



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees Special Board Meeting

Tuesday, May 16th, 2023 – 5:30 p.m.
Board of Trustees Conference Room
1325 Poplar Street
Helena, MT 59601
& via TEAMS

[Click here to join the meeting](#)

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. REVIEW OF AGENDA
- III. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- IV. NEW BUSINESS
 - A. Items For Action
 1. **Canvass of Election Results and Issue Certificates of Election**
 - a. Canvass Election Results and Issue Certificates of Election (Elementary)
 - b. Canvass Election Results and Issue Certificate of Election (High School)
 - B. Oath of Office for 2023-2024 Elected Trustees
 - C. Items For Action
 2. **Organization of the Board of Trustees**
 - a. Appointment of Board Chair
 - b. Appointment of Board Vice Chair
 - c. Appointment of District Clerk

D. Items For Information

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024
2. Budget Consensus Recommendation Committee

V. BOARD COMMENTS

VI. ADJOURNMENT

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/16/2023

Item IV.A.1.a

Items For Action

- Item Title:** **A. Item For Action**
- 1. Canvass of Election Results and Issue Certificates of Election
 - a. Canvass Election Results and Issue Certificates of Election (Elementary)

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/16/2023

Item IV.A.1.b

Items For Action

- Item Title:** **A. Item For Action**
- 1. Canvass of Election Results and Issue Certificates of Election
 - b. Canvass Election Results and Issue Certificates of Election (High School)

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					

Board of Trustees Meeting

Canvass Election Results and Issue Certificates of Election



IV. NEW BUSINESS

A. Items for Action

1. Canvass of Election Results and Issue Certificates of Election
 - a. Canvass Election Results and Issue Certificates of Election (Elementary)
 - b. Canvass Election Results and Issue Certificates of Election (High School)
-

Background:

The annual regular school election was held on Tuesday May 2, 2023. Pursuant to 20-20-415, MCA, at the first regular or special meeting after receiving the certified tally sheets and no later than 25 days after the election, trustees must canvass the election results. After the canvass of the total votes cast, trustees must issue a certificate of election. In the case of a trustee election, the certificate must be issued to the elected trustee and the county superintendent, designating the term of the trustee position. In the case of an election on a proposition, the trustees must issue a certificate specifying the outcome of the election.

Considerations:

- The County Election Office provided the attached canvass report on May 10, 2023.
 - Highlights:
 - Total registered voters in the elementary were 40,664. Total ballots issued were 36,198. Total ballots tabulated were 15,476 with a total voter turnout of 38.06%.
 - Total registered voters in the high school were 42,864. Total ballots issued were 38,231. Total ballots tabulated were 16,253 with a total voter turnout of 37.92%.
- The election results were also provided by the county elections office on May 11, 2023.
 - Highlights:
 - The elementary general fund levy proposition passed with a margin of 55.75% (8,576 FOR, 6,808 AGAINST).
 - The elementary building reserve levy proposition passed with a margin of 54.57% (8,364 FOR, 6,962 AGAINST).
 - The high school building reserve levy proposition passed with a margin of 55.45% (8,953 FOR, 7192 AGAINST)
- The number of candidates that filed a nomination petition equaled the number of open trustee positions and no declarations of intent to be a write-in-candidate were filed. Therefore, the trustee election was cancelled at the April 11th board of trustee meeting.
- Linda Cleatus, Jennifer McKee, and Jennifer Walsh were elected by acclamation.
- Jeffrey Hindoien was appointed to the vacant trustee position at the May 2, 2023, special board meeting.
- Katrina Chaney, County Superintendent of Schools will administer the oath of office to all four trustees.

Superintendent recommendation:

Canvass the election results, issue the certificates of election, and administer the oath of office to elected trustees.

2023 School and Special Purpose District Election Canvass Report

	Reporting by Ballot Styles in Election					Reporting by Districts in Election			
	Total	EL01 HS01	HS01	HS01 CCF	K-1209	Total Helena Elementary School District	Total Helena High School District	Total East Helena School District	Total Canyon Creek Fire Service Area
Registered Voters including inactive voters	50727	40664	1879	321	7863	40664	42864	7863	321
Less Inactive Voters	5248	4466	143	24	615	6556	6874	1206	46
Active Register Voters	45479	36198	1736	297	7248	34108	35990	6657	275
MT Votes Counts									
Total Ballots Issued	45479	36198	1736	297	7248	36198	38231	7248	297
Sent and not returned	22716	17764	929	144	3879	17764	18837	3879	144
Received						0	0	0	0
Processed/Rejected	802	613	49	5	135	613	667	135	5
Rejected - No Signature	41	37	2	0	2	37	39	2	0
Rejected - Signature Did Not Match	145	99	7	2	37	99	108	37	2
Rejected - Late for Election	616	477	40	3	96	477	520	96	3
Rejected - Other	0	0	0	0	0	0	0	0	0
Cancelled/Void	133	95	26	1	11	95	122	11	1
Undeliverable	2654	2242	88	14	310	2242	2344	310	14
Processed/Accepted	19166	15476	644	133	2913	15476	16253	2913	133
Election Staff and Election Judge Counts									
Total Affirmation Envelopes	19166	15478	642	133	2913	15478	16253	2913	133
Total Secrecies Removed from Affirmation Envelopes	19166	15478	642	133	2913	15478	16253	2913	133
Total Secrecy Envelopes Received for Opening	19166	15478	642	133	2913	15478	16253	2913	133
Rejected Ballots	1	1	0	0	0	1	1	0	0
Accepted Ballots	19165	15477	644	133	2911	15477	16254	2911	133
Total Accepted for Counting by Tabulators	19165	15477	644	133	2911	15477	16254	2911	133
Ballots Counted on DS850									
		2 more than accepted			2 less than accepted				
Ballots Cast	19165	15477	644	133	2911	15477	16254	2911	133
Blank Ballots Cast	9	5	3	0	1	5	8	1	0
Difference*	0	0	0	0	0	0	0	0	0
Voter Turnout	37.78%	38.06%	34.27%	41.43%	37.02%	38.06%	37.92%	37.02%	41.43%

2023 School and Special Purpose District Election Canvass Report

*Explanation of Difference:

2 affirmation envelopes for HS01 were processed in the EL01 HS01 batch #1125-1179.

2 EL01 HS01 ballots were sent to voters in K-1209, the affirmation envelopes were in batches for K-1209, the 2 ballots for EL01 HS01 ballots were processed in batches 273-858 and 1129-1285. These errors resulted in EL01 HS01 netting, but leaving a difference in affirmation envelopes in HS01, and leaving a difference of ballots in K-1209.

These errors were a result of human-error and failure to accurately follow procedures.

The election judges who opened and removed ballots from the secrecy envelopes in the tray with batches 303 to 503 for ballot style EL01 HS01 documented 307 secrecy envelopes, but only 306 ballots. The judges documented that 1 affirmation envelope only contained instructions and did not include a secrecy envelope. The one ballot difference is considered a rejected ballot.

May 2023 Schl & Spec Distr Summary Results Report

School Election

May 2, 2023

OFFICIAL RESULTS

Lewis & Clark County

Statistics

TOTAL

Election Day Precincts Reporting	4 of 7
Precincts Complete	0 of 7
Precincts Partially Reported	4 of 7
Registered Voters - Total	45,477
Ballots Cast - Total	19,165
Ballots Cast - Blank	9
Voter Turnout - Total	42.14%

May 2023 Schl & Spec Distr Summary Results Report
 School Election
 May 2, 2023

OFFICIAL RESULTS

Lewis & Clark County

FIRE DISTRICT TRUSTEE CANYON CREEK

Vote For 1

	TOTAL	VOTE %
RICHARD E. GRADY	66	49.62%
STEPHEN HARP	64	48.12%
Write-In Totals	3	2.26%
Total Votes Cast	133	100.00%
Overvotes	0	
Undervotes	0	

GENERAL FUND LEVY EAST HELENA K-12

Vote For 1

	TOTAL	VOTE %
FOR	1,328	45.64%
AGAINST	1,582	54.36%
Total Votes Cast	2,910	100.00%
Overvotes	0	
Undervotes	1	

BUILDING LEVY HELENA ELEMENTARY

Vote For 1

	TOTAL	VOTE %
FOR	8,364	54.57%
AGAINST	6,962	45.43%
Total Votes Cast	15,326	100.00%
Overvotes	1	
Undervotes	150	

GENERAL FUND LEVY HELENA ELEMENTARY

Vote For 1

	TOTAL	VOTE %
FOR	8,576	55.75%
AGAINST	6,808	44.25%
Total Votes Cast	15,384	100.00%
Overvotes	1	
Undervotes	92	

BUILDING LEVY HELENA HIGH SCHOOL

Vote For 1

	TOTAL	VOTE %
FOR	8,953	55.45%
AGAINST	7,192	44.55%
Total Votes Cast	16,145	100.00%
Overvotes	6	
Undervotes	103	

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA ELEMENTARY/HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 2nd DAY OF May, 2023.

Issue: Elementary General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	8,576
AGAINST the Additional Levy	6,808
Overvotes	1
Undervotes	92

Total Votes Cast: 15,387

Issue: Elementary Building Reserve Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	8,364
AGAINST the Additional Levy	6,962
Overvotes	1
Undervotes	150

Total Votes Cast: 15,326

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena Elementary/High School District, No. 1, Lewis and Clark County for the issues enumerated.

Attest my hand this 16th day of May, 20 23.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____ District

Clerk: _____

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 2nd DAY OF May, 2023.

Issue: High School General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	8,953
AGAINST the Additional Levy	7,192
Overvotes	6
Undervotes	103

Total Votes Cast: 16,145

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena High School District, No. 1, Lewis and Clark County for the issue enumerated.

Attest my hand this 16th day of May, 20 23.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____

District Clerk: _____

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena Elementary School District No. 1 of Lewis and Clark County, State of Montana, on the 2nd day of May, 2023, voted on the following proposition:

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of three hundred fifty-eight thousand seven hundred thirty-five DOLLARS (\$358,735) per year which is approximately 2.93 mills, for the purpose of: the general operations of the district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.96/annually and on a home with a market value of \$200,000 by approximately \$7.91/annually. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Number of votes for: 8,576

Number of votes against: 6,808

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Janet Armstrong

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Kay Satre

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena Elementary School District No. 1

DATED this 16th day of May, 2023.

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

**CERTIFICATE OF ELECTION FOR PROPOSITION
ELEMENTARY BUILDING RESERVE MILL LEVY**

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena Elementary School District No. 1 of Lewis and Clark County, State of Montana, on the 2nd day of May, 2023, voted on the following proposition:

Shall the Board of Trustees of Helena Elementary School District No. 1 be authorized to impose a building reserve levy increase in the amount of one million seven hundred fifty thousand DOLLARS (\$1,750,000) per year for ten (10) years and being approximately 14.27 mills, for a total amount of seventeen million five hundred thousand DOLLARS (\$17,500,000) for the purposes of: facility modifications, renovations, repair, upgrades and maintenance of safety and security, roofing, heating ventilation, air conditioning, electrical, plumbing, structural systems, grounds improvement, and maintenance of the elementary district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$19.26 annually and on a home with a market value of \$200,000 by approximately \$38.53 annually.

Number of votes for: 8,364

Number of votes against: 6,962

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Janet Armstrong

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Kay Satre

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena Elementary School District No. 1

DATED this 16th day of May, 2023.

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY BUILDING RESERVE MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL BUILDING RESERVE MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena High School District No. 1 of Lewis and Clark County, State of Montana, on the 2nd day of May, 2023, voted on the following proposition:

Shall the Board of Trustees of Helena High School District No. 1 be authorized to impose a building reserve levy increase in the amount of seven hundred fifty thousand DOLLARS (\$750,000) per year for ten (10) years and being approximately 5.57 mills, for a total amount of seven million five hundred thousand DOLLARS (\$7,500,000) for the purposes of: facility modifications, renovations, repair, upgrades and maintenance of safety and security, roofing, heating ventilation, air conditioning, electrical, plumbing, structural systems, grounds improvement, and maintenance of the high school district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$7.52 annually and on a home with a market value of \$200,000 by approximately \$15.04 annually.

Number of votes for: 8,953

Number of votes against: 7,192

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Janet Armstrong

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Kay Satre

Trustee Signature: _____

Trustee Name: Jennifer Walsh

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena High School District No. 1

DATED this 16th day of May, 2023.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL BUILDING RESERVE MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

CERTIFICATE OF ELECTION OF TRUSTEE BY ACCLAMATION

THIS IS TO CERTIFY that the candidate Linda Cleatus was duly elected by acclamation to fill the office of Trustee for the Helena Elementary/High School District No. 1 of Lewis and Clark County, State of Montana, for a term of three years, beginning on the 16th day of May, 2023 and ending at the trustee organizational meeting in May 2026, or until a successor has been elected or appointed and has been qualified.

ISSUED this 16th day of May, 2023:

Board Chair: Siobhan Hathhorn

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), **MCA**. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Linda Cleatus
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF ELECTION OF TRUSTEE BY ACCLAMATION

THIS IS TO CERTIFY that the candidate Jennifer McKee was duly elected by acclamation to fill the office of Trustee for the Helena Elementary/High School District No. 1 of Lewis and Clark County, State of Montana, for a term of three years, beginning on the 16th day of May, 2023 and ending at the trustee organizational meeting in May 2026, or until a successor has been elected or appointed and has been qualified.

ISSUED this 16th day of May, 2023:

Board Chair: Siobhan Hathhorn

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Jennifer McKee
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF ELECTION OF TRUSTEE BY ACCLAMATION

THIS IS TO CERTIFY that the candidate Jennifer Walsh was duly elected by acclamation to fill the office of Trustee for the Helena High School District No. 1 of Lewis and Clark County, State of Montana, for a term of three years, beginning on the 16th day of May, 2023 and ending at the trustee organizational meeting in May 2026, or until a successor has been elected or appointed and has been qualified.

ISSUED this 16th day of May, 2023:

Board Chair: Siobhan Hathhorn

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), **MCA**. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Jennifer Walsh
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF TRUSTEE APPOINTMENT

THIS IS TO CERTIFY that on the 2nd day of May, 2023, Jeffrey Hindoien was appointed to fill the office of Trustee until the next regular school election of said district, in accordance with [20-3-309](#), MCA.

ISSUED this 16th day of May, 2023:

Board Chair: Siobhan Hathhorn

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

School District No. Helena School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Board of Trustees Meeting

Organization of the Board of Trustees, Election of Officers and Appointment of Clerk



IV. NEW BUSINESS

2. Items for Action: Organization of the Board of Trustees, Election of Officers, and Appointment of Clerk
 - a. Appointment of Board Chair
 - b. Appointment of Board Vice Chair
 - c. Appointment of District Clerk
-

Background:

Pursuant to 20-3-321, MCA, trustees must annually organize as a governing board of the district, no later than 25 days after the regular school election day and after the issuance of the election certificates to the newly elected trustees. At this organizational meeting, trustees elect presiding officers and appoint the clerk of the district.

Considerations:

- The Helena Public School's Board of Trustees recognizes two leadership positions, chairperson, and vice-chairperson.
- The chairperson is the presiding officer at all meetings and shall serve until the next organization meeting.
- If the chairperson is unable to attend or otherwise absent from a meeting, the vice-chairperson is the presiding officer for that meeting.
- The presiding officer of a board of trustees of an elementary district may be any trustee of the board, including an additional high school trustee. If an additional high school trustee is chosen to serve as the presiding officer of the board of trustees of an elementary district, the additional high school trustee may not vote on issues pertaining only to the elementary district.
- Pursuant to 20-3-325, MCA, trustees are required to employ and appoint a clerk of the district.

Superintendent recommendation:

Organize the board of trustees, elect a Chairperson and vice-chairperson, and appoint a clerk of the district.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/16/2023

Item IV.C.2.a

Items For Action

Item Title: **C. Items For Action**
 2. Organization of the Board of Trustees
 a. Appointment of Board Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Beaver					
Satre					
Armstrong					
Walsh					
Cleatus					
Hindoien					

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/16/2023

Item IV.C.2.b

Items For Action

Item Title: **C. Items For Action**
 2. Organization of the Board of Trustees
 b. Appointment of Board Vice Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Hathorn					
McKee					
Beaver					
Satre					
Armstrong					
Walsh					
Cleatus					
Hindoien					

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/16/2023

Item IV.C.2.c

Items For Action

Item Title: **C. Items For Action**
 2. Organization of the Board of Trustees
 c. Appointment of District Clerk

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Beaver					
Satre					
Armstrong					
Walsh					
Cleatus					
Hindoien					

CERTIFICATE OF APPOINTMENT OF CLERK

THIS IS TO CERTIFY, that at a regular or special meeting of the Board of Trustees of School District No. 1 of Lewis and Clark County, State of Montana, which was held on the 16th day of May 2023, (Teresa) Janelle Mickelson, was duly appointed to fill the office of District Clerk to serve at the pleasure of the Board for a 1 year term.

Trustees for District No. 1

Trustee: Siobhan Hathhorn

Trustee: Jennifer McKee

Trustee: Janet Armstrong

Trustee: Terry Beaver

Trustee: Linda Cleatus

Trustee: Jeff Hindoien

Trustee: Kay Satre

Trustee: Jennifer Walsh

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Subscribed and sworn to before me this 16th day of May, 20 23

Print Name of Clerk: (Teresa) Janelle Mickelson

Signature of Clerk: _____

Print Name of County

Superintendent (or Designee): Katrina Chaney

Signature of County

Superintendent (or Designee): _____

Note: This form is to be presented to the Clerk after the trustees' organizational meeting.

20-1-202 and 20-3-325, MCA



Board of Trustees Meeting

Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

IV. NEW BUSINESS

D. Item for Information

1. Health Benefit Committee Premium Recommendation for Plan Year 2023-2024

Background:

- **Premium Analysis 5% PY 23-24** – This PDF shows what our Expenses for the Insurance are expected to be for the Plan Year 2023-2024. The trend (inflation) numbers we got from Allegiance and Alliant (Consultant Group) were Medical 2.30% to 7.25%, Dental 3.70% to 4.60% and Vision 2% to 5.80%. The Committee voted on a 5% Medical, 3% Dental, 2% Vision trend (inflation) percentage increase based on our group size and historically we've ran a little bit lower than the national trend numbers. With that said, with our current Premiums, we are projected to lose \$1,563,440.

- **Final Calculations PY 23-24** – This PDF shows what it would take to cover the \$1,563,440, which would be a 12.88% Premium Increase. This would only get us to breakeven and not lose anymore money from our Unreserves. You will see below that for the Premiums if we did a 13% increase in premiums, we would cover the cost and have about \$14,904 over the breakeven point.

- **Unreserves Lookback 4 Yrs.** – This PDF shows an outlook of the Health Insurance Unreserves through the last 6 months (1/2) of the Plan Year, over the past 4 years. This is helpful to understand that the last 6 months the Health Plan pays for more expenses due to employees/insurance members hitting their Deductibles and Max Out of Pockets (OOP). Our Unreserves take on average a \$731,851.83 loss in the last 6 months. The last 3 years have been the hardest on our Plan and if we look at just those last 3 years the average rises about \$157,000 (\$888,814.16 avg).

- **Employee OOP Expense Outlook** – This PDF shows the difference the employees will see in comparison to the current Plan Year we are in. You will see that the Standard Employee Only plan (on the right), they would see (\$86) difference which would mean they would have less "leftover" Benefit Dollars going into their check or to utilize for FSA and so forth. On the Premium Employee Only the employee would see a (\$125) difference meaning they would incur that cost per month. The Employee (EE) plus Spouse and EE plus Family plans cost more because the Spouse is an additional **adult life**. We give a discount of about 8%-10% for the Spouse in the calculations.

As you all can see, the Health Benefit Committee has had a very hard decision to make, to maintain the viability and solvency of our Health Plan. With the 12.88% increase needed, the Health Benefit Committee voted to make a 13% Premium increase so there is **no** loss to our Unreserves. The Committee is also looking to implement a few programs that are projected to save our Health Plan about \$100,000+ for the next Plan Year to help reduce costs. The Committee is looking at other feasible options for the next Plan Year to reduce costs such as Plan restructuring, an RFP and other programs. We thank you for your time and welcome any questions you may have.

**Helena School District No. 1 Health Benefit Plan 2023-24 Premium Analysis
For 2022-2023 Claims Paid and Expense Adjustments for Inflation**

	Inflation Rate	10/1/22-3/31/23	A.) 10/1/22-3/31/23	Costs to Plan	Adjusted Admin.	B.) Last Plan	Costs to Plan	Adjusted	C.) Last 12	Costs to Plan	Adjusted	D.) Average of A,B,C
		(six months)	(annualized)	Adjusted for Inflation	Costs Per Participant	Year 10/01/21 - 9/30/22	Adjusted for Inflation	Admin. Costs Per Participant	months 4/01/22 - 3/31/23	Adjusted for Inflation	Admin. Costs Per Participant	
Administrative Expenses												
Alliance/ESI Wellness Program	2.00%	\$151,342	\$302,685	\$308,738	\$324	\$181,385	\$185,012	\$194	\$241,284	\$246,110	\$253	
Budgeted \$		\$41,843	\$83,687	\$83,687	\$88	\$226,688	\$226,688	\$238	\$257,121	\$257,121	\$270	
Total Administrative Costs			\$1,966,990	\$2,004,656	\$2,104	\$1,300,265	\$1,321,736	\$1,387	\$1,736,284	\$1,765,867	\$1,847	
Expenses Paid by STANDARD Plan												
Medical Including Prescription	5.00%	\$1,046,765	\$2,093,530	\$2,198,207		\$1,582,575	\$1,661,704		\$1,844,842	\$1,937,084		
Dental	3.00%	\$46,348	\$92,696	\$95,477		\$84,397	\$86,929		\$89,029	\$91,700		
Vision	2.00%	\$0	\$0	\$0		\$0	\$0		\$0	\$0		
Total Claims		\$1,093,113	\$2,186,226	\$2,293,683		\$1,666,972	\$1,748,633		\$1,933,871	\$2,028,784		
Administrative Costs based on # of Participants				\$780,407			\$514,548			\$685,392		
Total Estimated Costs to Plan					\$3,074,090			\$2,263,180			\$2,714,176	\$2,683,816
Expenses Paid by PREMIUM Plan												
Medical Including Prescription	5.00%	\$3,988,325	\$7,976,650	\$8,375,483		\$9,723,825	\$10,210,016		\$9,646,139	\$10,128,446		
Dental	3.00%	\$150,305	\$300,610	\$309,628		\$384,688	\$396,229		\$360,007	\$370,807		
Vision	2.00%	\$28,598	\$57,196	\$58,340		\$50,186	\$51,190		\$54,324	\$55,410		
Total Claims		\$4,167,228	\$8,334,456	\$8,743,451		\$10,158,699	\$10,657,435		\$10,060,470	\$10,554,664		
Administrative Costs based on # of Participants				\$1,224,250			\$807,188			\$1,075,198		
Total Estimated Costs to Plan					\$9,967,700			\$11,464,623			\$11,629,861	\$11,020,728
Estimated Expenses Paid by Both Plans												
Medical Including Prescription	5.00%	\$5,035,090	\$10,070,180	\$10,573,689		\$11,306,400	\$11,871,720		\$11,490,981	\$12,065,530		
Dental	3.00%	\$196,653	\$393,306	\$405,105		\$469,085	\$483,158		\$449,036	\$462,507		
Vision	2.00%	\$28,598	\$57,196	\$58,340		\$50,186	\$51,190		\$54,324	\$55,410		
Total Claims		\$5,260,341	\$10,520,682	\$11,037,134		\$11,825,671	\$12,406,067		\$11,994,341	\$12,583,448		
Administrative Costs based on # of Participants				\$2,004,656			\$1,321,736			\$1,760,590		
Total Estimated Costs to Plan			\$12,487,672		\$13,041,790	\$13,125,936		\$13,727,803	\$13,730,625		\$14,344,038	\$13,704,544
Estimated Increase in Costs to Plan					\$554,118			\$601,868			\$613,413	

NOTED ONLY NOT USED IN CALCULATIONS WAIVED PREMIUM Waived \$407,636 Adjusted \$146,482 \$371,169 Adjusted \$230,699 \$371,169 Adjusted \$242,244

Premium Revenue Based on 3/31/22 Enrollment	Monthly	Annual	A.) 10/1/20-3/31/21	B.) 10/01/19 - 9/30/20	C.) 4/01/20 - 3/31/21	D.) AVERAGE	
Premium Plan	\$682,567	\$8,190,805					
Standard Plan	\$329,192	\$3,950,299					
Annualized Total			\$12,141,104	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544
Estimated Income or (Loss)				-\$900,686	-\$1,586,699	-\$2,202,934	-\$1,563,440

W/out Annualization
\$13,717,585
-\$1,576,480

12.5% Prem Increase				-7.42%	-13.07%	-18.14%	-12.88%	% Gain/Loss in Fund
Premium Plan	\$767,888	\$9,214,656						
Standard Plan	\$370,341	\$4,444,086						
Total			\$13,658,742	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544	-\$45,802
Estimated Income or (Loss) for 2022-23				\$1,517,638	\$616,952	-\$69,061	-\$685,296	-\$45,802

Estimate Premium Revenue 2022-23 (13% Increase in Premium in both plans)				4.52%	-0.51%	-5.02%	-0.34%	% Extra in Fund
Premium Plan	\$771,301	\$9,255,610						
Standard Plan	\$371,986	\$4,463,838						
Total			\$13,719,448	\$13,041,790	\$13,727,803	\$14,344,038	\$13,704,544	\$14,904
Estimated Income or (Loss) for 2022-23				\$1,578,344	\$677,657	-\$8,356	-\$624,590	\$14,904

4.94% -0.06% -4.55% 0.11% % Gain/Loss in Fund

FINAL CALCULATIONS	A.) 10/1/21-3/31/22 Annualized	B.) Last Plan Year 10/1/2020 – 9/30/2021	C.) Last 12 Months 4/1/2021 – 3/31/2022	D.) Average
Amount Needed Based off 5% Medical 3% Dental and 2% Vision Increase	\$ 13,041,790	\$ 13,727,803	\$ 14,344,038	\$ 13,704,544
Premium Revenue Based on 3/31/23 Enrollment(NO INCREASES)	\$ 12,141,104	\$ 12,141,104	\$ 12,141,104	\$ 12,141,104
Balance Needed	\$ 900,686	\$ 1,586,699	\$ 2,202,934	\$ (1,563,440)
				-12.88%

D.) Average Calculations	\$ Generated	Amount Needed	Amount Needed
0% Increase In Premiums	\$ 12,141,104	\$ 13,704,544	\$ (1,563,440)
12.5% Increase In Premiums	\$ 13,658,742	\$ 13,704,544	\$ (45,802)
13% Increase in Premiums	\$ 13,719,448	\$ 13,704,544	\$ 14,904

UNRESERVES - Last 6 months Outlook

Last 6 Months of PY	End of March	End of Sept	Unreserves Diff
March 2019 - Sept 2019	\$4,569,136.59	\$4,308,171.75	\$ (260,964.84)
March 2020 - Sept 2020	\$4,806,645.10	\$3,601,578.88	\$ (1,205,066.22)
March 2021 - Sept 2021	\$4,169,772.18	\$3,470,498.51	\$ (699,273.67)
March 2022 - Sept 2022	\$3,520,967.31	\$2,758,864.71	\$ (762,102.60)
		Avg:	<u><u>\$ (731,851.83)</u></u>

2022-2023			
STANDARD Plan	Premium Amount	District Contribution	EE Out-of-Pocket
Employee Only	\$658	\$969	\$311
Employee Plus Spouse	\$1,245	\$969	(\$276)
Employee Plus Children	\$776	\$969	\$193
Employee Plus Family	\$1,360	\$969	(\$390)
Medicare Self	\$281	\$0	(\$281)
Medicare Spouse	\$281	\$0	(\$281)

2022-2023			
PREMIUM Plan	Premium Amount	District Contribution	EE Out-of-Pocket
Employee Only	\$963	\$969	\$6
Employee Plus Spouse	\$1,822	\$969	(\$853)
Employee Plus Children	\$1,111	\$969	(\$142)
Employee Plus Family	\$1,968	\$969	(\$998)
Medicare Self	\$411	\$0	(\$411)
Medicare Spouse	\$411	\$0	(\$411)

2023-2024 With 0% Increase in District Contribution and 13% Increase in Premium Amount				
STANDARD Plan	Premium Amount	District Contribution	EE Out-of-Pocket	Diff
Employee Only	\$744	\$969	\$225	\$86
Employee Plus Spouse	\$1,407	\$969	(\$438)	\$162
Employee Plus Children	\$877	\$969	\$92	\$101
Employee Plus Family	\$1,536	\$969	(\$567)	\$177
Medicare Self	\$317	\$0	(\$317)	\$36
Medicare Spouse	\$317	\$0	(\$317)	\$36

2023-2024 With 0% Increase in District Contribution and 13% Increase in Premium Amount				
PREMIUM Plan	Premium Amount	District Contribution	EE Out-of-Pocket	Diff
Employee Only	\$1,089	\$969	(\$119)	\$125
Employee Plus Spouse	\$2,059	\$969	(\$1,090)	\$237
Employee Plus Children	\$1,256	\$969	(\$286)	\$144
Employee Plus Family	\$2,223	\$969	(\$1,254)	\$256
Medicare Self	\$464	\$0	(\$464)	\$53
Medicare Spouse	\$464	\$0	(\$464)	\$53