



*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 Meeting

Tuesday, August 4, 2020

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### MINUTES

#### *Attendees*

##### *Committee: Others:*

Libby Goldes, Committee Chair	Tyler Ream, Superintendent
John McEwen, Committee Member	Josh McKay, Assistant Superintendent
Jennifer McKee, Committee Member	Barb Ridgway, Chief of Staff
	Stacy Collette, Human Resources Director
	Kalli Kind, Facilities Director
	Joslyn Davidson, Curriculum & Instruction Administrator
	Tim McMahon, Activities Administrator
	Janelle Mickelson, Business Services Administrator
	Elizabeth Kaleva, Attorney

#### **I. CALL TO ORDER / INTRODUCTIONS**

The meeting was called to order at 12:01 pm by Committee Chair, Libby Goldes.

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

There were no requested changes to the agenda.

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

There was no public comment.

#### **IV. REVIEW OF 05.05.2020 POLICY COMMITTEE MINUTES**

There were no requested changes to the previous meeting's minutes.

## **V. PRESENTATION OF POLICIES FOR SECOND READING**

### **A. Policy 9035: Property, Plant and Equipment Records**

Ms. Ridgway described a capital asset as tangible in nature, having an estimated useful life of two years, being significant in value, and useful in conducting the business of the district. Ms. Mickelson added capital assets included land, building improvements, and new buildings valued at or over \$25,000 which were 80 years or newer per recommendations by OPI and based on federal standards.

Ms. Goldes asked for clarification that OPI recommendations implied if the asset was not conducive to district purposes and over 80 years old, it should be destroyed. Ms. Mickelson confirmed that was what the recommendations implied.

Ms. Goldes asked who assigned value to the inventory. Ms. Mickelson answered the value was based on purchase price.

Mr. McEwen requested clarification that building improvements included maintenance projects like reroofing. Ms. Mickelson answered it must increase the lifetime of the asset to be classified as a capital asset.

Ms. Goldes recommended forwarding this policy to the full board for a second reading. The committee agreed.

### **B. Policy 9050: School Closure**

Ms. Ridgway told the committee Policy 9050 was adopted as a result of the lawsuit following the closure of Ray Bjork Learning Center as a school. The agreement was that the district would adopt a policy outlining a clear process for closing a school that allowed the public to have a voice,

Mr. McEwen asked if the policy applied to the 7<sup>th</sup> Avenue Gym or the old building at Warren Elementary School. Ms. Kaleva answered the policy applied specifically to an operating school. If a building were not an operating school, the policy wouldn't need to be followed.

Ms. Goldes recommended forwarding this policy to the full board for a second reading. The committee agreed.

## **VI. PRESENTATION OF POLICIES FOR FIRST READING**

### **A. Policy 7060: School Safety**

Ms. Ridgway said that although this policy had been adopted in 2014, it needed significant updates to include emergencies like COVID-19.

Ms. Goldes asked if there was a set timeline for reviewing and updating this policy – every six years, every three years, etc. Ms. Ridgway answered the law said “periodically.”

Ms. Ridgway recommended removing the last line under school closure since it was stated above that the board would periodically review the policy. The committee agreed.

Ms. Ridgway asked for clarification from Ms. Kaleva on whether the eight required disaster drills - civil defense, tornado, earthquake, and fire - were per ARM. Ms. Kaleva confirmed though the eight disaster drills were statutory, they need not be listed in detail in the policy.

Mr. McKay provided the committee with an overview of the district's Safety Committee, which meets monthly and is comprised of teachers and administrators who review the crisis manual, safety issues, recommendations from buildings, issues from our insurance provider and worker's compensation. They also plan how to be safe initiatives. Ms. Goldes asked if the committee interacted with the contractor of the new schools. Ms. Kind answered contractors have OSHA and other requirements with which they must comply.

Ms. Ridgway confirmed she would revise the policy to read "at least eight disaster drills." Mr. McKay added the schools already practice more drills than just for fire. The district keeps a record of all the drills in which each school participates.

Mr. McEwen asked if the district was liable if someone got sick on property. Ms. Kaleva answered the district would not be liable if it were following restrictions; the district would only be responsible if it were negligent in some way.

Ms. Ridgway said the only other changes to the policy were citations.

Ms. Goldes recommended forwarding this policy to the full board for a first reading. The committee agreed.

## **VII. SUPERINTENDENT'S REPORT / BOARD COMMENTS**

There was no Superintendent's Report nor additional board comments.

## **VIII. ADJOURNMENT**

Committee Chair, Ms. Goldes, adjourned the meeting at 12:35pm.

Next Meeting: September 1, 2020