...”, stated Superintendent Ream. “The better we are doing with preventative the less paperwork they will have to do...there is a balance...”, stated Assistant Superintendent McKay. “Having it in the policy that

ensure it would be made available to the Board...”, stated Luke. “Every year there will be a review of the MOA and if there are changes to the agreement, we will note those changes and the document will be available...”, stated Barb. Terry and Sanjay agree with the statement. “We just want that review to result in a memo or a report...”, stated Luke. Superintendent Ream stated, “The wording to say that a summary of the review should be presented to the Board members annually should be included in this policy because as a new Superintendent coming in, I wouldn’t know unless someone told me...”. Discussion followed regarding the SROs and what they provide and how well they provide it.

VI. PRESENTATION OF POLICIES FOR FIRST REVIEW:

A. 1015 Goals, Mission & Vision

Just updating the mission statement...Barb to bring it back.

B. 5105 Conflict of Interest

This was brought forward by Board members who wanted to address staff fraternization between supervisors and subordinates. Stacy researched how relationships between supervisors and subordinates are being dealt with in the workplace. She led a discussion about the policy and suggested amending it to address the relationships among employees. “What happens if this is in fact discovered or reported?”, asked Luke. “It’s typically not reported until the relationship ends... then we hear about it, because someone believes they are being treated unfairly or evaluated wrongly...or another employee claims favoritism...”, stated Stacy. Discussion followed regarding how to further define relationship. “It’s the supervisor’s obligation to disclose a relationship with a subordinate employee, but we have to tell them that, and if we don’t, we are on the hook for that...”, stated Bea. “I’m fine with a first reading for the Board...”, stated Luke. “Do you want to change it to “intimate” relationship?”, asked Superintendent Ream. “I did change “personal” to “intimate”.”, stated Barb. “To me, “personal” is a little too broad...”, stated Bea. “Let’s change it to “intimate” and move it forward...”, stated Luke.

VII. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:

None.

VIII. SUPERINTENDENTS’ REPORT

None.

IX. ADJOURNMENT

Committee Chair Muszkiewicz adjourned the meeting at 1:21 p.m.

NEXT MEETING:

March 5, 2019 – May Butler Center

Noon – 1:00 p.m.

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3
4 **SCHOOL / COMMUNITY RELATIONS**

5
6 School Resource Officer Program

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8
9 The Helena Public School District believes that positive relationships and a supportive
10 school culture are critical in maintaining safety and security in all schools. The district has a
11 partnership with local law enforcement that enables school resource officers (SROs) to assist
12 in supporting a safe learning environment in district schools.
13

14 The goal of the School Resource Officer program is to improve school/law enforcement
15 collaboration, perceptions and relations between students, staff and law enforcement.
16 School Resource Officers perform all functions and duties expected of a sworn law
17 enforcement officer while school administrators, in partnership with parents, have exclusive
18 authority over school discipline issues.
19

20 The Superintendent will develop a Memorandum of Agreement (MOA) outlining roles,
21 responsibilities and procedures for the SRO program. In partnership with law enforcement
22 representatives, the SRO Memorandum of Agreement will be reviewed annually to
23 determine the effectiveness of existing policies and procedures and to determine necessary
24 revisions. The Superintendent will share the results of the review with the Board of
25 Trustees.
26

27 Legal Reference:

28
29 Cross References:

30
31 Policy History:

32 Adopted on:

33 Revised on:
34
35
36

2 PERSONNEL

3 Conflicts of Interest

4 Employees shall refrain from any activity that can be reasonably seen as creating a conflict of
5 interest with their duties and responsibilities as employees of the District.

6 The following conduct is specifically prohibited:

- 7 • Using public time, facilities, equipment, supplies, personnel, or funds for the
8 employee's private business purposes;
- 9 • Engaging in a substantial financial transaction for the employee's private business
10 purposes with a person whom the employee inspects or supervises in the course of
11 official duties;
- 12 • Assisting any person for a fee, contingent fee, or other compensation in obtaining
13 a contract, claim, license, or other economic benefit from the District;
- 14 • Performing an official act directly and substantially affecting to its economic
15 benefit a business or other undertaking in which the employee either has a
16 substantial financial interest or is engaged as counsel, consultant, representative,
17 or agent; or
- 18 • Soliciting or accepting employment, or engaging in negotiations or meetings to
19 consider employment, with a person whom the employee regulates in the course
20 of official duties without first giving written notification to the employee's
21 supervisor and Superintendent; or
- 22 • Engaging in a personal an intimate relationship with another employee who is in a
23 subordinate position and for whom one employee has supervisory and evaluation
24 responsibility.

25
26 Employees who violate this policy will be subject to disciplinary action, up to and including
27 termination from employment.

28

29 Cross Reference:

30 Legal Reference: § 2-2-121, MCA Rules of conduct for public officers and public
31 employees

32 Policy History:

33 Adopted on: 12.10.2013

34 Revised on:

2 SCHOOL DISTRICT ORGANIZATION

3 Goals, Mission and Vision

4 **Vision**

5 Helena Public Schools foster dynamic educational experiences that prepare all students for life.

6 **Mission Statement**

7 ~~The mission of the Helena Public Schools is to challenge and empower each student to maximize~~
8 ~~individual potential and become a competent, productive, responsible, caring citizen.~~

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

12 This mission will be supported through the wise use of resources to meet students’ needs,
13 regardless of interests and talents. Students, families, educators and the community are
14 committed to sharing the responsibility for creating a student-centered educational community
15 that acknowledges learning as a life-long process.

16 **Guiding Principles**

- 17 • Each student enters school healthy and learns about and practices a healthy lifestyle.
- 18 • Each student learns in an intellectually challenging environment that is physically and
19 emotionally safe for students and adults.
- 20 • Each student is actively engaged in learning and is connected to the school and broader
21 community.
- 22 • Each student has access to personalized learning and to qualified, caring adults.
- 23 • Each graduate is prepared for success in college or further study and for employment in
24 a global environment.

25 **Board Goals**

26 **Curriculum / Learning** – Provide relevant, integrated and meaningful learning
27 experiences for students that will prepare them for life.

28 **Staff Support and Relationships** – Enhance the learning opportunities for students by
29 providing professional development for all employees and encouraging innovative
30 instructional practices.

31 **Environment** – All schools and work sites will be safe and foster positive and productive
32 environments for students and staff.

33 **Technology** – Implement technology in Helena Schools to enrich student learning and
34 deliver more efficient administrative services.

35 **Community Partnerships** – Encourage excellence in our schools by maintaining a
36 positive and productive relationship with parents, employers, community members and
37 members of the higher community.

38 **Fiscal Planning** – A budget development process is established so the allocation of
39 resources has the greatest positive impact on the performance of students and staff.

40

41 Legal Reference:

42 Cross Reference:

43 Policy History:

44 Adopted on: 8.8.2011

45 Revised on