

BOARD OF TRUSTEES, SCHOOL DISTRICT NO. 2
and
BILLINGS HIGH SCHOOL DISTRICT NO. 2
SPECIAL BOARD MEETING
CONTINUATION OF MARCH 25, 2020, SPECIAL BOARD MEETING

Monday, March 30, 2020

5:30 p.m.

Live feed on the Billings Public Schools Facebook page: <https://www.facebook.com/billingsschools>

via
ZOOM

Live feed on the Community Seven Facebook page and broadcasting on the cable system: <https://www.facebook.com/comm7tv>

AGENDA

VISITORS WISHING TO RECORD THIS MEETING ELECTRONICALLY MAY DO SO PROVIDING THE RECORDING DOES NOT DISRUPT THE ORDERLY CONDUCT OF THIS MEETING.

1. WELCOME AND ORIENTATION TO THE MEETING
Pledge to Flag
Roll Call

THE CHAIR SHALL STATE:

Welcome to the meeting of the Board of Trustees of the Billings Elementary and High School Districts. Agendas and welcoming information about the conduct of the meeting are available at the table in the back of the room. If you plan to speak to the Board tonight, please familiarize yourself with that information, then fill out and submit the public comment form. This is used to help me to recognize you properly at the appropriate time, and to assist me in running the meeting smoothly.

2. SUPERINTENDENT'S REPORT
3. UPDATES FROM STUDENT SERVICES DEPARTMENT
4. BUSINESS OFFICE UPDATE
5. ELEMENTARY LEVY POSTPONEMENT
6. COMMUNICATION FROM THE PUBLIC

The Board recognizes the value of public comment on educational issues and the importance of listening to members of the public in its meetings. The Board also recognizes the statutory and constitutional right of the public to participate in governmental operations. The Board encourages members of the public to participate in and express opinions about issues important to the District. This part of the Board's meeting is dedicated to public comment on any public matter that is not on the agenda of this meeting and is within the jurisdiction of the Board of Trustees. Members of the public may also address particular items on this agenda either now or at the time the Board considers the particular item.

Please note that pursuant to Board policy the Chair may direct public commentary to ensure an orderly progression of the meeting. This direction may include setting a time limit for public commentary on any particular item. The Chair may also interrupt or terminate an individual's statements when necessary, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings by the Chair.

Public comment for a virtual meeting can be submitted in electronic format using the Google Documents link provided on the District's webpage. When accessing the District's Homepage or School Board

page a pop-up window will appear with a link to the Google Document. Submissions require a full name and home address in order to be submitted for the record and are limited to a 500 word count. Submissions will be screened and read verbally by the District Clerk prior to the conclusion of the meeting.

7. ADJOURNMENT/CONTINUANCE

Board of Trustees Special Meeting

Meeting Date: 03/30/2020

Item Title: SUPERINTENDENT'S REPORT

Requested by: Greg Upham

Prepared by: Marta McAllister

Recommended Action: Presented for Information Only

Information

Executive Summary:

Superintendent Upham will continue to provide the latest information on school closures, educational platforms and other items the District is focused on this week.

Suggested Action:

Presented for Information Only.

Attachments

No file(s) attached.

Board of Trustees Special Meeting

Meeting Date: 03/30/2020

Item Title: UPDATES FROM STUDENT SERVICES DEPARTMENT

Requested by: Greg Upham

Prepared by: Marta McAllister

Recommended Action: Presented for Information Only

Information

Executive Summary:

Judy Povilaitis, Executive Director of Student Services, will update Trustees on special service protocols and procedures.

Suggested Action:

Presented for Information Only.

Attachments

Guide for Virtual IEPs

Format for conducting virtual ER/IEPs.

ZOOM is our current preferred virtual meeting platform. See Directions attached to set up your account. Google Hang Out as well as telephone conference calls may also be used. You will need to send email invitations using either method.

Pre IEP Staff Directions:

1. Secure a mutually agreeable time and send out Notice of Meeting at least 7 days in advance. (Case manager should plan to be at the school near a printer on the day of the actual meeting if possible.)
2. Document the 4 contacts in the AIM log. One phone and 2 written notices plus *ZOOM/Google* email invite notice. Send out the *ZOOM /Google* invite to all participants. (See *ZOOM* directions). Parent or others may participate via phone. Send the parent the Evaluation, Re-evaluation, and/or the DRAFT IEP 48 hours in advance. You may share the document as a PDF through email. Make sure you verify the parent email is correct before you send it. (If you don't know how to attach a PDF of the document, please contact your Coordinator.)
3. It is important to predetermine the order in which participants will present their information. Depending on the number of participants, the case manager should organize the order prior to the meeting.

Day of Scheduled IEP

1. Case manager preferable will be in the building with access to a printer. You may be with the administrator if possible. (School staff may meet in the same location with 10 or fewer people and you all are 6' apart.) If you are participating from home, ensure you are **alone** in a quiet, secluded area where you will not be disturbed or interrupted. This meeting is highly confidential and privacy must be insured. You must not allow family members or others to observe or hear this meeting.
2. Be on time for the meeting. Try to log on to ZOOM 15 minutes before the meeting starts. The case manager will open the IEP in the AIM system . Participants can have a paper DRAFT copy or follow on their computer.
3. Case managers may assign tasks to staff during the meeting, example: who is the Note taker. It is critical that if several staff have the IEP open, they communicate to the case manager that a change has been made. They should signal the case manager to SAVE and REFRESH the IEP before moving out of any section.
4. Advise all participants to use good listening skills and to adjust your rate of speech---slow down. Pause before responding to allow the transmission of sound to catch up.
5. Plan for at least one hour. Your ZOOM meeting time should be set for the *over the 2 hour* mark to ensure the system does not kick you out after 40 minutes. There is no time restriction using Google Hang out.

OPENING THE MEETING

1. Case managers will ensure all required participants are present and see/can hear. Required members must include Admin, sped

teacher, a general ed teacher, and necessary related service providers unless Excusal Notice has been signed by parent.

2. Case manager/Designee will document in the Notes Section the date of the meeting, the name and title of those participating, and the modality, i.e. in person, phone, virtually.
3. Case manager will welcome the team and go over the plan and format of the discussion to make sure participants feel they have participated and each person can talk in turn. Make sure the parent knows they will have an opportunity to ask questions after each provider has presented.
4. The Case manager will then start the meeting stating the purpose of the meeting...an amendment, annual review, ER, etc.
5. Following the ER/IEP format, staff should have remarks ready and as the parent makes comments be ready to explain and adjust information and documentation. Check in with the parent frequently to ensure they are participating and that they understand.
6. If the parent is in agreement with ER/IEP then move to the PWN.**If parent is not in agreement, see below **
7. Complete the Prior Written Notice.
8. Lock the IEP to print the signature page(s). Those in the room may sign on the signature lines. If staff is not present, then the case manager/principal will note on the signature line the name of the person, title (if not already pre typed) and how they participated either by phone or virtually. Say to the parent:

“We will send the entire document home to you. We will indicate where your (parent) signature is needed. Please send back the

signature page. Once received we will copy the completed document and send you your copy.”

9. The parent will then return the signature page(s) to the school.

Once the signature page is received, the final IEP will be printed for the parent along with a copy of the signature pages. *The original IEP with signature pages will go into the confidential folder.*

10. Upload the signature page(s) to the AIM system.

IF THERE IS PARENT DISAGREEMENT

If the parent does not agree with the IEP, give the parent time to reflect on the IEP.

1. *SCHEDULE A MEETING TO RECONVENE--make sure the date and time of the future meeting is noted in the Notes section.*
2. *Do not fill out the PWN section because the meeting will be reconvened -- basically, this is a continuation of the meeting, and no team decisions have been made.*
3. *Print the IEP without the DRAFT word on it for the signature page. This will not be considered an amend, you are just continuing the meeting to another date. The signature is as participants only.*
4. *Send a copy of the IEP along with a copy of the parent signature page to the parent. Please give the parent a reasonable time to return the document. Make sure the parent knows that they are signing as participants only.*
5. *Contact your Coordinator to unlock the IEP prior to the next meeting.*

TIPS:

- Run a trial Zoom/Google Hangout with just staff to make sure you all know what to do and are familiar with the system.
- Be careful not to use group texting or emails with families and students. Confidentiality will look different during these times and this is a rule breaker.
- Ask all participants except the parent and case manager to MUTE until it is their time to talk. If a participant needs to add something, UNMUTE, then go back to MUTE when discussion is completed.
- This is not a parent-teacher conference. If the parent has questions about assignments or other day-to-day details, handle those separately, but be polite and set a time when the teacher and parent can discuss those things.

Board of Trustees Special Meeting

Meeting Date: 03/30/2020

Item Title: BUSINESS OFFICE UPDATE

Requested by: Craig VanNice

Prepared by: Craig VanNice

Recommended Action: Presented for Information Only

Information

Executive Summary:

Trustees will be given an update on the status of the business office during the school closure, including information on payroll processing.

Suggested Action:

Presented for Information Only.

Attachments

No file(s) attached.

Board of Trustees Special Meeting

Meeting Date: 03/30/2020

Item Title: ELEMENTARY LEVY POSTPONEMENT

Requested by: Craig VanNice

Prepared by: Craig VanNice

Recommended Action: Presented for Information Only

Information

Executive Summary:

The Yellowstone County Superintendent, in coordination with the County Elections Administrator, are recommending the postponement of the May 5th Elementary General Fund Levy Election until July 7th. Below is an Email from Bret Rutherford, County Elections Administrator, regarding the decision:

"As you may know, under [20-20-108](#), MCA, the County Superintendent of Schools has the authority to cancel the May 5th School Election as Governor Bullock has declared a state of emergency. After consulting with the County Attorney's Office, Sherry and I have decided that this would be the appropriate course of action due to the COVID-19 outbreak as the health of our staff, volunteers, and the public is of the utmost importance. Our main concern is the very small window between ballot certification, April 3rd, and when ballots must be available, April 7th for late registration and April 15th for absentees. Under normal circumstances, after ballots are printed after the certification deadline, a large group of volunteers help to prepare the mailings at the courthouse which takes about 8 full days to complete. With the shelter in place order and the social spacing guidelines that we are required to follow, this will not be possible. As such, we have prepared the attached draft timeline to tentatively reschedule the contested races and levies for July 7th. This should give districts requesting levies ample time to submit their budgets by August 15th. The declaration would not be given until Friday, April 3rd, allowing us the opportunity to cancel uncontested races under 20-3-313."

Regarding trustee elections - after the trustee write-in deadline of April 2nd unopposed trustee races can be canceled and candidates declared elected by acclamation. Opposed races will be on the July 7th ballot along with the Elementary levy.

Attached is a draft revision of the Election Schedule to reflect the new dates.

Suggested Action:

Attachments

Yellowstone County Election Administrator Email

Draft Revised Election Schedule

----- Forwarded message -----

From: **Bret Rutherford** <brutherford@co.yellowstone.mt.gov>

Date: Fri, Mar 27, 2020 at 9:42 AM

Subject: Cancellation and Rescheduling of the May 5th School Election

To: donnie_mcvee@laurel.k12.mt.us <donnie_mcvee@laurel.k12.mt.us>, vannicec@billingschools.org <vannicec@billingschools.org>, j-ripley@shepherd.k12.mt.us <j-ripley@shepherd.k12.mt.us>, itbrsolutions.heimbigner@gmail.com <itbrsolutions.heimbigner@gmail.com>, copeman@eldergrove.k12.mt.us <copeman@eldergrove.k12.mt.us>, LaurieHickethier@elysianschool.org <LaurieHickethier@elysianschool.org>, dorelup@independent.k12.mt.us <dorelup@independent.k12.mt.us>, terri_r@broadviewschools.org <terri_r@broadviewschools.org>, noonkesterl@lockwoodschool.org <noonkesterl@lockwoodschool.org>, michael@pioneerschool.us <michael@pioneerschool.us>, rhuck@huntley.k12.mt.us <rhuck@huntley.k12.mt.us>, morinschool@yahoo.com <morinschool@yahoo.com>, clerk@custerschools.org <clerk@custerschools.org>, sstovall@canyoncreekschool.org <sstovall@canyoncreekschool.org>, iverson@bluecreekschool.org <iverson@bluecreekschool.org>

Cc: Rebecca Hert <rhert@co.yellowstone.mt.gov>, Sherry Long

<slong@co.yellowstone.mt.gov>, Mark English <menglish@co.yellowstone.mt.gov>

All,

As you may know, under [20-20-108](#), MCA, the County Superintendent of Schools has the authority to cancel the May 5th School Election as Governor Bullock has declared a state of emergency. After consulting with the County Attorney's Office, Sherry and I have decided that this would be the appropriate course of action due to the COVID-19 outbreak as the health of our staff, volunteers, and the public is of the utmost importance. Our main concern is the very small window between ballot certification, April 3rd, and when ballots must be available, April 7th for late registration and April 15th for absentees. Under normal circumstances, after ballots are printed after the certification deadline, a large group of volunteers help to prepare the mailings at the courthouse which takes about 8 full days to complete. With the shelter in place order and the social spacing guidelines that we are required to follow, this will not be possible. As such, we have prepared the attached draft timeline to tentatively reschedule the contested races and levies for July 7th. This should give districts requesting levies ample time to submit their budgets by August 15th. The declaration would not be given until Friday, April 3rd, allowing us the opportunity to cancel uncontested races under 20-3-313. Conditions may change but please let me know if you have any questions between now and April 3rd.

Thanks,

Bret Rutherford
Election Administrator
Yellowstone County
406 256-2740

Potential School Election Cancellation and Rescheduling (Mail Ballot)

Standard Timeline [School Election Calendar 2020](#)

Thursday, April 2nd – Write-in deadline [20-3-305 \(3\)\(a\)](#)

Friday, April 3rd – Election by acclamation and cancellation of trustee election(s) if the number of candidates is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the election. Notice must be given. [20-3-313](#)

Friday, April 3rd – Election Administrator Certifies Ballot [20-20-401](#) & [15-10-425](#)

Friday, April 3rd (after acclamation, cancelation, and certification) – Remaining contested races and issues cancelled & rescheduled. [20-20-108](#) (Target Date of July 7th, 2020)

20-20-108. Rescheduling of school election canceled due to declaration of state of emergency or disaster. If the governor declares a state of emergency or disaster under Title 10, chapter 3, a school election may be canceled by the county superintendent of schools or, in the absence of the county superintendent, by the state superintendent of public instruction. As soon as convenient after the declaration of a state of emergency or disaster is terminated, the trustees of the district shall set a new date for the election. Notice of such election shall be published for 7 consecutive days in a newspaper of general circulation in the district and posted for 7 days at district polling places. Whenever the best interests of the district would be served, the trustees may give additional notice of the election through appropriate radio and television stations that serve the people of the district.

New timeline initiated after cancelation

Starting Monday May 11th – Notice of Close of regular registration at least 3 times in the 4 weeks preceding the close of registration. [13-2-301](#)

Monday, June 8th – Close of regular registration [13-2-301](#)

Tuesday, June 9th – Start of late registration [13-2-304](#)

Thursday, May 28th through Saturday, June 27th – Notice of election posted [20-20-204](#)

Wednesday, June 17th – Absentee ballots must be available [20-20-401](#)

Wednesday, June 17th through Monday, June 22nd – Mail ballots mailed [13-19-207](#)

Saturday, June 28th through Sunday, July 5th – Absentee/Mail Ballot Counting Notice [13-15-105](#)

Monday, July 6th – Deadline for absentee requests and close of late registration at 12:00 noon. [13-13-211](#), [13-13-214](#), & [13-2-304](#)

Tuesday, July 7th – Election Day

Monday, July 13th, 3:00 PM – Provisional ballots counted [13-15-107](#)

By Friday, July 31st – Trustees canvass the votes, issue certificates of election and publish results. Recounts are ordered, if necessary [20-20-415](#) & [20-20-416](#)

Within 5 days after the official canvass – Deadline for filing a petition for recount [13-16-201](#)

Within 5 days of receipt of notice from the E.A. – Deadline for convening School Recount Board. [13-16-204](#) & [20-20-420](#)

Within 25 days of election – Deadline for trustees to hold organizational meeting to elect chair and appoint clerk. [20-3-321](#)

DRAFT

Board of Trustees Special Meeting

Meeting Date: 03/30/2020

Item Title: ADJOURNMENT/CONTINUANCE

Requested by: Craig VanNice

Prepared by: Marta McAllister

Recommended Action: As Appropriate

Information

Executive Summary:

Trustees may at this time decide to either adjourn the meeting or continue it to a later date and time.

Suggested Action:

As appropriate.

Attachments

No file(s) attached.
