

TO: Trustees, East Helena Schools
FROM: Dan Rispens, Superintendent
BOARD MEETING: December 9, 2024
RE: Student Enrollment (December 3, 2024)

<u>School</u>	<u>Grade Level</u>	<u>To Date</u>	<u>Month Ago</u>	<u>Year Ago</u>
Eastgate	Age-K	50	50	18
	K	114	111	119
EG Total		[164]	[161]	[137]
Prickly Pear	1	129	126	141
	2	146	146	144
Prickly Pear Total		[275]	[272]	[285]
Radley Elementary	3	146	147	136
	4	147	146	137
	5	135	135	151
Radley Total		[428]	[428]	[424]
East Valley	6	150	149	156
Middle School	7	153	154	173
	8	165	167	152
EVMS Total		[468]	[470]	[481]
East Helena High	9	146	148	170
	10	148	148	162
	11	135	137	153
	12	122	123	101
EHHS Total		[551]	[556]	[586]
EVMS 227	6	10	10	
	7	8	6	
	8	8	6	
EVMS 227 Total		[26]	[22]	
EHHS 227	9	8	8	
	10	17	18	
	11	19	19	
	12	15	15	
EHHS 227 Total		[59]	[60]	
TOTALS		1971	1969	1914

East Helena Public Schools in partnership with the parents and community will offer a caring environment where students gain knowledge, grow in wisdom, develop confidence and value learning for life."



Eastgate and Prickly Pear Elementary
School Board Report
December 9th, 2024



Chairman Walter and Trustees,
Here are some monthly items to share with you.

Music Programs

We would like to extend an invite for you to join us in celebrating our students and their hard work at some upcoming music concerts. Our 2nd graders will be showing off their talents on December 10th in their performance of, "Memoirs of an Elf." Our kindergarten program will take place on December 16th. Our talented kinders will be displaying their hard work in "A Gingerbread Christmas." We will be celebrating our 1st grade music programs this upcoming spring. I want to also take this opportunity to thank Mr. Krantz and Mrs. Mazanec. Their hard work and passion for students and music is truly contagious!

School Leadership Team - Behavior Goal Update

Because behavior data can be subjective in nature, our teams have determined that a school wide goal around refining our Tier II processes is a bit more applicable. In essence, Tier I would refer to universal supports and accommodations for all students and Tier II would be targeted support for a smaller group of students. Our practice has been that when a teacher has a student of concern they wish to address, they do so by placing them on a bi-weekly team agenda. During that team meeting, we work as a collaborative group to discuss the patterns of behavior, current Tier I interventions that are in place, and what next steps may be. In addition to this document, we will be working through an Antecedent-Behavior-Consequence (ABC) chart that assists us in our conversations and planning. Below is a sample chart for your review.

ABC Checklist

Student: _____ Behavior(s) of concern: _____

Date:	Time:	Activity in Progress:	Intensity and Duration
Antecedent: <input type="checkbox"/> Given direction/task/activity <input type="checkbox"/> New task or activity <input type="checkbox"/> Difficult task or activity <input type="checkbox"/> Waiting <input type="checkbox"/> Preferred activity interrupted <input type="checkbox"/> Activity/item denied (told no) <input type="checkbox"/> Loud and noisy environment <input type="checkbox"/> Given a correction <input type="checkbox"/> Transition <input type="checkbox"/> Attention given to others <input type="checkbox"/> Presence of specific person <input type="checkbox"/> Attention not given when wanted <input type="checkbox"/> Alone (no activity) <input type="checkbox"/> Alone (no attention) Other: _____ _____ _____	Behaviors: <input type="checkbox"/> Refusal to follow directions <input type="checkbox"/> Verbal refusal <input type="checkbox"/> Making verbal threats <input type="checkbox"/> Crying/whining <input type="checkbox"/> Screaming/yelling <input type="checkbox"/> Scratching <input type="checkbox"/> Biting <input type="checkbox"/> Kicking <input type="checkbox"/> Spitting <input type="checkbox"/> Flopping <input type="checkbox"/> Running away <input type="checkbox"/> Destroying property <input type="checkbox"/> Flipping furniture <input type="checkbox"/> Hitting self <input type="checkbox"/> Hitting others (students) <input type="checkbox"/> Hitting others (adults)	Consequences: <input type="checkbox"/> Verbal redirection <input type="checkbox"/> Physical prompt <input type="checkbox"/> Ignored problem behavior <input type="checkbox"/> Kept demand on <input type="checkbox"/> Used proximity control <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Removed from activity/location <input type="checkbox"/> Given another task/activity <input type="checkbox"/> Response block <input type="checkbox"/> Left alone <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Calming spot <input type="checkbox"/> Peer attention <input type="checkbox"/> Time out (duration) _____ <input type="checkbox"/> asked to leave the room	Intensity: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Duration: <input type="checkbox"/> < 1 min. <input type="checkbox"/> 1-5 min. <input type="checkbox"/> 5-10 min. <input type="checkbox"/> 10-15 min. <input type="checkbox"/> 15-30 min. <input type="checkbox"/> 30 min. - 1 hr. <input type="checkbox"/> 1-2 hrs. <input type="checkbox"/> 3+ hrs.

East Helena Public Schools in partnership with the parents and community will offer a caring environment where students gain knowledge, grow in wisdom, develop confidence and value learning for life."



Focus Group Walkthroughs - Vertical Alignment

Each student receives 25-30 minutes of Focus Group reading time. Because these groups can be fluid, based on data and progression of students, it is important for us to monitor what is being taught at each level. If a student needs to be "bumped up or down" a group, we want to ensure it is meeting their skill needs and is a seamless transition. We have conducted vertical alignment walkthroughs and will continue to do so. What this looks like is spending 3-4 minutes in one reading group, then moving up to the next reading group, spending 3-4 minutes in that group, and so forth. What we are wanting to see as well as track is the time spent on each activity that would show a progression of skill needs, all the way from students spending 5 minutes on sound by sound blending all the way up to students spending 5 minutes in writing responses to text they have just read. I have been thoroughly pleased with the time precision and level of instruction spent on skills from group to group.

Upcoming Events

- December 10th - 2nd Grade Music Program
- December 16th - Kindergarten Music Program
- December 23rd - January 1st - Christmas Break

Thank you!

Brandon Crusat, Eastgate and Prickly Pear Elementary Principal

Month	Gen. Insep./Distance	Playground	Righting/Physical Contact	Wrestling	Verbalism	Threat	Bullying	Harassment	Profanity	Total
September			2							2
October		2	6	1						9
November		1	1	1						3
December		3	3	3						9
January										
February										
March										
April										
May/June										
Total		6	12	5	0	0	0	0	0	23

Month	Wrestling	Time Out	Confidence	Parent Call	Bus. Sol.	Bus. Sol.	All. Friends	ISS	ISS	CSCT	Total
September											4
October	1	3		7	2		1				24
November				3	3		2		1		9
December				9	8		5				
January											
February											
March											
April											
May/June											
Total	1	3	0	23	13	13	9	1	1	0	51

Eastgate Elementary

Month	Gen. Inmap./Defiance	Playground	Fighting/Physical Contact	Bus	Weapons	Vandalism	Threat	Bullying	Harassment	Profanity	Total
September											0
October	6	3	4							1	14
November	10	2	6								18
December	1	2	12	1							16
January											0
February											0
March											0
April											0
May/June											0
Total	17	7	22	1	0	0	0	0	0	1	48

Month	Warning	Time Out	Conference	Parent Call	Bus Sus.	Alt. Recess	OSS	ISS	CSCT Referral	Total
September										0
October	3		14	14		8	1	2	2	42
November			18	18		14	2	2	2	54
December			16	16	1	10	2	3	3	48
January										0
February										0
March										0
April										0
May/June										0
Total	3	0	48	48	1	32	5	7	0	144

Prickly Pear Elementary



Superintendent/Administration Office (406) 227-7700

Eastgate Elementary (406) 227-7770, grades pre & K

Prickly Pear Elementary (406) 227-7720, grades 1-2

Radley Elementary (406) 227-7710, grades 3-5

East Valley Middle School (406) 227-7740, grades 6-8

East Helena High School (406) 227-7730, grades 9-12



SUCCESS FOR ALL

December 9, 2024

Radley Elementary Board Report

Gus Somerfeld

- ❖ Parent/Teacher Conferences were held November 12 and 14. We had an amazing turn out with 96% (406 of 425) attendance from parents/guardians on those nights. After sitting in on numerous conferences, our Radley staff were well prepared to share academic, behavior, and work habit progress as we continue to strive to develop the whole child.
- ❖ We have received results for the first round of MAST testing. Our teams will spend some time evaluating the results and using it to inform instruction. I will share those results in a much more consolidated and easily viewable format at a later board meeting.
- ❖ As you can see from my behavior report, Radley has experienced a high number of referrals through the first few months of the school year. To combat this members of our building team (principal, school psychologist, counselor, and instructional coach) will be providing small group social and behavioral interventions. Our hope is that logical consequences, communication and partnership with parents, and education will yield positive results.
- ❖ Radley has tracked a significant amount of walkthrough data connected to literacy practices for the better part of the last decade. This year Radley's leadership group adjusted our walkthrough form to collect data on emphasized mathematical practices. Those practices include: conceptual understanding, procedural fluency, multiple strategies, structural focus, address misconceptions, facilitate meaningful mathematical discourse and support productive struggle. I will provide more concrete data on this emphasis at a later date.
- ❖ The EH PTO fundraiser did a masterful job of facilitating their annual fundraiser. The group raised nearly \$100,000. This will fund many projects throughout the year. Most recently, the PTO has approved staff grants for over \$9,000 at Radley. We are lucky to have them!
- ❖ December Events:
 - Dec. 3, 5th Grade band
 - Dec. 5, Christmas Stroll
 - Dec. 9-18, Radley Food Drive
 - Dec. 12, 3rd Grade Concert

November Resolution Data

Total Resolutions	Total Students	3rd Grade	4th Grade	5th Grade
50	38	18	8	12
Before Class	After Class	During Passing	Cafeteria/Recess	During Class
3	0	3	25	19
Classroom	Cafeteria	Hallway/Stairs/Gym	Restroom	Playground
19	3	5	2	23

Year to Date Resolutions

Total Resolutions	Total Students	3rd Grade	4th Grade	5th Grade
140	75	66	29	34
Before Class	After Class	During Passing	Cafeteria/Recess	During Class
7	6	10	54	47
Classroom	Cafeteria	Hallway/Stairs/Gym	Restroom	Playground
44	4	9	8	56

2024-2025---Radley Discipline Report

TYPE OF REFERRAL

	Gen. Inapp. Beh	Open Defiance	Fighting/Intent to Harm	Bullying	Bus Discipline	Chronic Minor Behavior	Weapons/Substances	Vandalism	Threat/Intimi	Theft	Harrasment	Profanity	monthly totals
September	8	8	8				1			1	3	3	32
October	15	12	11		1	1	5	2	1	1	2	4	55
November	11	14	12	3		4	1	2	1		1	1	50
December	1		1			1							3
January													0
February													0
March													0
April													0
May/June													0
total	35	34	32	3	1	6	6	5	2	2	6	8	140

CONSEQUENCES

	Warning	Time out	Work Detail	Conference	Parent Meeting	Bus Susp	Recess Det.	Lunch Detent.	Detention	**ISS	***OSS	Alternative	monthly totals
September	3	2					14	3		6	2	2	32
October	2	7			1	1	20	5		11	7	2	55
November		9		1	1		14	4		16	2	3	50
December		1					2						3
January													0
February													0
March													0
April													0
May/June													0
total	5	19	0	1	1	1	50	12	0	33	11	7	140

* Every office discipline referral results in a parent phone call, at a minimum.

** In-School Suspension

*** Out of School Suspension

EVMS Dec. Board Report



Exciting News for December 20th at EVMS!

We are planning a fun day for all students on December 20th, but to participate, students must meet a few eligibility requirements. These requirements are in place to encourage responsibility and academic success.

Eligibility Criteria for Fun Day:

- Students must have no more than **one write-up**.
- All **assignments must be turned in** and students cannot have any **missing work**.
- Students must have **no failing grades (F's)**.

Important Dates to Remember:

- **Eligibility Check:** Wednesday, December 18th. This will be the day we pull the list of eligible students.
- **Work Deadline:** Any work turned in after December 18th will **not count** toward eligibility.

What Happens if a Student is Not Eligible:

- Students who are not eligible will spend the time working on missing assignments, practicing skills they may be struggling with, and focusing on improving behavior.

Encouragement: This is only a 3-week period, and we believe every student is capable of m

Academics

We have finished up our MAST testing and are looking at ways to make it more accessible to read for teachers.

Sports:

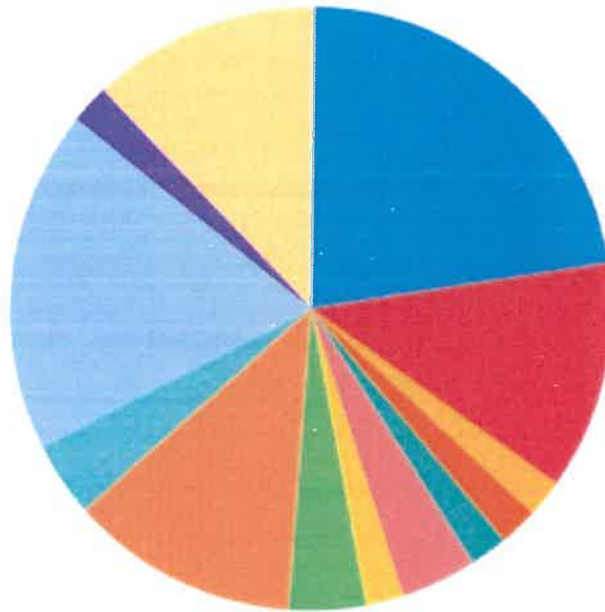
Boys Basketball is coming to an end at the end of Dec.

Behavior:

This month was way better as far as the number of referrals that have come in. The 7th grade class did a good job of keeping their numbers down from their usual high referral rate. We are excited to make this a new trend for them.

Types of Referrals - September 2024

- Gen. Inapp. Beh
- Open Defiance
- Fighting
- Bus Discipline
- Chronic Refocus
- Vandalism
- Threat/Intimi
- Theft
- Harrassment
- Assult
- Disruption
- Drugs/Tobacco
- Cell Phone



Behavior

	Gen. Inapp. Beh	Open Defiance	Fighting	Bullying	Bus Discipline	Chronic Refocus	Weapons	Vandalism
August	0	0	0	0	0	0	0	0
September	10	7	0	0	1	0	0	0
October	23	13	3	2	0	3	0	0
November	11	6	1		1	1		2

	Vandalism	Threat/Intimi	Theft	Harrassment	Assult	Disruption	Drugs/Tobacco//	Cell Phone	Weapons
August	0	1	0	0	0	0	0	2	3
September	0	0	0	1	1	12	0	14	46
October	0	1	1	3	1	22	1	16	89
November	2	1	2	6	2	9	1	6	49

Consequence

	Warning	Intervention	Work Detail	Other	Parent Meeting	Bus Susp	Lunch Det.
August				2			
September	3			16	1		11
October	5	5		15	2		26
November	3	7		8			8

	Detention	**ISS	Parent Call	***OSS	Plan of Improver Expulsion	Monthly Totals
August						2
September	16		5	5		57
October	29	1	8	15		106
November	13	1	1	11		52

y Grade	Aug.	Sept.	Oct	Nov.	
h Grade			7	27	16
h Grade			26	46	17
h Grade		2	17	30	25

ocation	Nov.
assroom	37
allway	5
ayground	1
afeteria	3
athroom	0
her Outside	2
is	1

School Board Report
December 2024
East Helena High School
Positive Behavioral Intervention Supports (PBIS) & Discipline Data

PBIS Program:

The student MTSS/PBIS group met at lunch last week to discuss ideas for assemblies, Vigilante Star prizes and different activities that can be provided for students outside of athletic events. We discussed that we want to continue to have students in the building where they are safe and making good choices. The students provided great discussion and were given the task of coming up with ideas before the next monthly meeting. They are also in the process of recruiting more students to be a part of this group as they want to be a positive voice in advocating for students at EHHS.

Discipline Data:

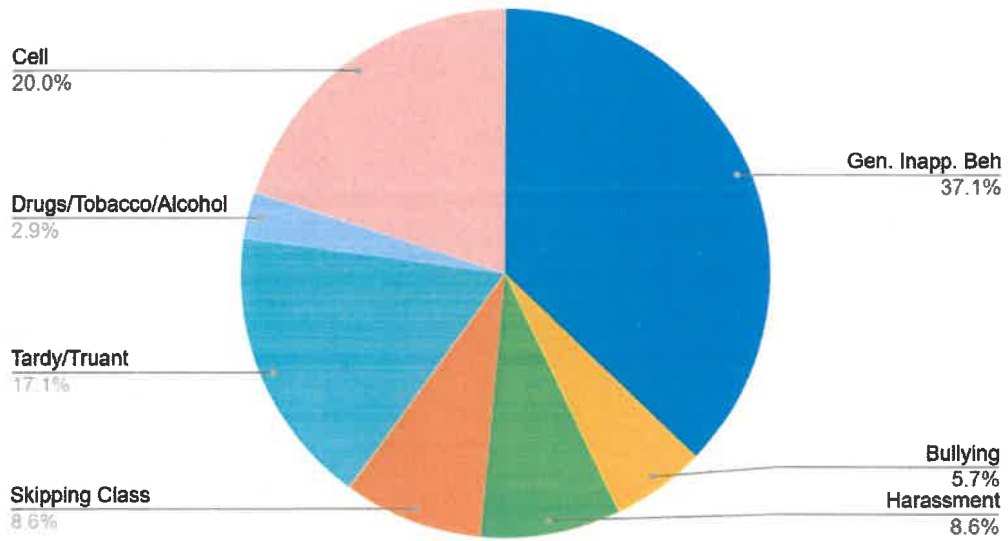
The EHHS discipline report is listed below. There were a total of 35 referrals and 18 detentions for the month of November. In November of last school year, there were a total of 50 office referrals and 40 detentions. In comparison to last year, we are continuing to see a steep decrease in the number of referrals and detentions. The chart below also illustrates the percentage of students involved in referrals. The vast majority of our students are doing what is expected in their classes, in our hallways and on our campus.

PBIS Tiers	Students	Percentage
Tier 1	613	95.7%
Tier 2	25	4%
Tier 3	2	0.3%

Discipline Report:

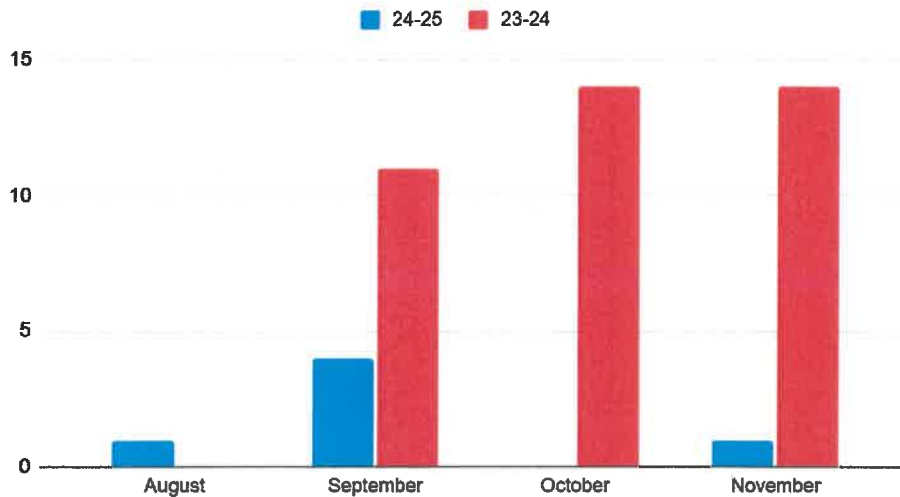
The total number of office referrals for the month was 35. Out of the total office referrals there was one day of In School Suspension and one day of Out Of School Suspension. This is incredible to see from our students. At EHHS last school year, there were 14 In-School Suspensions and 7 Out of School Suspensions.

November Referrals

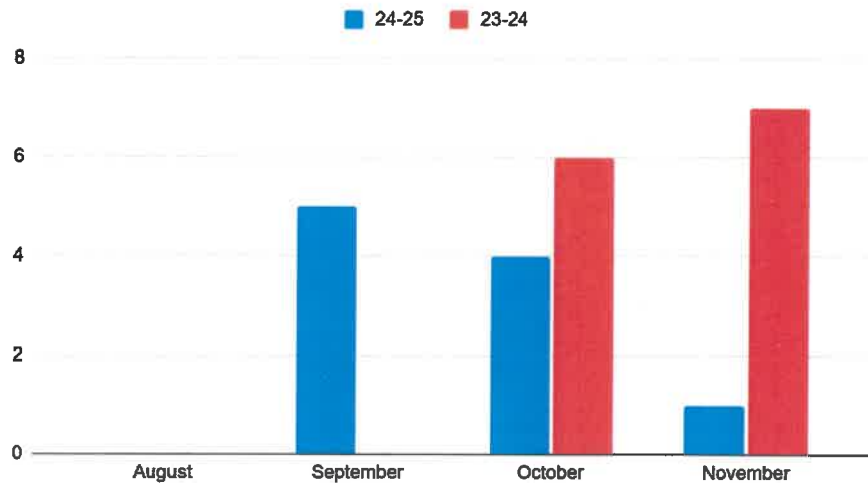


*This chart shows the breakdown of referrals for the month of November. The majority of the referrals were considered to be minor incidents with most being tardy to class or misuse of a cell phone during class. The general inappropriate behavior incidents involve disrespectful language to staff or misbehaving during lunch.

In School Suspension



Out of School Suspension



*Both of these charts illustrate the great choices students are making at school. We are very encouraged to see the hard work put in by both staff and students towards making positive choices is paying off.

Vigilante Star:

This program has taken off this school year. It is in large part to the staff focusing on rewarding and recognizing students who are coming to school each day and working hard. Each staff member reviewed the handbook with students at the beginning of the year and continue to reference what they want to see in their classrooms each class period. This year, we have handed out 106 small Vigilante Stars and 9 large Vigilante Stars. The small prizes include drinks, snacks and a small prize, all picked out by the students. The large prizes include gift cards to local East Helena businesses. There have been a total of 115 Vigilante Star winners compared to our 97 total office referrals. This is incredible work and one we are proud of at EHHS.

Mrs. Klock
EHHS Vice Principal



East Helena High School
"Home of the Vigilantes"
2760 Valley Drive, East Helena, MT 59635
(406) 227-7730 - Phone ■ (406) 227-3520 - Fax

EHHS Principal Report

December 2024

New Hires

For the 2nd Semester we will have 2.25 new teachers. Subject to a background check an English teacher has accepted our offer of a position till the end of the year. Partnered with our new Ag teacher Ms. Wigen coming in as a three quarter time high school, and one quarter time junior high teacher. This will help decrease our class sizes and give our students more options, and additionally Ms. Smail will also be able to offer 2 more elective classes as well.

Mr. Reid will move from being an instructional tutor fulltime in 227, to halftime HiSET teacher and halftime instructional tutor operating out of the 227 Academy.

Power School to Infinite Campus

State reporting was required for CTE (Career and Technology Education), which was completed at the end of last school year. However, the crossover from Power School to Infinite Campus operating system was not as accurate as hoped. As a result a lot of time was spent correcting errors by hand. All done now, and important for our Carl Perkins Grant which helps fund our CTE Programs (Culinary, Workshops, Business).

HiSET

The HiSET program has had to be reset up due to the previous coordinator leaving. A months long process with OPI which is now done, and ready to be implemented in January this year, then from September in later years. This is an alternative Graduation Path for credit deficient students which requires the passing 5 external exams and having good attendance and passing other classes. The student must also have a full load at the HS during this period of time.

Teachers

We will be doing the second round of Evaluations for a few non-tenured teachers in December, before they do their third round in January-February. Other non-tenured teachers will do their second rounds in January-February. Trish, Jana and I have been pleased with the walk throughs, as we continue to applaud, advise and help teachers to become better practitioners of their trade.

Calendar Committee

The Calendar Committee met and have come up with three options to be voted on by the teachers, after which the results will be presented at the January Board Meeting.

Seniors

We are deep into scholarship application season, and the counselors are working hard with Seniors to have their FAFSA applications finished.

Activities

Winter Activities of Basketball, Wrestling, Speech and Debate, Swimming, and Cheerleading are under way, as is the Robotics club. We also have students in the out of school sports of Ice Hockey, Boys Volleyball and Rugby but to name a few.

Vigilante Record

A busy November of activities past and more coming in December, so please remember to read the Vigilante Record sent out on Fridays to keep yourself up to date. If you miss it, you can always go to the school website to catch up.

HS Website

The new District website is up and running and we will be checking over it over the next few weeks to make sure everything is current, and nothing needed is missing.

Shout Out

To all our Winter coaches for the start of the long cold Winter season.



East Helena High School

School District No. 9 * P.O. Box 1280 * East Helena, MT. 59635

District Office (406) 227-7700 * EHH School Office (406) 227-7730

“Success For All”

To: East Helena School Board

From: Shaun Murgel

Subject: 11/11/2024

Activities:

Update in Activities: Now that Fall sports are officially over we got through Thanksgiving and are now gearing up for the regular season in all of our Winter Sports. We are excited about a lot of activities happening before the Christmas break. We will start off the first home event with boys and girls basketball on 12/13 against Hardin. We are going to hand free t-shirts out to the first 300 fans and make that night a White Out Night. We have around 300 T-shirts to hand out for that game and we can't wait to see our teams in action. The following week we have our first home wrestling meet. It will be a mixer with Dillon and Three Forks. We will cap off the weekend by hosting a Class A tip-off of East vs. West Schools here. Speech and Debate will continue their season on the road the next couple of weeks heading to Billings and Kalispell, then getting a much-needed break for Christmas. Swimming will kick off their season in Butte and then head to Great Falls before getting some time off for the break.

One of the newest things that we have finally gotten done is we have put up our interactive Hall of Fame video board in the Athletic Hallway. We are currently adding content to it. Our coaches all have access to update all of the information for their individual programs. There are QR codes on the screen that allows a person to view the screen on their phone as well as a link to the school instagram page for the latest information about everything EHHS.

One last thing about activities we are transitioning to a new District and School website. I have put the link to the District website here so that you can check out all the happenings in the District and have updated the Activities link so that you can see the monthly AD Newsletter if you choose.

District Website link:

<https://www.ehpsmt.gov/>

AD Newsletter link:

<https://ehhs.ehpsmt.gov/ehhs-athletics-activities/athletics-updates>

Facility Use:

December is a month where we have a lot going on early in the month. We have Elkhorn Basketball finishing up their yearly basketball skill development, there are always a lot of our Christmas Programs going on at each of the schools which are great to go and watch. The annual Christmas Stroll in town is a great community event with musical performances at Radley. Thanks to some generous donations from Stockman Bank, PTO, Booster Club, and Dick Anderson Construction we are putting in a new scoreboard at EVMS. We are super excited to be able to use that gym for some of our home basketball games this year.

Facility Use Schedule Link and my email:

<https://www.ehpsmt.gov/district-facilities/district-facility-use/facility-reservation-instructions>

smurgel@ehps.k12.mt.us.

Transportation:

We have a lot of activities that are always going on and a lot of activity trips, not just the high school but the district as a whole. If you ever have any questions about how those get scheduled or how it is decided which team gets which bus, the person that arranges all of this is Nick Turner. He is our Transportation Supervisor. I was told to share with you his email so that you can contact him with any questions nturner@ehps.k12.mt.us There are always a lot of moving pieces to this puzzle and he can do a great job of explaining them to you.

Thanks

Shaun Murgel



EHPS Technology Report

December 9th, 2024



To the EHPS Chairman and Board of Trustees,

The new EHPS website is now live! Users viewing the old website will be shown a popup with information and a link to the new site. The old site will go down in approximately two months. Pages have been turned over to the appropriate staff to begin tailoring it to their needs and maintaining updates.

Now that the site is mostly finished, the current focus this month is staff, student, and network device refresh cycles. Now that I've settled in a bit, I've been combing through different data to identify the needs of the district to create a long-term plan for device upgrades. Currently Chromebooks stop receiving updates at around 5 years. The goal is to spread these purchases out yearly to avoid massive device shortfalls while providing a close budget estimate years in advance. Also, 71 of our staff devices are running Windows 10 which will stop receiving updates as well in 2025. These devices are unable to be upgraded to Windows 11 due to hardware requirements. As for server equipment, I am working on identifying needed upgrades through the E-Rate program. The wireless access points at Prickly Pear are no longer supported, as are a few of our network switches. While these devices still work past their end-of-cycle date, the hardware does not support the current technologies available and will miss out on important security updates and device patches. The remainder of the network switches were purchased through E-Rate in 2020 with a 5-year use policy, however these devices were introduced in 2017 and they will be reaching their end-of-cycle soon so planning for those upgrades will need to be addressed in the near future as well.

CRDC reporting opens this month and this will be my first time working on it. I will be working with the previous Technology Coordinator, Brandon Hansen, to learn as much as possible to ensure this process is smooth and accurate for the future.

Thank you for your time,

Eric Power
Technology Coordinator

RESOLUTION 239

WHEREAS, Section 20-6-602 (MCA) designates the power and responsibility to hold in trust all real and personal property of the district for the benefit of the schools and children of the district to the Board of Trustees; and

WHEREAS, Section 20-6-604 (MCA) authorizes the Board of Trustees to sell or otherwise dispose of real or personal property that they determine is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district; and

WHEREAS, the Board of Trustees has determined that certain personal property of the district is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 9, LEWIS AND CLARK COUNTY, that a detailed list of the personal property that is abandoned, obsolete, undesirable, or unsuitable will be prepared; and

BE IT FURTHER RESOLVED, that the detailed list of personal property will be available to interested citizens at the Central Office, 226 E. Clinton, East Helena, Montana, and

BE IT FURTHER RESOLVED, that all identified property will be sold by bid at a time and place to be determined by the board of trustees and subsequently disposed of if proven undesirable for sale.

Dated this 9^h of December, 2024.

Jill Hoogerheide
Clerk, Board of Trustees
School District No. 9
Lewis and Clark County

Scott Walter
Chairman, Board of Trustees
School District No. 9
Lewis and Clark County

Surplus Items

22" Powermatic Planer - Model 201



East Helena Public
PO Box 1280
East Helena, MT 59635

November 21, 2024

Re: Public charter school enrollment- Revised

Dear Dan Rispens,

The Office of Public Instruction (OPI) wants to provide clarification to the initial letter sent on November 8th, 2024. ANB is calculated by the average of the adjusted fall enrollment and the adjusted spring enrollment, both of which include part time students in the calculation.

§ [20-6-812\(2\)\(a\)](#), MCA outlines the requirements to qualify for basic entitlement:

[A] public charter school ... must receive a basic entitlement calculated separately from other budget units of the district when its ANB is greater than:

- (i) 70 for an elementary school or program;
- (ii) 20 for a middle school or program; or
- (iii) 40 for a high school or program.

If a district receives more BASE aid than it is entitled to, § [20-9-344\(4\)](#), MCA, also referenced in section 6.7 of your public charter school contract, requires the county treasurer to return the overpayment to the state.

The following data shows the adjusted fall student counts for each public charter school in your district:

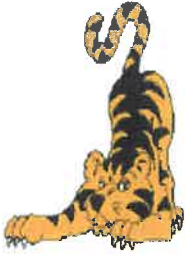
Charter Name	School Code	Budget Unit	Adjusted Fall Student Count
227 Academy	3028	E2	10
227 Academy	3028	M2	11
227 Academy	3029	H2	56.25

The spring student count for ANB data collection takes place on February 3rd, 2025 and ensuing final ANB calculations will occur before March 1st. The adjusted numbers must be greater than the minimums to qualify for the basic entitlement.

If you have any questions, please do not hesitate to contact alivia.skeslien-jenkins@mt.gov.

Regards,

Alivia Skeslien-Jenkins



East Helena Public Schools

School District No. 9

P.O. Box 1280 * East Helena, MT. 59635

Superintendent/ Administration Office (406) 227-7700

Eastgate Elementary School (406) 227-7770 * Prickly Pear Elementary (406) 227-7720

Radley Elementary School (406) 227-7710 * East Valley Middle School (406) 227-7740

East Helena High School (406) 227-7730

"Success For All"



Memorandum of Understanding

December 9, 2024

The East Helena School District and the East Helena Education Support Association agree that classified staff from all job descriptions will be given the opportunity to choose to work or not work outside of their classification to perform custodial duties, other maintenance or food transportation duties needed in the school district. These duties must be approved and assigned by the administration on a limited basis, in order to provide employment over school breaks including:

- Christmas Break - Work days include December 23, 27, and 30-31. Work hours are 6:00 AM - 2:30 PM or as agreed upon by the employee and the maintenance supervisor.
- Spring Break - Work days include March 24 -28. Work hours are 6:00 AM - 2:30 PM or as agreed upon by the employee and the maintenance supervisor.

The classified staff will be paid straight time according to their current wage. Assigned tasks may include: assisting with food service/food delivery, deep cleaning carpets, washing windows, dusting and deep cleaning, outdoor upkeep and maintenance, and other custodial assignments.

The Memorandum of Understanding achieves our mutual intent. This Memorandum will be in effect for the specified dates during the 2024 - 2025 school year and does not constitute a change in the Master Agreement or set precedent for future matters. The employee and Association waive their right to grieve the provisions in the contract as stated in this Memorandum.

Signed this ____ day of December, 2024.

President, East Helena Educ Support Assoc.

Vice President, EHESA

Board Chair

Superintendent

Employee

Attest,

District Clerk

Montana HiSET Options School District Application

East Helena HS 2024-25



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Statement of Assurances

School Board Chair Statement of Assurances

School Board Chair Name Scott Walter

School District East Helena Public Schools

School East Helena High School

Address 226 E. Clinton Street

City East Helena County Lewis and Clark

Zip Code 59635 Phone (406) 227-7700

Fax (406) 227-7731 E-mail sw4ehschools@hotmail.com

I hereby confirm that all staff involved with the HiSET Options Program for this school district are aware of and agree to comply with the assurances and program requirements included in the HiSET Options Program application form submitted by this school district.

Upon notification of program approval, the district will certify that:

- *The proposal has been approved by the school board and is consistent with existing district policies, rules, and contracts.*
- *The district agrees to support the implementation of the HiSET Options Program as proposed in the district application.*
- *The district agrees to the provisions and requirements of the HiSET Options Program.*
- *The district agrees to provide information as requested by the Montana Office of Public Instruction (OPI) in a timely manner.*
- *The school board has read [10.55.906](#) of the Montana Annotated Code and understands their legal role in this process.*
- *It is affirmed by the School Board that all HiSET Options students must be considered full-time students with all the rights, privileges and responsibilities that entails.*

Signature of School Board Chair _____

Date _____



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 Elsie Arntzen, State Superintendent
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School Principal/Administrator Statement of Assurances

I approve this application.

I understand if the HiSET Options Coordinator position turns over or the school district does not participate in a HiSET Options Program for one full school year, the school district must notify the OPI and submit a new HiSET Options Program School District Application.

Principal/Administrator Name Paul Condon

School East Helena High School

Address 2760 Valley Drive

City East Helena County Lewis and Clark

Zip Code 59635 Phone (406) 227-7730

Fax (406) 227-7731 E-mail pcondon@ehps.k12.mt.us

Signature of Principal/Administrator _____

Date _____



District Superintendent Statement of Assurances

I approve this application.

District Superintendent Name Dan Rispens

School District East Helena Public Schools

Address 226 E. Clinton Street

City East Helena County Lewis and Clark

Zip Code 59635 Phone (406) 227-7700

Fax (406) 227-5534 E-mail drispens@ehps.k12.mt.us

Signature of District Superintendent _____

Date _____



HiSET Options Coordinator Statement of Assurances

HiSET Options Coordinator Name Paul Condon

School East Helena High School

Address 2760 Valley Drive

City East Helena County Lewis and Clark

Zip Code 59635 Phone (406) 227-7730

Fax (406) 227-7731 E-mail pcondon@ehps.k12.mt.us

Upon notification of program approval, the Program Coordinator will:

- Work collaboratively with the HiSET Options team to properly identify students for the program.
- Facilitate smooth operations of the program at the school under the guidelines issued by the OPI for registering, monitoring testing, and retesting students.

If the HiSET Options Coordinator position turns over or the school district does not participate in a HiSET Options Program for one full school year, the school district must notify the OPI and submit a new HiSET Options Program School District Application.

Signature of HiSET Options Coordinator _____

Date _____



HiSET Chief Examiner Statement of Assurances

HiSET Chief Examiner Name John Peterson

HiSET Test Center Name Helena College - Adult Learning Center

Address 1115 Roberts Street

City Helena County Lewis and Clark County

Zip Code 59601 Phone 406 - 447 - 6389

Fax _____ E-mail john.peterson@helenacollege.edu

- I understand that the HiSET Options Coordinator will request age waivers for HiSET Options students, and I agree to provide those waivers so students can register for their exams.
- I understand that the HiSET Options students must establish residency and provide state-issued photo identification to test.
- I agree to provide HiSET testing for HiSET Options students at the test center I oversee.

Signature of HiSET Chief Examiner _____

Date _____



Guideline 1: School District Expectations

Please review the HiSET Options Program Guideline 1 and respond to the questions below.

1. Does the school district agree to allocate resources that ensure effective delivery of instruction to HiSET Options program students?

Yes

2. Percentage of Students Allowed in the Program:

On average, how many graduates has your high school produced in the past three years? What is the maximum number of students in your school's HiSET Options program in the upcoming school year?

We do not have a 3 year average yet, but graduated 122 in 22-23, and 98 in 23-24, which would make 8% of 110 = 8.8 or 9 students allowed in the program per year.

3. Student/Teacher Ratio:

The student-teacher ratio may not exceed 15 to 1. How many students do you anticipate in this year's program?

3-5

4. Instructor Qualifications:

Who will deliver instruction to the HiSET Options class, and what credentials do they have? Provide SEID Number.

Alex Reid 5-12 History SEID 208123

Additional Support provided by

Jon Moore 5-12 English 5-12 Social Studies SEID 63614

Andrew Bodecker 5-12 Social Studies SEID 232930

Nicole Hash 5-12 Math SEID 85281

Shelby Holmes 5-12 Science SEID 134851

5. School Guidance Counselor Obligation:

Who will be the school guidance counselor(s) for HiSET Options students, and how will the district ensure that each participant continues to have access to the school guidance counselor?

Kelli Kerpa. Students will be told by the Coordinator they have unlimited access to the Counselor before starting the HiSET option during the interview.



The Coordinator will check with the students regularly.



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6. Student Attendance:

Where will the HiSET Options class be held? If the class is held off the main high school campus, how will students get to class? How will HiSET Options student attendance be monitored, and who will be monitoring it?

In a separate classroom inside the 227 Academy. They will be members of the 227 Academy. Attendance and instruction will be done by Alex Reid, who will spend the rest of his day as an Instructional Tutor in the 227 Academy Charter School.

7. Professional Development:

What process will your district's HiSET Options Program coordinator use to train all counselors in the program?

Information and materials will be provided to the teachers in the late Fall before the start of the 2nd Semester. All guidelines and aspects will be reviewed, along with the curriculum information. A review will be completed as we grow this program.

8. Will you support the HiSET Options Program staff members by allowing participation in training sessions provided by the OPI? Will your district be offering training sessions for Options program staff members? (Please list the tentative date(s), what training will cover, and who will provide the training.) What other professional development requirements will be in effect for staff members?

Program staff will be provided the opportunity to attend training sessions provided by the OPI. The district will consider training in the summer for our teachers to attend or be provided in house.



9. Gap in Service or Establishment of New HiSET Options Coordinator:
Do you understand that if your program does not run for one school year or more, or there is turnover with the HiSET Options Coordinator, a new HiSET Options School District Application must be submitted?
Yes.



10. Do you understand that program modifications must be submitted to and approved by the OPI?

Yes.



Guideline 2: HiSET Options Coordinator Expectations

Please review the HiSET Options Program Guideline 2 and respond to the questions below.

1. Student Registration in the TCA Portal:

Will the HiSET Options Program typically run in the Fall and Spring Semester, or just the Spring Semester?

This year, just in Spring. Next year we will operate it over the full year.

2. Who will register HiSET Options students for HiSET Testing? Describe the test registration process.

Students are registered within the first two weeks of the semester by the HiSET Coordinator, using the Coordinators email address. Account info will not be shared with students, the school mailing address will be used, and Coordinator phone number associated with the school.

3. Student Rosters:

Who will be responsible for submitting the roster of enrolled HiSET Options students to the OPI by the second week of the semester? Provide the date(s) the roster is due.

Hi SET Coordinator will provide names by Friday January 31st.

4. Do you understand that HiSET Options students will be denied completion of the program if their name is not on the roster by the second week of the semester?

Yes.



5. Dropped Students:

Describe the process for dropping a student from the program.

Parent/s and student/s will meet with school administration if a student is having attendance, behavior, or issues related to work ethic. At this point a plan will be implemented with parameters in place to improve the students chances of successfully completing the courses. After all avenues are exhausted the student will be removed from the program and referred to the local Adult Education Center in Helena for GED completion. The roster will be updated to OPI (via file transfer service) with the drop date. The student will be reminded that the HiSET Option scores cannot be banked for future use and they must start testing over.

6. End of Year Narrative and Final Roster:

When does your school typically celebrate graduation? What date will your End of Year Narrative and Final Roster typically be due to the OPI?

May 30, 2025 is Graduation Day. Final roster and end of year narrative will be finished by June 13, 2025, or two weeks after Graduation.

7. Annual Review of Guidelines:

When will the annual review of the HiSET Options Guidelines typically take place?

This will occur before selecting students for the January intake, so December 2024.



Guideline 3: Student Eligibility

Please review the HiSET Options Program Guideline 3 and respond to the questions below.

1. How will you determine whether the student is an appropriate candidate for the HiSET Options Program?

To graduate from EHHS a student must have at least 22 credits. A student entering the HiSET program must have 9-16 credits if there is educational disruption, or 11-18 at the start of their Senior year. Students must be at least 1 semester behind but no further than 3 behind.

2. Student Enrollment:

Provide the start dates of your school's semesters or trimesters during an average year.

First Semester August 28th, Second Semester January 21st.

3. Credit Deficiency:

(Contact the OPI HSE Specialist for your school's credit deficiency range)

To graduate from East Helena High School, a high school senior must have at least 22 credits, with a credit deficiency range of 11-18, unless there is a disruption to learning and it will be 9-16.

4. Academic Ability:

What standardized test(s) will demonstrate the student has sufficient academic ability to complete the program? What other factors will show a student is capable of completing the program?

Benchmarking and Progress Monitoring Scores – these scores will help to show current academic levels and any progress being made throughout the time in high school.

ACT or TABE Testing Scores – this will help to determine present levels of academic performance compared to their cohort and whether they are at least in the nearing proficiency measurements.

Classroom Observations – teacher observations and information regarding ability



and levels of reading, writing, math, and overall comprehension will be gathered. A form will be developed to get this information from current and former classroom teachers for the student.

In looking at the desire to complete the program, an interview process will be conducted with the student and their parents/guardians to explain all aspects of the program and level of commitment needed, with benchmarking measures included to determine if progress is being made or not. It will take all in the room to agree to the commitment in order for a student to be enrolled in this program.



5. **Voluntary Participation:**

What process will the district use to ensure that participation in the HiSET Options program is voluntary and that the obligations outlined in the contract are carried out? Who will ensure all items in the student contract are met?

We will utilize the following process and timelines to inform community members of this option, the commitment needed, and when certain aspects need to be met to be enrolled:

1. **In the late fall of 2024-25, after a review by the counseling staff to determine credit deficient seniors, an informational meeting will be held at the high school. Those students who are deemed credit deficient will be invited, with their parents, to hear about the program. In addition to these students, at the initial Building Team Meeting (Student Support), student recommendations will be made on those who may not have made the credit deficient list, but are close and struggling. They will be invited as well. In our monthly 227 Academy Program meetings, student lists will be discussed as well.**
2. **After the meeting, those that are interested will be able to sign up for another, more involved, meeting with a member of the administration, a school counselor, the student, their parents/guardians, and a member of our 227 Academy Program staff – who will be overseeing the HiSET program.**
3. **During the second meeting, the following will be discussed:**
 - a. **Current credit status – here we will determine where the student is at and what they have left to complete. Degree options will be reviewed to determine if the “Montana Diploma” (SB 18) is doable, or if a traditional EHHS Diploma is still the option.**
 - b. **Goals of the program – The program goals and aspects will be reviewed with the individual and clear direction on whether they believe they can accomplish it will be examined.**
 - c. **Requirements of the HiSET Options Program – all forms, class requirements, and other aspects will be reviewed and signed off on.**
 - d. **Writing Assignment – the last aspect of the application process will include the inclusion of a writing sample. The goal of this sample will help to determine commitment to the program, but also as an additional opportunity to determine writing levels for the English teacher. The writing assignment will ask the student to answer the following question:**
 - i. **What is something that you have overcome that made you a better person?**
4. **The included HiSET Options contract and requirements for attendance, behavior, and academic performance will be reviewed and signed off on by the HiSET teacher and the HiSET Coordinator.**
5. **If approved, an entry meeting will be held with the counselor and HiSET Coordinator.**
6. **The Principal will ensure that the obligations in the contract are carried out.**



6. Student Contract:

Do you understand that each section of the student contract must be completed, and all parties must sign off on the document before a student is granted access to the program?

Yes

7. Do you agree that if any portion of the contract with the student is not in compliance, the district cannot award a diploma and you will notify the student and parent or guardian?

Yes



Guideline 4: Instructional Components

Please review the HiSET Options Program Guideline 4 and respond to the questions below.

1. **Class Instruction:**

Describe how you will deliver the test preparation and develop skills for postsecondary readiness. Provide a detailed description of a HiSET Options student's typical day including the hourly requirements, general credit recovery options, and college and career readiness opportunities. This basic outline is not intended to limit your academic offerings. Include whether the class will be held in the morning or afternoon.

The instruction for these classes will be a blend between direct instruction and individual work time to prepare for the test and gain access to needed career readiness opportunities.

In general, a typical day may include the following:

- **8:25-11:34 – The student is enrolled in four rotating classes. 2 days a week they work on Math and Science, the other 2 days a week they work on Social Studies and English. The other day (usually Friday) will be spent on some career readiness via MCIS, portfolio work, and one or two of the core classes (ie. English and Math one Friday, Social Studies and Science the next). This will also be when the HiSET teacher checks-in on the students and develop their weekly or bi-weekly plan.**
- **11:34-3:20 – This will involve work study or other approved classes in the High School like Electives or more core classes.**

These time slots can be flipped based on each individual. If electives fall in the morning then the HiSET Options classes can be worked with the student and HiSET teacher at different times.

2. Who in your school district will be responsible for ensuring that instructional content for your program is of high quality, includes best practices, includes student-centered instruction to meet the diverse needs of learners, and will ensure that HiSET Options students are participating in a career pathways program?

HiSET Coordinator.



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3. What student material and learning aids will be used in the HiSET Options program preparation classes?

We have quality instructional materials to meet varying needs of students enrolled there. There are texts aligned to content standards and a concise curriculum that meets accreditation standards. We will also purchase the HiSET training and practice exam materials for student learning and practice. We will be using Essential Educations Online resources, as we did last year, which includes Curriculum Materials and Practice tests. They will have a teacher guiding them through the materials.

4. What additional classroom and experiential learning activities will be made available to HiSET Options students to assist in developing higher-order thinking skills and test-taking skills during their 15 hours of instruction?

There will be multiple options made available to students enrolled in the program to help supplement the instruction they are receiving. These will likely be determined on an individual basis, but options include:

- **Work-based experience – this could come in the form of gaining credit and training at their current job site. Conversations will be had with their employer on ways to further develop skills at the job site and how to communicate that between the job and school. If they do not have a job currently, connections with local businesses, Helena College connections, or Job Service Coaches will be utilized to help build these skills.**



- **Traditional Classwork** – if there are courses the student would like to still be enrolled in (welding, carpentry, fine arts, etc.) we will make that work to help challenge and apply skills to the student.
- **Guest Speakers** - Program staff will work to bring in guest speakers and work on leadership skills, work-based skills, and various research opportunities to help grow their abilities.



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5. Workforce Development:

Does your school currently use MCIS 360? If so, is staff proficient with the system? If not, would you like to be connected to someone who could train you/your staff?

Yes we do use it. Yes we would like some more training on it.

6. Based on the student's MCIS 360 Career Portfolio, how would you support postsecondary goals beyond traditional classroom experiences to ensure the completion of a transition plan that outlines steps for a successful transition to career or post-secondary training?

Counselors and the HiSET teacher will help students develop a skill base on how to research information about further education, work, and community opportunities to grow their skills and abilities. Students will work on goal setting and gain practice on how to obtain these goals throughout their lifetime. Through various guest speakers and information through MCIS, they will look at what it takes to be in that profession, as well as current trends and growth opportunities available. Lastly, throughout counseling and advising sessions, students will begin to hone in on certain strategies and how to transition effectively between positions, schooling opportunities, and responding to unanticipated changes in their life.

We have our own Career Fair at the HS every March and we will take opportunities as they present themselves to go to others if needed. We also have a dual credit collaboration with Helena College, which the Counselors have in depth knowledge of. The Counselors work with our Seniors throughout the year on FAFSA Applications, schooling options, and scholarship opportunities

7. How will the district ensure that each HiSET Options Program participant will have access to postsecondary career pathway counseling? Will the district ensure that all Options program participants participate in MCIS 360 to develop a career portfolio and transition plan to ensure college and career readiness? If you will not be using MCIS 360, describe your system.



EHHS utilizes the MCIS programming for all students in the school, so in theory a career portfolio will already have been created for the student by the time they are in this program. Additional assignments and work through the MCIS program will continue to happen regularly during their HiSET classes. Connections through our Job Service contacts in the Helena area will help to build relationships with those in the workforce.



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8. How will the MCIS portfolio (or other career development system) and the school's records for HiSET Options students be managed and monitored?

Students will form portfolios in which they will keep all of their classwork, other assignments/projects, and career development materials. This portfolio will be part of the final graduation process as well and serve as a way to help them review and study for their HiSET exams at the end of the program. Their HiSET teacher and class advisor will help the students maintain these portfolios.

9. Distance Learning:
Will synchronous or asynchronous distance learning be utilized? If distance learning will be used, describe. Note – asynchronous distance learning cannot count toward the required 15 hours of instruction.

Synchronous. The instructor will be using Essential Education online resources.

Guideline 5: HiSET Test Administration

Please review the HiSET Options Program Guideline 5 and respond to the questions below.

1. Allowable Testing Window:

When will HiSET Options students at your school begin testing during a typical year?

This year from March 1, next year from October 1.

2. Test Seat Availability:

How will you ensure adequate test sessions are available for HiSET Options students?

In communication with Helena College Adult Learning Center which administers the tests.

3. Underage Waiver Requests:

Do you understand that you may not register HiSET Options students for tests until the HiSET Chief Examiner or the OPI Adult Education Unit is provided with an age waiver request? Who will be responsible for submitting a request so the students may be allowed to register for the test?

Yes. HiSET Coordinator.

4. Test Center Check-In and Identification Requirements:

How will you ensure that all test takers possess state-issued photo identification required for testing? Do you understand that HiSET Options students must provide current state-issued photo identification and proof of residency to the HiSET examiner to be allowed to test?

We will work with students to ensure they have the evidence necessary to be allowed to test. Counselors and Principal will supervise this.



Guideline 6: Diploma and Record Retention

Please review the HiSET Options Program Guideline 6 and respond to the questions below.

1. HiSET Score Requirements:

Will your school require a higher passing test score than the state's passing score? If so, what will the requirement be?

No.

2. Do you understand that test results earned in the HiSET Options program cannot be banked for future use if a student drops from the program?

Yes.

3. High School Diploma:

What credentials will be granted to HiSET Options students who complete the program at your school?

An East Helena High School Diploma.



Guideline 7: Accountability and Compliance

Please review the HiSET Options Program Guideline 7 and respond to the questions below.

1. **Monitoring and Compliance:**

Do you agree to share information with the OPI as is necessary during the duration of the program?

Yes.

2. Do you understand that the OPI will conduct site visits, desk audits, and records requests to ensure compliance with the guidelines?

Yes.



Responsible Parties

Please respond to each item with the name, job title, and email address of one or more individuals assigned to this task.

- 1. Coordinating the HiSET Options program.

Paul Condon, Principal/HiSET Coordinator

- 2. Identifying potential program participants.

Paul Condon, Principal/HiSET Coordinator
Trish Klock, Assistant Principal
Kelli Kerpa, Counselor
Ethan Hoffman, Counselor and Homeless Coordinator

- 3. Assessing HiSET Options students' reading, math, and writing qualifications.

Paul Condon, Principal/HiSET Coordinator
Trish Klock, Assistant Principal
Kelli Kerpa, Counselor
Nicole Hash, Math
Jon Moore, English

- 4. Meeting with potential participants and parent(s) or legal guardian(s) to explain the HiSET Options Program.

Paul Condon, Principal/HiSET Coordinator
Trish Klock, Assistant Principal
Kelli Kerpa, Counselor
Ethan Hoffman, Counselor and Homeless Coordinator
Alex Reid, HiSET Teacher
Nicole Hash, Math
Jon Moore, English

- 5. Teaching HiSET preparation classes.

Alex Reid, HiSET Teacher
Assisted by
Nicole Hash, Math
Jon Moore, English
Andrew Boedecker, Social Studies
Shelby Holmes, Science

- 6. Monitoring the progress of the career portfolio and transition plan.

Alex Reid, HiSET Teacher
Kelli Kerpa, Counselor
Ethan Hoffman, Counselor and Homeless Coordinator



7. Monitoring attendance.

Alex Reid, HiSET Teacher
Paul Condon, Principal/HiSET Coordinator
Trish Klock, Assistant Principal

8. Monitoring the participant's progress.

Paul Condon, Principal/HiSET Coordinator
Trish Klock, Assistant Principal
Kelli Kerpa, Counselor
Ethan Hoffman, Counselor and Homeless Coordinator
Alex Reid, HiSET Teacher

9. Giving official practice tests to participants.

Alex Reid, HiSET Teacher

10. Arranging for official testing for the participants.

Paul Condon, Principal/HiSET Coordinator

11. Following up on test results.

Paul Condon, Principal/HiSET Coordinator

12. Arranging for official recognition of graduates.

Paul Condon, Principal/HiSET Coordinator

13. Collecting any data for the annual report as requested.

Paul Condon, Principal/Hi SET Coordinator
Alex Reid, HiSET Teacher
Kelli Kerpa, Counselor

14. Meeting with the OPI for site visits and complying with desk audit and records requests to ensure compliance with the guidelines.

Paul Condon, Principal/HiSET Coordinator