



## Board of Trustees Special Board Meeting

Thursday, May 22<sup>nd</sup>, 2025

Lincoln Center

1325 Poplar St., Helena, MT 59601

& Via TEAMS

5:30 p.m.

Members of the public can attend in person or remotely by clicking the link below:

[Join the meeting now](#)

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## 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 Certificates of Election (High School)

##### B. Oath of Office for 2025-2028 Elected Trustees

##### C. Items For Action

1. Organization of the Board of Trustees, Election of Officers, & Appointment of Clerk
  - a. Appointment of Board Chair
  - b. Appointment of Board Vice Chair
  - c. Appointment of District Clerk
2. Award Copier Lease Contract
3. Award Workers' Compensation Contract

#### V. BOARD/SUPERINTENDENT COMMENTS

#### VI. ADJOURNMENT

**HELENA SCHOOL DISTRICT**  
**Board of Trustees Meeting**

**Meeting Date:** 5/22/2025

**Item I.**

☒ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

**Item Title:**      **Call To Order/Pledge of Allegiance**

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Meeting Date: 5/22/2025

Item II.

☐ Call To Order/Pledge of Allegiance

☒ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

Item Title:      Review of Agenda

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Meeting Date: 5/22/2025

Item III.

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☒ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

Item Title:      General Public Comment

# Board of Trustees Meeting

## Canvass Election Results and Issue Certificates of Election

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### IV. NEW BUSINESS

#### A. Items for Action

1. Canvass 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 6, 2025. 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 16, 2025.
  - Highlights:
    - Total registered voters in the elementary school were 36,165. Total ballots issued were 36,165. Total ballots tabulated were 15,339 with a total voter turnout of 42.41%.
    - Total registered voters in the high school were 38,233. Total ballots issued were 38,233. Total ballots tabulated were 16,197 with a total voter turnout of 42.36%.
    -
- The election results were also provided by the county elections office on May 16, 2025.
  - Highlights:
    - Kay Satre, Siobhan Hathhorn, and Jenny Murnane Butcher received the most votes for the three vacant K-12 seats with Kay Satre receiving 7,789 votes (24.04%), Siobhan Hathhorn receiving 6,808 votes (21.01%) and Jenny Murnane Butcher receiving 6,682 votes (20.62%).
    - The elementary general fund levy proposition passed by a margin of 53.77% (8,132 FOR, 6,993 AGAINST).
    - The elementary technology levy proposition failed by a margin of 51.41% (7,385 FOR, 7,815 AGAINST).
    - The high school technology levy proposition failed by a margin of 50.40% (7,955 FOR, 8,084 AGAINST).
- Katrina Chaney, County Superintendent of Schools will administer the oath of office elected trustees.

#### Superintendent recommendation:

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

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Meeting Date: 5/22/2025

Item IV.1.a.

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☒ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

- Item Title:      **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
Hathhorn					
McKee					
Robison					
Satre					
Hindoien					
Cleatus					
Walsh					
Armstrong					

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Meeting Date: 5/22/2025

Item IV.1.b.

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☒ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

- Item Title:      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
Hathhorn					
McKee					
Robison					
Satre					
Hindoien					
Cleatus					
Walsh					
Armstrong					



2025 School and Special Purpose District Election Canvass Report

Reporting by Ballot Styles in Election									Reporting by Districts in Election				
	Total	EL01 HS01	EL01 HS01 TLF	HS01	HS01 CCF	K-1209	K-1209 TLF	CCF	Total Helena Elementary School District	Total Helena High School District	Total East Helena School District	Total Canyon Creek Fire Service Area	Total Tri-Lakes Fire
Registered Voters not including inactive voters	46110	35069	1096	1770	298	5101	2776	0	36165	38233	7877	298	3872
Elect MT Counts													
Total Ballots Issued	46151	35069	1096	1770	298	5101	2776	41	36165	38233	7877	339	3872
Sent and not returned	23298	16410	526	911	112	3469	1864	6	16936	17959	5333	118	2390
Difference	22853	18659	570	859	186	1632	912	35	19229	20274	2544	221	1482
Received													
Processed/Rejected	801	605	24	44	6	74	48	0	629	679	122	6	72
Rejected - No Signature	42	28	1	2	0	9	2	0	29	31	11	0	3
Rejected - Signature Did Not Match	47	35	3	1	3	3	2	0	38	42	5	3	5
Rejected - Late for Election	712	542	20	41	3	62	44	0	562	606	106	3	64
Rejected - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled/Void	2901	2280	43	91	18	357	112	0	2323	2432	469	18	155
Undeliverable	1088	917	19	21	5	70	56	0	936	962	126	5	75
Processed/Accepted**	18063	14857	484	703	157	1131	696	35	15341	16201	1827	192	1180
Election Staff and Election Judge Counts													
Total Affirmation Envelopes**	18063	14857	484	703	157	1131	696	35	15341	16201	1827	192	1180
Total Secrecies Removed from Affirmation Envelopes**	18063	14857	484	703	157	1131	696	35	15341	16201	1827	192	1180
Total Secrecy Envelopes Received for Opening**	18063	14857	484	703	157	1131	696	35	15341	16201	1827	192	1180
Rejected Ballots**	4	2	0	2	0	0	0	0	2	4	0	0	0
Accepted Ballots**	18059	14855	484	701	157	1131	696	35	15339	16197	1827	192	1180
Total Accepted for Counting by Tabulators	18059	14855	484	701	157	1131	696	35	15339	16197	1827	192	1180
Ballots Counted on DS850													
Ballots Cast	18059	14855	484	701	157	1131	696	35	15339	16197	1827	192	1180
Blank Ballots Cast	18	7	0	0	0	5	6	0	7	7	11	0	6
Difference*	0	0	0	0	0	0	0	0	0	0	0	0	0
Voter Turnout	39.17%	42.36%	44.16%	39.60%	52.68%	22.17%	25.07%	n/a	42.41%	42.36%	23.19%	64.43%	30.48%

2025 School and Special Purpose District Election Canvass Report

\*Explanation of Difference:

\*\*Explanation of Differences through process:

\*\* The election judges who opened and removed ballots from the secrecy envelopes found two ballots were not included, but instructions were included instead. Tray number 3 for ballot style EL01 HS01 documented 355 secrecy envelopes, but only 354 ballots. Tray number 14 for ballot style EL01 HS01 also documented 400 secrecy envelopes, but only 399 ballots. For a total of 2 ballots not included in the secrecy envelopes.

\*\* The election judges who opened and removed ballots from the secrecy envelopes found one ballots with identifying marks and one empty secrecy envelope. Tray number 2 (29) for ballot style HS01 documented 189 secrecy envelopes, but only 188 ballots. Because one of the 188 ballots contained identifying marks the judges could not accept that ballot, leaving 187 ballots to be counted. For a total of 2 ballots to be considered rejected, 1 ballot not included in a secrecy envelope and 1 with identifying marks.

Statistics	TOTAL
Election Day Precincts Reporting	7 of 9
Precincts Complete	0 of 9
Precincts Partially Reported	7 of 9
Registered Voters - Total	46,110
Ballots Cast - Total	18,059
Ballots Cast - Blank	18
Voter Turnout - Total	39.16%

CANYON CREEK RURAL FIRE DIST TRUSTEE

Vote For 2	TOTAL	VOTE %
WENDY SMITH-ADAMSON	117	37.14%
SAM STIGMAN	104	33.02%
JUDITH ANNE VINCENT	76	24.13%
Write-In Totals	18	5.71%
Total Votes Cast	315	100.00%
Overvotes	0	
Undervotes	69	

TRI-LAKES FIRE SERVICE AREA TRUSTEE

Vote For 2	TOTAL	VOTE %
RICK LEPAGE	623	40.01%
MARK L. MEYER	596	38.28%
ART SPADINI	327	21.00%
Write-In Totals	11	0.71%
Total Votes Cast	1,557	100.00%
Overvotes	2	
Undervotes	801	

EAST HELENA SCHOOL DIST 9 TRUSTEE

Vote For 2	TOTAL	VOTE %
MARCIA ELLERMEYER	857	28.63%
TIFFANY RICHARDSON	986	32.94%
SCOTT WALTER	1,134	37.89%
Write-In Totals	16	0.53%
Total Votes Cast	2,993	100.00%
Overvotes	4	
Undervotes	657	

**HELENA ELEM SCHOOL DIST 1 TRUSTEE**

Vote For 3

	TOTAL	VOTE %
JENNY MURNANE BUTCHER	6,682	20.62%
SIOBHAN HATHHORN	6,808	21.01%
CARRIE JONES	2,925	9.03%
JOHN KLEIN III	3,086	9.52%
KAY SATRE	7,789	24.04%
HANNA WARHANK	4,615	14.24%
Write-In Totals	494	1.52%
<b>Total Votes Cast</b>	<b>32,399</b>	<b>100.00%</b>
Overvotes	18	
Undervotes	13,600	

**HELENA ELEM SCHOOL GEN FUND LEVY**

Vote For 1

	TOTAL	VOTE %
FOR	8,132	53.77%
AGAINST	6,993	46.23%
<b>Total Votes Cast</b>	<b>15,125</b>	<b>100.00%</b>
Overvotes	2	
Undervotes	212	

**HELENA ELEM SCHOOL TECH FUND LEVY**

Vote For 1

	TOTAL	VOTE %
FOR	7,385	48.59%
AGAINST	7,815	51.41%
<b>Total Votes Cast</b>	<b>15,200</b>	<b>100.00%</b>
Overvotes	3	
Undervotes	136	

**HELENA HIGH SCHOOL TECH FUND LEVY**

Vote For 1

	TOTAL	VOTE %
FOR	7,955	49.60%
AGAINST	8,084	50.40%
<b>Total Votes Cast</b>	<b>16,039</b>	<b>100.00%</b>
Overvotes	2	
Undervotes	156	

# **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 6th day of May, 2025, 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 two hundred ninety-three thousand six hundred eighty-one DOLLARS (\$293,681) per year, which is approximately 1.87 mills, for the purpose of supporting 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 \$2.52 annually, on a home with a market value of \$300,000 by approximately \$7.57 annually, and on a house with a market value of \$600,000 by approximately \$15.15 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. An increase in property taxes may lead to an increase in rental costs.

Number of votes for: 8,132

Number of votes against: 6,993

Trustee Name: Siobhan Hathhorn

Trustee Signature: \_\_\_\_\_

Trustee Name: Jennifer McKee

Trustee Signature: \_\_\_\_\_

Trustee Name: Janet Armstrong

Trustee Signature: \_\_\_\_\_

Trustee Name: Linda Cleatus

Trustee Signature: \_\_\_\_\_

Trustee Name: Jeffrey Hindoién

Trustee Signature: \_\_\_\_\_

Trustee Name: Rachel Robison

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

**CERTIFICATE OF ELECTION FOR PROPOSITION**

**ELEMENTARY GENERAL FUND MILL LEVY**

DATED this 22nd day of May, 2025.

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 TECHNOLOGY 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 6th day of May, 2025, voted on the following proposition:

Shall the Board of Trustees of Helena Elementary School District No. 1 be authorized to levy an additional one million nine hundred seventy-nine thousand five hundred DOLLARS (\$1,979,500) per year for ten (10) years and being approximately 10.67 mills for the purposes of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access, cloud computing services for technology infrastructure, platforms, software, network, storage, security, data, database, test environment curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs, and the associated technical training for school district personnel?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$14.40 annually, on a home with a market value of \$300,000 by approximately \$43.21 annually, and on a home with a market value of \$600,000 by approximately \$86.43 annually. An increase in property taxes may lead to an increase in rental costs.

This request is in addition to the five hundred twenty thousand five hundred DOLLARS (\$520,500) previously authorized as a perpetual levy and, if this proposition is approved, will hereby be limited to ten (10) years.

Number of votes for: 7,385

Number of votes against: 7,815

Trustee Name: Siobhan Hathhorn

Trustee Signature: \_\_\_\_\_

Trustee Name: Jennifer McKee

Trustee Signature: \_\_\_\_\_

Trustee Name: Janet Armstrong

Trustee Signature: \_\_\_\_\_

Trustee Name: Linda Cleatus

Trustee Signature: \_\_\_\_\_

Trustee Name: Jeffrey Hindoiien

Trustee Signature: \_\_\_\_\_

Trustee Name: Rachel Robison

Trustee Signature: \_\_\_\_\_

Trustee Name: Kay Satre

Trustee Signature: \_\_\_\_\_

The proposition was thereby ☐ approved or ☒ disapproved.

**CERTIFICATE OF ELECTION FOR PROPOSITION**

**ELEMENTARY TECHNOLOGY FUND MILL LEVY**

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

DATED this 22nd day of May, 2025.

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 TECHNOLOGY 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 6th day of May, 2025, voted on the following proposition:

Shall the Board of Trustees of Helena High School District No. 1 be authorized to levy an additional eight hundred seventy thousand five hundred DOLLARS (\$870,500) per year for ten (10) years and being approximately 5.06 mills for the purposes of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access, cloud computing services for technology infrastructure, platforms, software, network, storage, security, data, database, test environment curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs, and the associated technical training for school district personnel?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$6.83 annually, on a home with a market value of \$300,000 by approximately \$20.49 annually, and on a home with a market value of \$600,000 by approximately \$40.99 annually. An increase in property taxes may lead to an increase in rental costs.

This request is in addition to the five hundred fifty-nine thousand five hundred DOLLARS (\$559,500) previously authorized as a perpetual levy and, if this proposition is approved, will hereby be limited to ten (10) years.

Number of votes for: 7,955

Number of votes against: 8,084

Trustee Name: Siobhan Hathhorn

Trustee Signature: \_\_\_\_\_

Trustee Name: Jennifer McKee

Trustee Signature: \_\_\_\_\_

Trustee Name: Janet Armstrong

Trustee Signature: \_\_\_\_\_

Trustee Name: Linda Cleatus

Trustee Signature: \_\_\_\_\_

Trustee Name: Jeffrey Hindoién

Trustee Signature: \_\_\_\_\_

Trustee Name: Rachel Robison

Trustee Signature: \_\_\_\_\_

**CERTIFICATE OF ELECTION FOR PROPOSITION**  
**HIGH SCHOOL TECHNOLOGY FUND MILL LEVY**

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 22nd day of May, 2025.

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.

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item IV.B.

Meeting Date: 5/22/2025

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☒ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

Item Title: Oath of Office for 2025-2028 Elected Trustees

# Board of Trustees Meeting

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

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## IV. NEW BUSINESS

### C. Items for Action

1. 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: 5/22/2025

Item IV.C.1a.

- ☐
- Call To Order/Pledge of Allegiance
- 
- ☐
- Review of Agenda
- 
- ☐
- General Public Comment
- 
- ☐
- Items For Action
- 
- ☐
- Oath of Office for 2025-2028 Elected Trustees
- 
- ☒
- Items For Action
- 
- ☐
- Board/Superintendent Comments
- 
- ☐
- Adjournment

Item Title:      Item For Action

1. Organization of the Board of Trustees, Election of Officers, & Appointment of Clerk

    a. Appointment of Board Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Robison					
Satre					
Murnane Butcher					
Cleatus					
Walsh					
Armstrong					

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item IV.C.1b.

Meeting Date: 5/22/2025

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☒ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

- Item Title:      Item For Action
- 1. Organization of the Board of Trustees, Election of Officers, & Appointment of Clerk
  - b. Appointment of Board Vice Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Robison					
Satre					
Murnane Butcher					
Cleatus					
Walsh					
Armstrong					

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item IV.C.1c.

Meeting Date:	5/22/2025
<input type="checkbox"/>	Call To Order/Pledge of Allegiance
<input type="checkbox"/>	Review of Agenda
<input type="checkbox"/>	General Public Comment
<input type="checkbox"/>	Items For Action
<input type="checkbox"/>	Oath of Office for 2025-2028 Elected Trustees
<input checked="" type="checkbox"/>	Items For Action
<input type="checkbox"/>	Board/Superintendent Comments
<input type="checkbox"/>	Adjournment

Item Title:       Item For Action  
1. Organization of the Board of Trustees, Election of Officers, & Appointment of Clerk  
    c. Appointment of District Clerk

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Robison					
Satre					
Murnane Butcher					
Cleatus					
Walsh					
Armstrong					

# Board of Trustees Meeting

## Award Copier Lease Contract

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### IV. NEW BUSINESS

#### C. Items for Action

##### 2. Award Copier Lease Contract

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#### **Background:**

The District's copier lease agreement with the current provider, Information Technology Core/Pinion Technology Core (ITC/PTC) expires on June 30, 2025. A request for proposals (RFP) was issued on April 1, 2025, with a submittal deadline of April 30, 2025. Proposals were received from ITC/PTC and Selby's. The evaluation committee reviewed and rated the two proposals based on the following criteria:

- Company qualifications
- Pricing
- Working relationship
- Quality of equipment
- Equipment configurations
- Equipment specifications

#### **Considerations:**

- Both vendors presented as highly qualified and competent.
- The quality of the equipment from both vendors is acceptable. Configurations and specifications were compatible with our technology.
- The District has no previous experience with the Selby's in this arena, but the committee felt the company presented well and were confident that a good working relationship could be established.
- The working relationship with ITC/PTC has been strained at times. However, ITC/PTC is proposing a new customer service model that should address those strains.
- Selby's annual pricing for the minimum number of copies was approximately 15% higher than ITC/PTC and per copy price after the minimum number of copies is twice as much as ITC/PTC price per copy.
- Less training would be needed with the ITC/PTC proposal because district staff are familiar with the HP copier brand.
- As our current provider, the transition process with ITC/PTC would be smoother.

Ultimately, the committee's decision came down to the pricing difference, as well as the smoother transition and streamlined training needs. The committee recommends that the Board of Trustees award the copier lease contract to ITC/PTC for a 5-year term.

**Superintendent recommendation:** Accept the evaluation committee's recommendation and award the copier lease contract to ITC/PTC for a 5-year term.



HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item IV.C.2.

Meeting Date: 5/22/2025

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☒ Items For Action

☐ Board/Superintendent Comments

☐ Adjournment

Item Title:       Item For Action  
2. Award Copier Lease Contract

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Robison					
Satre					
Murnane Butcher					
Cleatus					
Walsh					
Armstrong					

# Board of Trustees Meeting

## Award Workers' Compensation Contract

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### IV. NEW BUSINESS

#### C. Items for Action

##### 3. Award Workers' Compensation Contract

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#### **Background:**

The District's contract with its current workers' compensation carrier, Montana State Fund, expires on June 30, 2025. A request for proposals (RFP) was issued on February 3, 2025, with a submittal deadline of April 11, 2025. Proposals were received from Montana Schools Group Interlocal Authority (MSGIA) and MarshMcLennan Agency/Montana State Fund. The evaluation committee reviewed and rated the two proposals based on the following criteria:

- Net cost of coverage
- Experience, qualifications, and references
- Loss control services
- Subjective fit

#### **Considerations:**

- Premium proposals for fiscal year 2025-26 were: MSGIA - \$350,486 and MarshMcLennan Agency/Montana State Fund - \$413,911.
- Both proposals offered dividend programs. MSGIA's program is based on loss performance and could be up to \$25,000. Whereas the MarshMcLennan Agency/State Fund dividend program is provided to all members regardless of loss performance. In the past three years, the District has received dividends from Montana State Fund as follows: \$66,218.58, \$94,116.70 and \$99,398.55. When factoring in dividends the net cost of the proposals is similar.
- MSGIA custodial rate \$5.85. MarshMcLennan Agency/State Fund custodial rate \$3.50. Note: custodial claims are our highest cost claims.
- Both proposals were evaluated on several factors, including risk, stability of rates across the network and flexibility. Both vendors demonstrated a strong net position and stability of rates across their network.
- Both proposals demonstrated great loss control programs.
- MSGIA is completely school focused.
- MarshMcLennan Agency/State Fund has expertise in industry standards.
- No transition period with MarshMcLennan Agency/State Fund.

Ultimately, the committee felt both vendors were competent, with no clear "winner". After careful consideration, the evaluation committee decided to continue the relationship with MarshMcLennan Agency/State Fund and is recommending the workers' compensation contract be awarded to MarshMcLennan/State Fund.

**Superintendent recommendation:** Accept the evaluation committee's recommendation and award the workers' compensation contract to MarshMcLennan/Montana State Fund.

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item IV.C.3.

Meeting Date:	5/22/2025
<input type="checkbox"/>	Call To Order/Pledge of Allegiance
<input type="checkbox"/>	Review of Agenda
<input type="checkbox"/>	General Public Comment
<input type="checkbox"/>	Items For Action
<input type="checkbox"/>	Oath of Office for 2025-2028 Elected Trustees
<input checked="" type="checkbox"/>	Items For Action
<input type="checkbox"/>	Board/Superintendent Comments
<input type="checkbox"/>	Adjournment

Item Title:       Item For Action  
3. Award Workers’ Compensation Contract

Board Action	1st Motion	Second	Aye	Nay	Other
Hathhorn					
McKee					
Robison					
Satre					
Murnane Butcher					
Cleatus					
Walsh					
Armstrong					

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item V.

Meeting Date: 5/22/2025

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☒ Board/Superintendent Comments

☐ Adjournment

Item Title: Board/Superintendent Comments

HELENA SCHOOL DISTRICT  
Board of Trustees Meeting

Item VI.

Meeting Date: 5/22/2025

☐ Call To Order/Pledge of Allegiance

☐ Review of Agenda

☐ General Public Comment

☐ Items For Action

☐ Oath of Office for 2025-2028 Elected Trustees

☐ Items For Action

☐ Board/Superintendent Comments

☒ Adjournment

Item Title: Adjournment