

TO: Trustees, East Helena Schools

FROM: Dan Rispens, Superintendent

BOARD MEETING: December 8, 2025

RE: Student Enrollment (December 2, 2025)

<u>School</u>	<u>Grade Level</u>	<u>To Date</u>	<u>Month Ago</u>	<u>Year Ago</u>
Eastgate	Age-K	47	47	50
	K	144	142	114
EG Total		[191]	[189]	[164]
Prickly Pear	1	127	126	129
	2	133	132	146
Prickly Pear Total		[260]	[258]	[275]
Radley Elementary	3	157	157	146
	4	158	158	147
	5	149	150	135
Radley Total		[464]	[465]	[428]
East Valley	6	149	149	150
Middle School	7	144	144	153
	8	151	153	165
EVMS Total		[444]	[446]	[468]
East Helena High	9	172	171	146
	10	130	130	148
	11	126	128	135
	12	119	119	122
EHHS Total		[547]	[548]	[551]
EVMS 227	6	1	1	10
	7	15	15	8
	8	10	10	8
EVMS 227 Total		[26]	[26]	[26]
EHHS 227	9	5	7	8
	10	17	17	17
	11	24	23	19
	12	18	19	15
EHHS 227 Total		[64]	[66]	[59]
TOTALS		1996	1998	1971

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

Music Programs

Tis the season to celebrate all the hard work of our students and music teachers with our Christmas music programs. I can confidently say that the programs put on in our district are a true standard for others to strive towards. Our kindergarten program will be on December 15th and our 2nd graders will display their talents on December 11th. Our LittleLantes and our 1st graders will have their music programs in the spring.

"Trimester Schedules"

Our "2nd trimester" started on December 1st. Last year, we made some changes to our specials/prep schedules in order to give more of an equal opportunity for access to physical education, music, and library. Prior to last year, students may have had library twice a week, music twice a week, and PE once a week for the entire year. This year, with our trimester schedule, this class may have this split for the first trimester and then would have library once a week, music twice a week, and PE twice a week for the second trimester. We were able to accomplish this by also giving teachers the same prep time each day for the entire year. We have transferred over the schedule to this year because of the positive impact on both students and teachers.

Character Trait

During the month of November, we focused on gratitude. For the month of December, our character trait is empathy. We will be placing an additional focus on understanding and connecting to other people's feelings

Writing and Team Meetings

Prior to Christmas break, we will be meeting with all grade level teams and one agenda item that we will review is writing and specifically, high leverage items when it comes to writing instruction. Writing was a focus during our June training days as well one of our early release professional developments. This follow up is a good way to "spiral" key concepts.

Upcoming Events

- December 11th - 2nd Grade Music Program
- December 15th - Kindergarten Music Program
- December 22nd - January 2nd - Winter Break

Thank you!

Brandon Crusat, Eastgate and Prickly Pear Elementary Principal

Month	Gen. Ineq. Defense	Physical Contact	Verbal Abuse	Threat	Bullying	Harassment	Profanity	Total
September								0
October	15	1	3					21
November	2	1						4
December	7	6						13
January								0
February								0
March								0
April								0
May								0
June								0
Total	24	8	3	0	0	0	0	35

Month	Verbal	Time Out	Conference	Parent Call	Bus. Sits.	All. Issues	CRS	ISS	CSCT	Total
September										0
October			21	21	4	14	4	3	1	63
November										12
December		1		13	13	11	1	1	38	0
January										0
February										0
March										0
April										0
May										0
June										0
Total	0	1	21	34	17	25	5	4	1	114

Eastgate Elementary

Month	Gen. Innap./Defiance	Playground	Fighting/Physical Contact	Bus	Weapons	Vandalism	Threat	Bullying	Harassment	Profanity	Total
September											0
October	7	4	7							2	20
November	1	1	7		2	1				2	14
December	4	4	4		1						13
January											0
February											0
March											0
April											0
May											0
June											0
Total	12	9	18	3	1	0	0	0	0	4	47

Month	Warning	Time Out	Conference	Parent Call	Bus Sus.	Alt. Recess	OSS	ISS	CSCT Referral	Total
September										0
October		3	20	20			13		4	60
November			14	14	2		7	3	2	42
December		1	13	13	1		8	1	2	39
January										0
February										0
March										0
April										0
May										0
June										0
Total	0	4	47	47	3	28	4	8	0	141

Prickly Pear Elementary



East Valley Middle School

Success for All Students

EVMS December Board Report

The last month at EVMS has been busy. Miss McLaughlin held a book fair during the month of November that included a family night with games. The library was packed with families and a lot of fun activities.

Family and Consumer Science

Please welcome to EVMS Melanie Martinez. Melanie is our news foods teacher for the remainder of the 2025-26 school year. Melanie comes from CR Anderson this year as she was a long term substitute for Spanish. We are so excited to have her in our building.

Sports

Boys Basketball is in full swing at EVMS. This year, more than 50 students tried out. Rather than cutting over 20 students, we created two teams at each grade level—7th Grade Team 1 and Team 2, and 8th Grade Team 1 and Team 2—giving EVMS a total of four teams instead of two. With the number of games we host and the travel schedule, each team will have plenty of opportunities to play and grow throughout the season. [Here](#) is the schedule.

Math Adoption Update:

On December 10, the math team will meet with representatives from several curriculum companies to determine which resource best aligns with our current math standards and curriculum.

Next steps will include reviewing the strengths and weaknesses of each material, followed by a vote to select the most suitable option.



Behavior: This month was refreshing to see a decline in behaviors from the previous two months. Although 8th grade is still leading the pack for most monthly behaviors, they are considerably down from the last two months. This month's referrals come from 50 EVMS students. Out of our 490 students, this comes out to 10.2% of students with one or more behavior referrals. More grade specific, 6th and 7th grade each had 13 students with one or more referrals while 8th grade had 24.

2025-26 EVMS Discipline Report

	Gen. Inapp. Beh	Open Defiance	Fighting	Bullying	Bus Discipline	Chronic Refocus	Weapons
August							
September	11	4	2	2	2	22	1
October	20	8	8	3	2	14	2
November	12	11		2		8	1

	Vandalism	Threat/Intimi	Theft	Harassment	Assult	Disruption	Drugs/Tobacco//	Cell Phone
August				1		1		
September		2		8		19	3	14
October	1	3	1	6	3	19	4	7
November		2		3	2	24		8

Consequences

	Warning	Intervention	Work Detail	Other	Parent Meeting	Bus Susp	Lunch Det.
August				1			
September	20	1		9	2		19
October	9	4		12			21
November	2	2		19			19
	Detention	**ISS	Parent Call	***OSS			
August			1				
September	26		6	17			
October	28		4	37			
November	24		3	12			

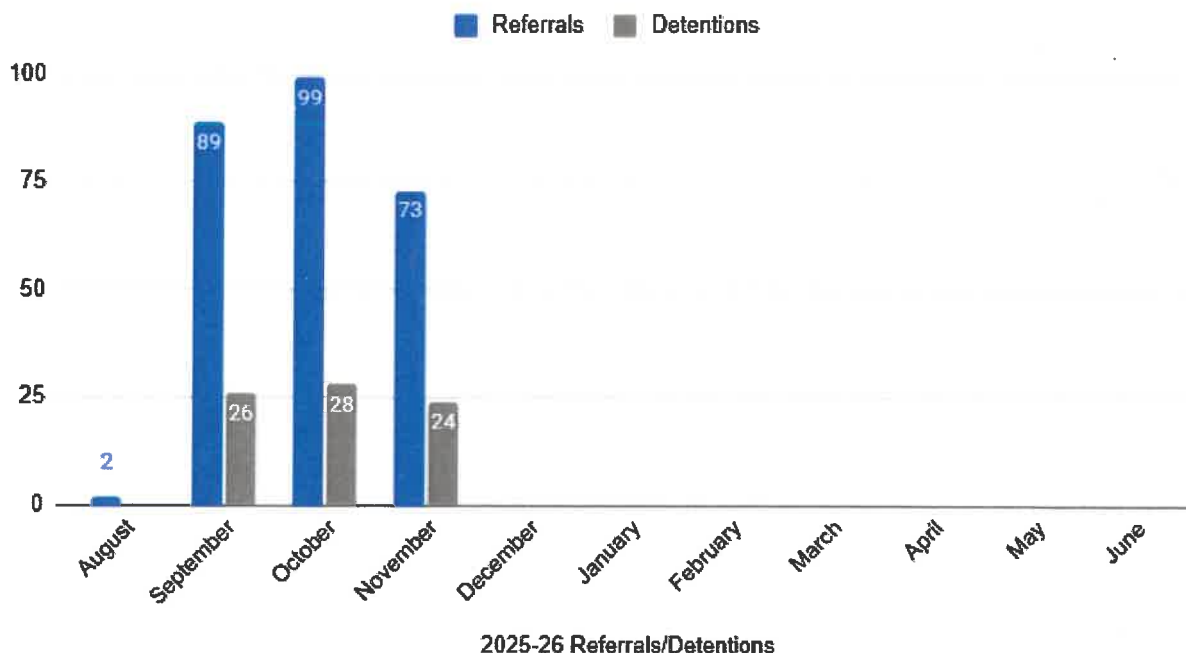
2025-26 Referrals	Referrals	Detentions	2024-2025 Referrals
August	2		
September	89	26	46
October	99	28	89
November	73	24	49



By Grade	Aug.	Sept.	Oct	Nov.	
6th Grade			13	15	10
7th Grade			14	31	31
8th Grade		2	75	70	44

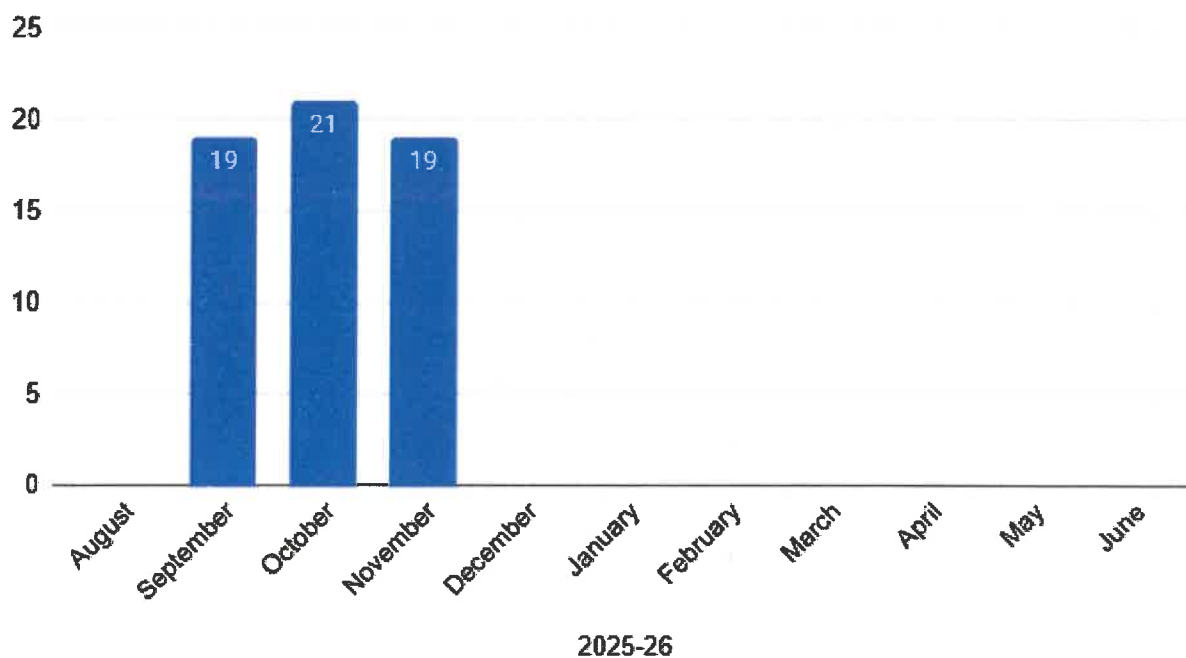
Location	Aug.	Sept.	Oct.	Nov.	
Classroom		1	68	65	58
Hallway		1	8	17	5
Playground			5	5	3
Cafeteria					
Bathroom			2	4	2
Other Outside			3	6	4
Bus			2	2	1

2025-26 Referrals

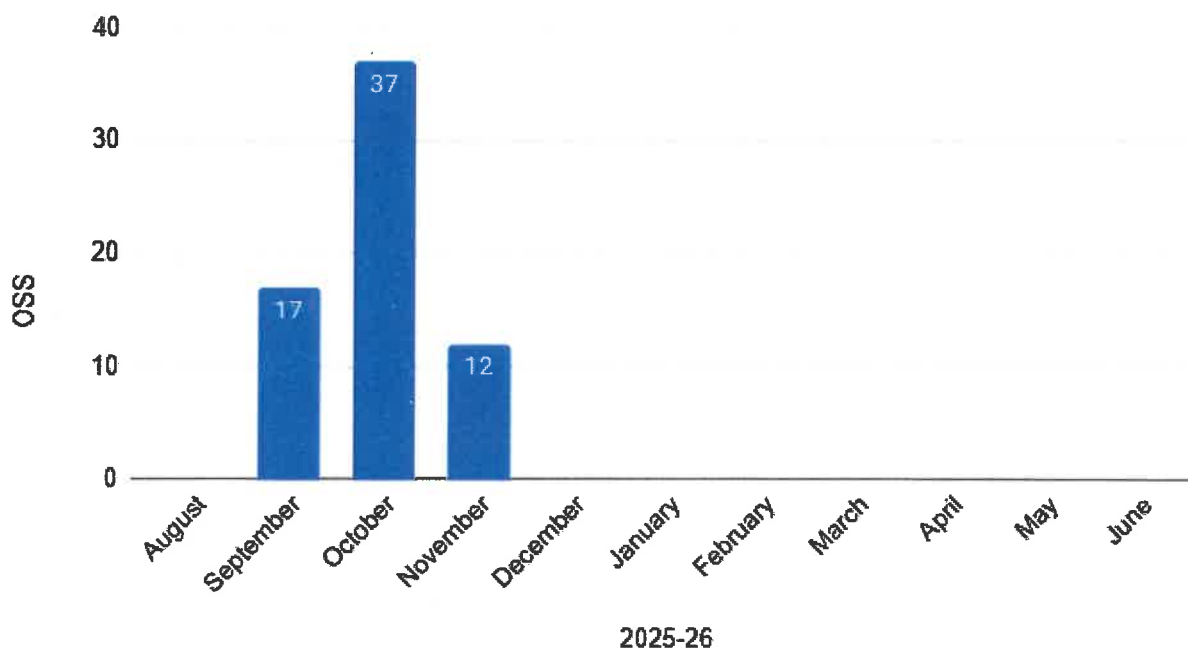




2025-26 Lunch Detention



2025-26 OSS





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 2025

Employment Related

Tobey Peck (12) has been accepted for a Montana Department of Transportation High School to Highways Engineering internship.

Kennedy House (11) has been accepted for an Edgewood Senior Living & Dining Services internship. (beginning after the winter break)

Aynur Toylyyeva (11) has been accepted for a Montana Radio Company internship. (beginning after the winter break)

Kylie Shults (12), Natalie Patterson (12) and Hailey Crawford (12) are currently taking the Certified Nurse Assistant certification.

There will also soon be another student trip to Helena College.

Key Club

The Key Club went door to door and collected 251 pounds of donated food for Food Share.

Blood Drive

Lauren Richardson (12) and her colleagues completed the first Blood Drive of the year in the Aux Gym. They planned and coordinated it, with the second Blood Drive coming up later in the school year.

Vigilante Marching Band

EHHS students Marching Band last month joined Carroll College Pep Band at a home Carroll College Football Game. They also got to perform at halftime on the field.

Scholarships

Keeley Hamilton (11) has been offered a Scholarship to play Flag Football at Midland University in Nebraska.

Vigilante Story Squad

Continues at our Elementary Schools, with a bit of exposure in a recent TV story.

Shakespeare in the Schools

Richard III was played on the HS stage by Montana Shakespeare in the Schools Company today. Students from some English classes and any other students who signed up to watch the morning performance were there as was the Boulder Newspaper. The afternoon saw the 8 Actors put on 3 workshops for students in the Aux Gym.

Choices in the 406

We recently had two guest speakers' for all HS students as part of Governor Gianforte's Choices in the 406 program, where inmates talked about their poor choices, regrets and promoting positive life choices.

Volunteers of the Year

Recently three EHHS Science teachers were honored as Prickly Pear Land Trust Volunteers of the Year. Ms. Schoenfeld, Ms. Torgerson, and Ms. Holmes.

4 Day School Week

After consultation with the Superintendent, the 4 Day School Week Sub Committee will present the Pros and Cons of the 4 Day School Week, in the form of a Power Point presentation. A lot of work has been put into looking at the 4 Day School Week over the last few years, and last year the information was not really looked at due to the impending University of Montana study on the 4 Day School Week. Now that that study is out, our objective is to fairly represent both sides for and against which the Sub Committee will present.

Shout Outs

To our Fall season all conference and all state selections and their coaches which included a total of 19 students from Football, Volleyball and Soccer.

To our Speech, Drama, and Debate coaches and community member judges who will hold a meet on Saturday December 13th @ the HS and EVMS. On Friday January 29th & Saturday January 30th, East Helena HS and EVMS will host the Class A Speech, Drama & Debate State Championships. Coach Kenzie also got to front the Local Station TV Cameras to publicize the meet and the program.

To Mr. Bass whose dedication to our students and the EHHS Band program has the Band members having as many performance opportunities as he can think of.

To our Basketball, Speech, Drama & Debate, Wrestling, Swimming and Cheer coaches for the start of our 4-month long Winter Activities season.

To Ms. Hayter, our Career Coach for creating more Employment opportunities for our students.

School Board Report- November 2025 East Helena High School

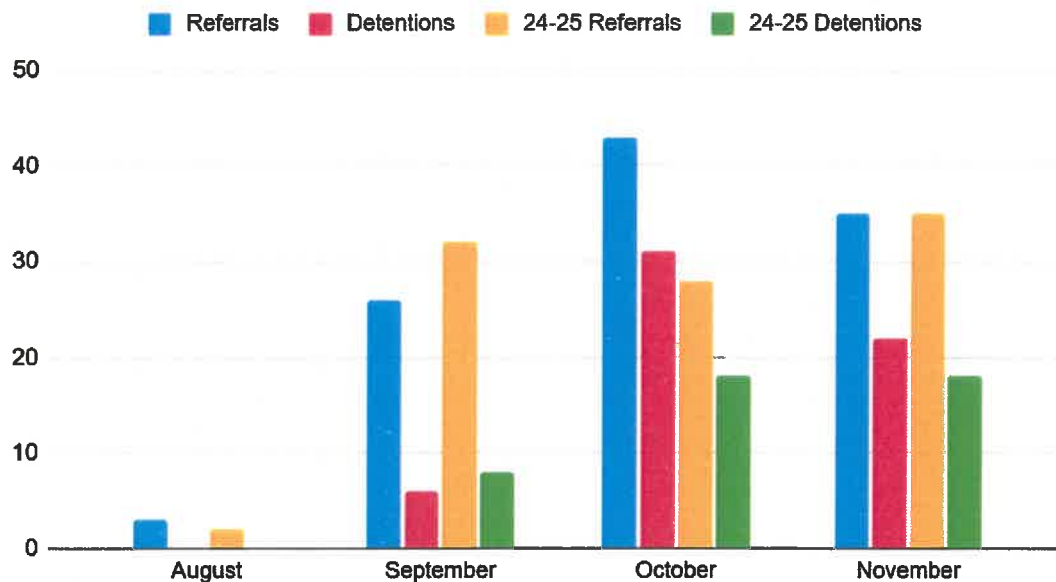
EHHS School Discipline Report:

The EHHS discipline report for this month includes referrals, detentions, and suspensions. There were 35 referrals for the month of November which resulted in 22 detentions. The vast majority of the discipline referrals were tied to attendance. This month we also had 1 incident which resulted in an In-School Suspension and 6 separate incidents of Out of School Suspensions.

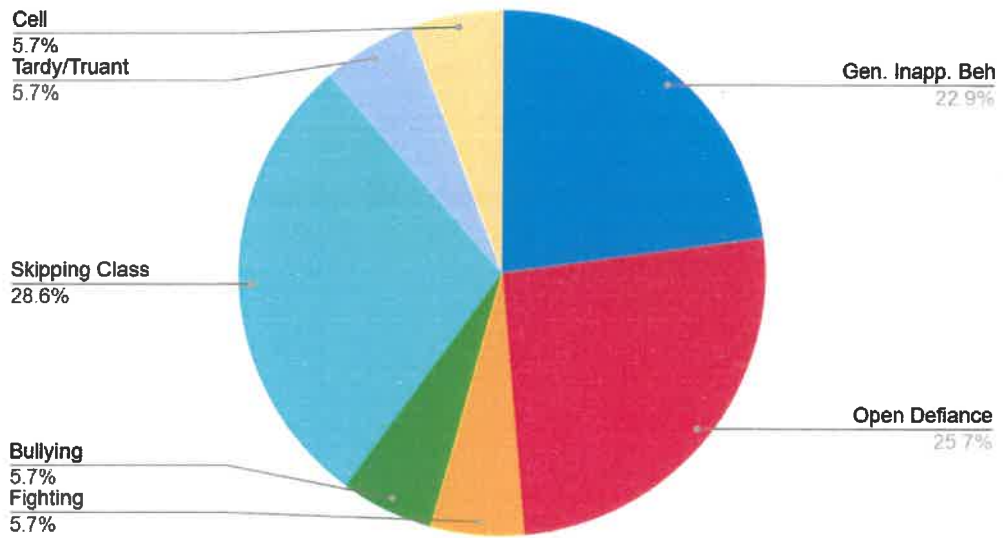
For comparison purposes, a year ago there were 35 office referrals and 18 detentions. Last year's referrals and detentions were tied mostly to behaviors and cell phones while this year is tied to tardies and attendance. There is also a small percentage of students that are the majority of our office referrals and detentions. We are focusing on ways we can help address attendance issues but also celebrating the large percentage of our student body that are following school expectations.

PBIS Tiers	Students	Percentage
Tier 1	652	96.7%
Tier 2	19	3.26%
Tier 3	3	0.4%

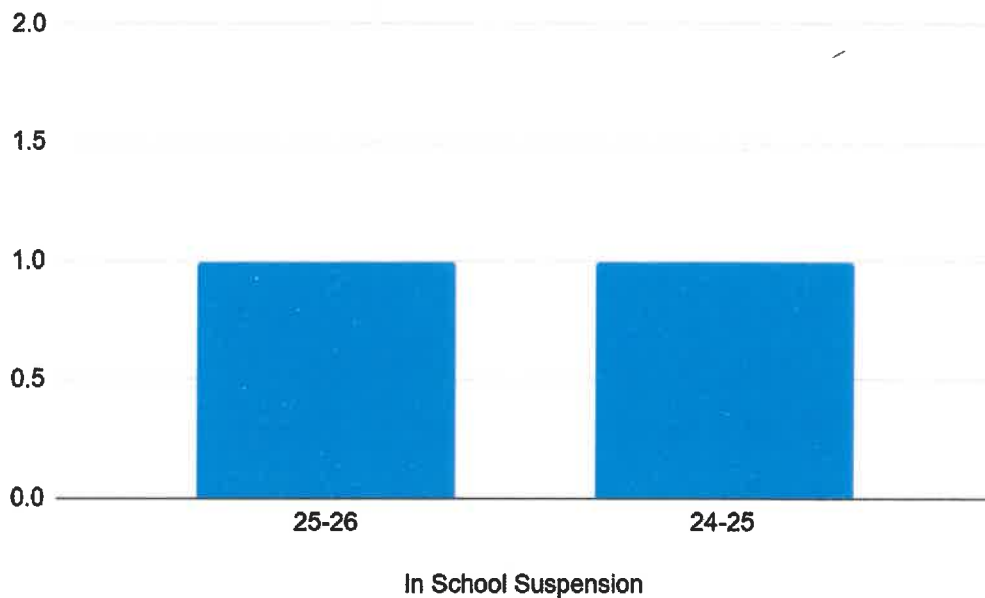
2024-2025 vs. 2025-2026

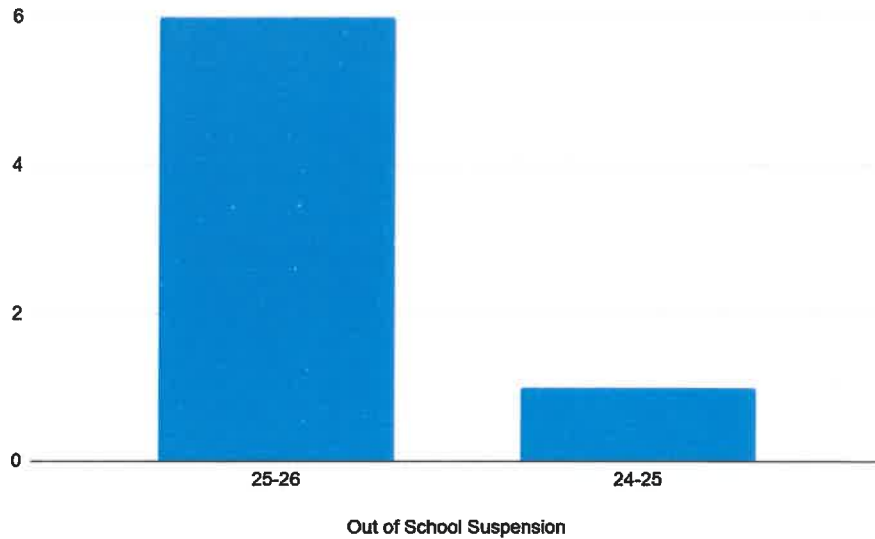


November



*This chart shows the breakdown of referrals for the month of November. The majority of the referrals were considered to be minor incidents. We have seen an increase in Open Defiance and have addressed each issue at the office level.



**Advisor/Circle Up:**

Although it has taken some time to adjust to the new schedule, many students are taking advantage of the time provided. It has also allowed us to increase club participation and hold more assemblies/gatherings for students to work with community partners and organizations. We have had several assemblies during this time where students are not missing class time to participate. Several students also use this time to catch up on missing work due to absences or athletic/club absences. It is great to hear students planning out their time for Circle Up and taking advantage of the time in the schedule to stay caught up in classes.

At Risk Tutor/Healthy Youth Development Grant:

We are excited to announce the hiring of Randy Gillett as our new At-Risk Tutor! He will be joining our staff on December 8th and will be working with our At-Risk Youth during the school day and after school. This is a great program and one we are excited to get off the ground and running. His initial caseload will be capped at 15 but are excited to see the progress of the students! Welcome Mr. Gillett.

Mrs. Klock
EHHS Vice Principal



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: 12/08/2025

Activities: We have officially ended our Fall season with the last All Conference meeting. I would like to congratulate all of our Fall winners.

Girls Soccer: 2nd Team Austyn Fairbairn, Honorable Mention Sophia Anderson

Boys Soccer: Honorable Mention Ruben Miller

Golf: Reid Larson

Volleyball: 2nd Team Lauren Betz, Rori Schoenfeld, Honorable Mention Caydee Cookson, Emma Taylor

Football: 1st Team Bearek Shuman, DeonDray Ellis, Brad Hahn, Cooper Dighans, Hagen Paddock, Tytan Sebestyen, Talen Thatcher 2nd Team: Tyten Sebestyen, John Benevides, Leo Longcake, Brad Hahn, Declan Turner, Cooper Dighans, Hagen Paddock, Honorable Mention: Adoniah Kirchdoerfer, John Benevides,

All State: Hagen Paddock, Bearek Shuman, Cooper Dighans, Tytan Sebestyen, Brad Hahn

Winter sports games have officially begun this past weekend. We are gearing up for a fun winter of Vigilante Success.

Transportation: We are excited to see how our new buses perform. We have also, thanks to Eric in IT, gotten a hotspot for us to test out to see if we think it will be beneficial for our students to be able to do homework while they are on the road. Once we have it being used I will let the board know how it is working out.

Nick Turner nturner@ehps.k12.mt.us Transportation Supervisor Contact

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

District Website link:

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

AD Newsletter link:

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

Facilities: Just a reminder that we have a lot going on and so it is always a good idea to check and be sure that if we have something that we have talked about in the spring that we reconfirm that use of our facility during the fall and before the winter season starts so that everyone is on the same page. We have a lot of things that happen between spring and winter and communication is the key to success.

Facility Use Schedule Link and my email:

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

smurgel@ehps.k12.mt.us.

Thanks

Shaun Murgel



EHPS Technology Report

Dec. 8th, 2025



To the EHPS Chairman and Board of Trustees,

This month a big focus has been and will continue to be simplifying reporting and automation within Infinite Campus and our other systems. Recently I wrapped up a course with Infinite Campus that allows me to make fine customization changes within the Infinite Campus user interface, create automated tasks, and create customized reports. The end goal with this is to simplify how staff interact with the SIS and tweak it to fit our needs instead of changing our processes based on the old limitations, reducing overall time spent within the system.

With that being said, time is limited. In November, our IT Help Desk staff member resigned. I am thankful for all the help he provided and wish him luck as he navigates through his own career progression elsewhere. Currently the IT department consists of just me at the moment so I expect a longer wait in ticket response and resolution time until we can find a suitable replacement and get them up to speed.

Next, our E-Rate funded internet service contract is approaching expiration so we've begun the renewal process to ensure service continues uninterrupted.

And finally, I made some additions to the Central Office security setup by installing cameras and an NVR system.

Thank you for your time,

Eric Power
Technology Coordinator

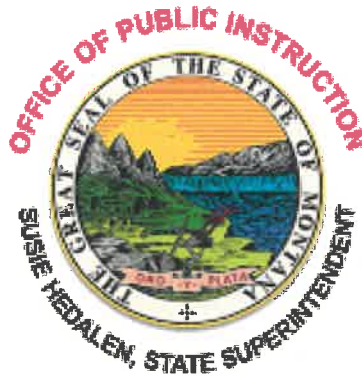
MAST Scale Scores	MATH E Helena	MATH State	READING E Helena	READING State
3rd grade	318	307	310	308
4th grade	315	308	315	312
5th grade	314	306	318	315
6th grade (227)	299	307	301	309
6th grade (EVMS)	306	307	311	309
7th grade (227)	277	309	280	312
7th grade (EVMS)	304	309	310	312
8th grade (227)	287	309	294	311
8th grade (EVMS)	314	309	316	311

EHHS 2024 ACT

Composite		
30/126	24%	Novice
37/126	29%	Nearing Proficient
59/126	47%	Proficient
Math - Nat. Ave. 19		
49/126 above	39%	
Science Nat. Ave. 19		
68/126 above	54%	
English Nat. Ave. 18		
64/126 above	51%	
Reading Nat. Ave. 20		
59/126 above	47%	

Class A ACT Results Spring 2025

District Name	Novice	Nearing Proficiency	Proficient	Advanced	Average Score
Browning High School	72.34%	17.02%	9.57%	1.06%	14
Hardin High School	66.99%	19.42%	7.77%	5.83%	15
Fergus High School	24.05%	29.11%	32.91%	13.92%	17
Libby K-12 Schools	44.26%	11.48%	29.51%	14.75%	17
Laurel High School	24.11%	25.89%	37.50%	12.50%	18
Lockwood K-12	34.26%	20.37%	28.70%	16.67%	18
Polson High School	30.93%	13.40%	37.11%	18.56%	18
Ronan High School	47.78%	22.22%	22.22%	7.78%	18
Stevensville High School	41.03%	25.64%	21.79%	11.54%	18
East Helena K-12	24.24%	18.18%	37.88%	19.70%	19
Havre High School	28.91%	17.19%	34.38%	19.53%	19
Park High School	30%	8.75%	38.75%	22.50%	19
Sidney High School	13.54%	14.58%	45.83%	26.04%	19
Beaverhead County High School	15.49%	29.58%	36.62%	18.31%	20
Custer County High School	27.68%	22.32%	35.71%	14.29%	20
Dawson High School	26.47%	16.18%	33.82%	23.53%	20
Frenchtown K-12 Schools	29.47%	20%	26.32%	24.21%	20
Hamilton K-12 Schools	24.14%	12.07%	38.79%	25%	20
Bigfork High School	12.66%	16.46%	37.97%	32.91%	21
Columbia Falls High School	21.92%	13.70%	36.99%	27.40%	21
Corvallis K-12 Schools	23.66%	24.73%	31.18%	20.43%	21
Whitefish High School	10.27%	17.12%	29.45%	43.15%	22



DRAFT

Montana Advanced Opportunities Grant Annual Report 2025

As a participating school district that has received funding through the Montana Advanced Opportunities Grant (SB 278), the completion and submission of this annual report is required to demonstrate continued qualification for funding. The completed document is submitted on the [OPI MT Advanced Opportunities Webpage](#).

The window for submission of this annual report opens Monday, December 1, 2025 at 8am MST. The annual report is due by Monday, January 12, 2026 at 5pm MST. Received annual reports are approved by the Board of Public Education and presented to the Education Interim Committee.

SECTION 1: General Information

District Name	East Helena School District #9
LEA #	1240
Submitter's Full Name	Dan Rispens
Email	drispens@ehps.k12.mt.us
Contact Phone Number	406-227-7700
Amount of FY26 Funding Received	\$107,765.82
2025 Total Expenditures to Date	\$27,737.10

Current Balance \$109,629.67

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SECTION 2: Progress Toward Measurable Objective

Measurable Objective from District's Advanced Opportunity Plan	Expand Dual credit opportunities through our partnership with Helena College
Progress made	More than 79 students earning more than 410 college credits
Measurable Objective from District's Advanced Opportunity Plan	Expand Dual enrollment opportunities through our partnership with Helena College
Progress made	More than 79 students earning more than 410 college credits
Measurable Objective from District's Advanced Opportunity Plan	Create opportunities for advancement and early college credit through the College Board's Advanced Placement Program.
Progress made	
Measurable Objective from District's Advanced Opportunity Plan	
Progress made	
If more, use another page	

SECTION 3: Additional Information

Number of Students Benefitting from Advanced Opportunity Aid	Dual enrollment total: 26 students Dual credit: 73 students Advanced Placement: 220 students Total:
The Number and Types of Credits, Certifications, and Credentials Earned by Students Being Paid for	CDL: Certified Nursing Assistant credential: 3 First Aid and CPR certification:1

by Advanced Opportunity Funds	
Summary of Projected Growth in the Program	The Montana Advanced Opportunities (MTAO) program at EHHS is positioned for steady, measurable growth driven by increased student interest in college and career readiness, local employer partnerships, and expanded funding/access to MTAO funding. With targeted outreach, stronger employer pipelines, a streamlined registration and advising process, and expanded course/internship capacity, EHHS can expect a year-over-year increase in participation of roughly 10–20% during the first two years, stabilizing to 5–10% annually thereafter as the program matures and reaches capacity constraints. Strategic investments now will maximize student access and community benefits.
Funding Needs for Next Biennium Issues Reported by Stakeholders and How Issues are Being Addressed	None at this time. We continue to seek innovative concepts and partners to develop this resource for students.

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Note: reporting requirements from HB946 (2023 legislative session) are no longer needed. However, if you have this data, you are welcome to include it. These datapoints include: descriptions of opportunities, whether they occurred in our out-of-school, and the amount expended per opportunity. A tracking guide is linked [HERE](#), if applicable.

School Board Chair Printed Name	
School Board Chair Signature	
Date of Signature	

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RESOLUTION #244
TRUSTEE RESOLUTION CALLING FOR AN ELECTION BY MAIL BALLOT

BE IT RESOLVED, The Board of Trustees for East Helena School District #9, of Lewis and Clark County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 5th day of May, 2026, which date is not less than seventy (145) days after the passage of this resolution.

The Election will be conducted by Mail Ballot.

Voting will end at 8:00 p.m. on May 5, 2026. The designated place of deposit will be located at:

250 Academic Street, East Helena, Montana - Central Office
316 N. Park Avenue – RM 168, Helena, Montana – Lewis & Clark Elections office

The purpose of the election is to:

1. Elect Three (3) trustee positions for a 3-year term
2. Seek approval for District General Fund, Building Reserve and Technology levies to operate and maintain the East Helena K-12 District for the 2026-2027 school year.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the District Clerk and or the Election Administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The following three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election.

Cindy Nelson	P.O. Box 2032	East Helena, Montana
Janice Smith	P.O. Box 3	East Helena, Montana
Betty Poucher	P.O. Box 443	East Helena, Montana

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the election judges of their appointment and to notify the county election administrator of the date of holding said election, and request her to close registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

Scott Walter, Chairman

Jill Hoogerheide, Clerk

Dated: December 8, 2025

Policy 2700: AI Integration in Education

Status: ADOPTED

Original Adopted Date: 10/10/2025 | **Last Reviewed Date:** 10/10/2025

Purpose:

This policy establishes guidelines for the responsible, ethical, and equitable use and integration of Artificial Intelligence (AI) in the District to enhance educational outcomes while safeguarding privacy, empowering educators, promoting transparency, and ensuring human oversight. It incorporates compliance with the Montana Pupil Online Personal Information Protection Act (MPOIPA), ensuring that AI providers are treated as operators of K-12 online applications for K-12 school purposes, as defined in Sec. 20-7-1324, MCA. It further aligns with Montana's educational vision and cultural values.

Application to Students

(a) Academic Integrity, Transparency and Accountability

- Students must use AI tools in ways that reinforce learning, originality, and reflection.
- AI-generated content must be properly attributed, and students must disclose when AI tools are used in assignments. This disclosure must occur as required by the teacher and administration and might include, but not be limited to citation, statement in the assignment or other written disclosure.
- Teachers will provide clear guidelines on acceptable AI use for academic work.
- AI must supplement—not replace—educators.
- Teachers retain responsibility for reviewing and contextualizing AI-generated content.

(b) Privacy and Data Security

- AI tools used by students must comply with FERPA, COPPA, and Montana state laws, including MPOIPA.
- Teachers shall obtain written parent or guardian consent for use of AI systems by students age 13 and under pursuant to COPPA and FTC rule codified at 16 C.F.R. Part 312.
- AI providers are considered operators of K-12 online applications and must adhere to the requirements of Sec. 20-7-1324, MCA, including:
 - Prohibiting the use of student data for targeted advertising or non-educational purposes.
 - Ensuring student data is not sold or shared for commercial purposes.
 - Maintaining strict data security measures, including encryption and access controls.
- Personally identifiable information (PII) must not be entered into unauthorized AI tools.

(c) Accessibility

- AI tools must meet accessibility standards (e.g., WCAG, Section 508) and provide features like text-to-speech, translation, and adaptive interfaces.
- Special attention will be given to ensuring AI tools support students with disabilities, English language learners, and underserved communities.

(d) Bias Awareness and Information Verification

- Students will be taught to critically evaluate AI-generated content for accuracy, bias, and misinformation.
- AI tools will be regularly assessed for embedded biases, and students will be encouraged to cross-reference outputs with reliable sources.

(e) Ethics and Societal Impact

- Students will engage in discussions about AI's ethical implications, including bias, fairness, intellectual property, and environmental impact.
- AI use must align with Montana's cultural values, including respect for tribal sovereignty and Indigenous data.

Application to Staff

(a) Professional Learning

- All staff will receive foundational training on AI literacy, including its functionality, limitations, and ethical implications.
- Role-specific training will be provided:
 - **Teachers:** Strategies for integrating AI into curriculum and instruction.
 - **Administrators:** Oversight of AI tools and policy implementation.
 - **IT Staff:** Technical management of AI systems and data security.

(b) Human Oversight

- Staff must critically review AI-generated outputs before using them in instruction, grading, or decision-making.
- AI tools must supplement—not replace—educator judgment and human interaction.

(c) Privacy and Data Security

- Staff must ensure compliance with FERPA, COPPA, and Montana state laws, including MPOIPA.
- AI providers are considered operators of K-12 online applications and must adhere to Sec. 20-7-1324, MCA, including:
 - Prohibiting the use of student data for targeted advertising or non-educational purposes.
 - Ensuring student data is not sold or shared for commercial purposes.
 - Maintaining strict data security measures, including encryption and access controls.
- Vendors must sign contracts that include provisions for data minimization, encryption, and regular audits.
- Staff must avoid entering PII into unauthorized AI tools.

1 **(d) Accessibility**

- 2 • Staff must prioritize AI tools that meet accessibility standards and ensure equitable access
- 3 for all students.
- 4 • Districts will provide funding and support for schools serving rural, tribal, or low-income
- 5 communities to adopt AI tools.

6 **(e) Bias Awareness and Information Verification**

- 7 • Staff must regularly assess AI tools for embedded biases and misinformation.
- 8 • Professional development will include training on bias mitigation and critical evaluation of
- 9 AI outputs.

10 **(f) Ethics and Societal Impact**

- 11 • Staff must ensure AI use aligns with Montana’s cultural values, including respect for tribal
- 12 sovereignty and Indigenous data.
- 13 • AI tools must be used responsibly, with consideration for their environmental impact and
- 14 ethical implications.

15 **Section 3: Governance and Implementation**

16 **(a) Policy Development**

- 17 • The district will adapt existing policies on academic integrity, acceptable use, privacy,
- 18 grading, and digital citizenship to include AI.
- 19 • All policies will be grounded in shared values: privacy, transparency, accountability,
- 20 accessibility, human oversight, and academic integrity.

21 **(b) Vendor Vetting**

- 22 • Vendors must provide clear documentation of compliance with privacy laws, including
- 23 MPOIPA, and bias mitigation strategies.
- 24 • Contracts must explicitly state that AI providers are operators of K-12 online applications
- 25 under Sec. 20-7-1324, MCA, and must:
- 26 ○ Prohibit secondary uses of student data, such as advertising or model training.
- 27 ○ Ensure compliance with data security standards, including encryption and access
- 28 controls.
- 29 ○ Require regular audits and adherence to data retention policies.
- 30 • Vendors must provide a Montana Student Data Privacy Agreement.

31 **(c) Monitoring and Evaluation**

- 32 • The district will review AI policies and practices semi-annually to keep pace with
- 33 technological and legal shifts.
- 34 • Feedback loops will be established to collect input from students, staff, and families.
- 35 • The district will track the impact of AI use on equity, instruction, well-being, and data
- 36 security.

37 **(d) Tribal Sovereignty**

- 38 • The district will consult tribal leaders when AI policies or tools impact tribal communities or
- 39 data.

- AI tools must respect Indigenous data sovereignty and align with the Indian Education for All Act.

(e) Accessibility and Equity

- The district will prioritize funding for schools serving rural, tribal, or low-income students to ensure equitable access to AI tools.
- AI tools must be scalable for rural schools with limited infrastructure and intermittent connectivity.

Family and Community Engagement

(a) Public Awareness

- The district will provide clear, accessible information to families and communities about AI's benefits, risks, and safeguards.
- Workshops and guides will be offered to help families understand AI's implications and engage in informed decision-making.

(b) Student Involvement

- Students will be meaningfully engaged in conversations and decision-making about AI's impact on their education and lives.

Implementation Roadmap

(a) Phase I: Establishing a Strong Foundation

- Define the district's vision and goals for AI integration.
- Convene a diverse team of stakeholders, including administrators, teachers, IT leaders, students, parents, tribal leaders, and community members.
- Provide introductory training for district leaders and board members.

(b) Phase II: Developing Policies, Procedures and Practices

- Review and update existing policies to include AI.
- Develop procedures that align with the District's AI Policy and Practices
- Promote transparency and communication about AI use.
- Vet vendors and ensure contracts address privacy, security, and bias mitigation.

(c) Phase III: Capacity Building

- Provide differentiated professional learning for staff.
- Create safe spaces for educators to test tools, reflect on risks and benefits, and collaborate in PLCs or cross-district networks.

Montana Code Annotated

20-7-1324

Description

Definitions

20-7-1325

Online protections for pupils

20-7-1326

Pupil records -- online privacy protections

Code of Federal Regulations

16 CFR Part 312

Description

CHILDREN'S ONLINE PRIVACY PROTECTION RULE (COPPA RULE)

Policy 1230: Clerk

Status: DRAFT

Last Reviewed Date: 02/10/2020

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson, and shall keep an accurate and permanent record of all proceedings. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk shall additionally:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis, unless the Board requests such reports on a more frequent basis;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notices for Board meetings;
- Make the preparations legally required for the notice and conduct of all District elections;

- 1 • Communicate with and respond to requests from governmental agencies, labor
2 organizations, TRS, and PERS to provide information;
3 • Serve as the election administrator for the district unless the county administers an election
4 at the request of the district; and
5 • Perform other duties as prescribed by state law or as directed by the Board and the
6 Superintendent.
7

Montana Code Annotated**Description**

20-20-401

Trustees' election duties – ballot certification

20-3-322

Meetings and quorum

20-3-325

Clerk of District

20-4-201

Employment of teachers and specialists by contract

20-9-133

Adoption and expenditure limitations of final budget

20-9-165

Budget amendment limitation, preparation, and
adoption procedures

20-9-221

Procedure for issuance of warrants

8 Cross References**Code****Description**

1120

[Annual Organizational Meeting](#)



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 8, 2025

Effective immediately, the East Helena School District and the East Helena Education Association agree, without setting a precedent, to allow District teachers to substitute as paraprofessionals during a period that would normally be the teacher's prep period.

The teacher providing sub coverage during their prep will be paid at an hourly rate for the prep periods he/she takes after the school day when he/she subs as a para during the normal prep period. The hourly rate of pay will be the board adopted hourly rate for certified teachers of \$23/hour.

The Memorandum of Understanding achieves this mutual intent. This Memorandum will be in effect for the remainder of the 2025- 2026 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 8th day of December, 2025.

President, East Helena Education Association

Superintendent / Board Chair

Employee

Attest,

District Clerk



East Helena Public Schools

School District No. 9

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

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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 8, 2025

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 22, 23, 29, and 30 and Jan 1, 2026. 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 23 -27. 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 2025 - 2026 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, 2025.

President, East Helena Educ Support Assoc.

Vice President, EHESA

Board Chair

Superintendent

Employee

Attest,

District Clerk