



**Superintendent**  
Dr. Tyler Ream  
324-200

**Business Manager**  
Janelle Mickelson  
324-2007

## **Policy Committee Meeting**

May Butler Center  
55 South Rodney

**Tuesday, September 4, 2018**  
Noon – 1:00 p.m.

### **AGENDA**

- I. INTRODUCTIONS**
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT**
- IV. REVIEW AUGUST 7, 2018, BOARD POLICY MEETING MINUTES**
- V. PRESENTATION OF POLICIES FOR FIRST REVIEW:**
  - A. 4010 Facility Use
  - B. 4050 School Resource Officer Program
- VI. 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

**VII. SUPERINTENDENTS' REPORT**

**VIII. ADJOURNMENT**

**NEXT MEETING:**  
**October 2, 2018 - May Butler Center**  
**Noon – 1:00 p.m.**



**Superintendent**  
Jack Copps  
324-2001

**Business Manager**  
Janelle Mickelson  
324-2007

## Policy Committee Meeting

May Butler Center  
55 South Rodney

**Tuesday, August 7, 2018**  
Noon – 1:00 p.m.

### MINUTES

**Present:**

- **Board**  
Jeff Hindoien, Committee Chair / Trustee  
Terry Beaver, Trustee
- **Staff**  
Tyler Ream, Superintendent  
Josh McKay, Assistant Superintendent  
Barbara Ridgway, Chief of Staff  
Elizabeth “Bea” Kaleva, Attorney  
Janelle Mickelson, Business Manager  
Brett Zanto, Capital High School Principal  
Steve Thennis, Helena High Principal  
Tim McMahon, Activities Director  
Kalli Kind, Director of Support Services  
Stacy Collette, Human Resources Director  
Tammy Harbour, Business Office  
Jacqueline Young, Human Resources Assistant
- **Guests**  
William Palumbo, American Legion Post 2

**I. INTRODUCTIONS** Committee Chair, Jeff Hindoien, called the meeting to order at 12:04 p.m.

**II. REVIEW OF AGENDA**

**III. GENERAL PUBLIC COMMENT**

William Palumbo from American Legion Post 2 wanted to make those in attendance aware of available scholarships. He also shared information regarding an essay contest with essays due in March. The chair encouraged Mr. Palumbo to contact the Superintendent or Assistant Superintendent to discuss details.

**IV. REVIEW OF JUNE 5, 2018, BOARD POLICY MEETING MINUTES**

No changes.

**V. PRESENTATION OF POLICIES FOR SECOND REVIEW:**

- A. **4010 Facility Use:** Background was given by Barb. This policy was last adopted and reviewed in June 1992. It is a mix of policy and administrative procedure. The policy is clearly dated and due for revision. Barb shared facility policies from Billings, Missoula, and Bozeman. The procedures will need to establish priorities for building usage. Procedures will also need to establish who pays, who doesn't need to pay, space available, etc. Additionally, it was stated we need to look at our rate of usage annually to determine if we are covering

maintenance and overhead costs. It will need to be clearly established that everyone using a district facility be required to fill out facility use form. Bea shared that policies from other districts are basic and short and encourage community involvement to use facilities. Missoula has updated their policy to include federal law Boy Scouts of America Equal Access Act. This federal law states that you will not discriminate against the Boy Scouts. This would apply to Helena as well and would be included in administrative procedure.

What would be the perimeters of building usage? Suggest keeping it simple. Kalli stated current usage starts with principal and the filled-out Facility Usage Form, if approved it goes to Neal for approval after he looks at staff availability, access of facility and cleaning fees. Then the form goes to Janelle and Tammy to finalize the contract. They will verify insurance requirements and certificates. Once confirmed the facility use agreement is finalized.

Brett commented that the high schools have a coordinator that sets up facility usage and that he is not aware of what organizations have paid. He does not know what his role is. Kalli stated law enforcement and the fire department want to be aware of scheduled usage because they have different response times if they think the only people are some staff and secretaries are in the building. Would like a standardized process to protect facilities and people in them.

Controlled access-5 current schools will soon have the keyless entry on select doors. After hours facility usage may require the custodian to open doors. In some cases the person would have cards that are programed for the specific time and dates. Access without a facility use form will end with these cards.

All facility use forms will help organize custodians. Brett asked where that the fees go? Janelle explained that collected funds go to the rental account. Kalli stated fees are covering just the labor not supplies for cleaning. Would like to see fees to go back to the schools to help cover costs of improvements. Janelle explained the revenue that is received goes to the rental account which is capped at \$10,000 a year and anything over must be transferred to general fund. Josh stated we also need to remember the outside usage. Kalli explained there are costs to maintain the outside usage with concern with damage and insurance.

Discussions followed regarding swap agreements. It was also suggested a district calendar needs to be maintained rather than a different calendar for each site. Josh explained that access for students at early times is complicated and we need to market it for student usage.

Tyler asked if we have an online system. Janelle stated we do but there are issues. Community not really being turned way but it does start at the building level. Controlled access will help with scheduling. Kalli explained we will need a process for after school activities like YMCA. Tim said programs will occur in blocks and so access will need to be for a period of time not just a onetime event. Terry wants district schools to have first access then outside programs. We will need to have flexible. We promoted Jim Darcy as a community center during the bond campaign. Jeff said we need to establish a clear, local policy. Barb will bring a draft policy forward for the next meeting. Jeff said the committee will want to see procedures for this policy including who is charged and how much.

**VI. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000:**

None.

**VII. SUPERINTENDENTS' REPORT** No Report

**VIII. ADJOURNMENT** Next month SRO, harassment, and the second reading of facility usage will be discussed. Committee Chair Hindoién adjourned the meeting at 1:10 P.M.

**NEXT MEETING:**

**September 4, 2018 - May Butler Center**

**Noon – 1:00 p.m.**

2 **SCHOOL / COMMUNITY RELATIONS**

3 **Community Use of School Facilities**

4 School facilities are available to the community for educational, civic, cultural, and other uses  
5 consistent with the public interest, when such use will not interfere with the school program or  
6 school-sponsored activities. The District requires that the use of school facilities for school  
7 purposes has precedence over all other uses. Persons using school facilities must always abide  
8 by the District conduct rules.

9 The Superintendent will develop procedures to manage community use of school facilities. Use  
10 of school facilities requires the Superintendent or designee’s approval and is subject to the  
11 adopted procedures.

12 Organizations wishing to use school facilities must complete a Facility Use Agreement, pay any  
13 fees and associated costs and provide proof of insurance if requested.

14 Administration will approve and schedule the use of school facilities. A master calendar will be  
15 maintained to avoid conflicts during the school year. Requests for use of school facilities must be  
16 submitted to the Facility office in advance of the event.

17 The District Facility Use Agreement can be found on the District web site at  
18 <https://helenaschools.org/community-information/facility-use/>. The District Facility Use  
19 Agreement must be completed, signed, and returned to the District Facility Office prior to the  
20 use of the facilities or grounds.

21 The requesting organization or individual must complete, sign, and return an “assumption of  
22 risk” statement prior to the use of the facilities or grounds.

23

24 Cross Reference;

25 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary Lamb’s  
26 Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

27

28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

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3  
4 **SCHOOL / COMMUNITY RELATIONS**

5  
6 School Resource Officer Program

7  
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.

25  
26 Legal Reference:

27  
28 Cross References:

29  
30 Policy History:

31 Adopted on:

32 Revised on:

33  
34  
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