

Board of Trustees – Budget and Program Committee

May Butler Center

55 S. Rodney Ave

Friday, January 10, 2020 – 12:00p.m.

AGENDA

- I. CALL TO ORDER / INTRODUCTIONS
- II. 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.*
- III. REVIEW OF AGENDA
- IV. REVIEW OF MINUTES
12/06/19 Budget and Program Committee Meeting Minutes (See Attached)
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Year-to-Date Budget (J. Mickelson)
(Attached) Update on our current budget to date (through December)
 - B. Multiyear Budget Projection Update (J. Mickelson)
Update of Progress of the multi-year budget projection and timeline for January deliverables
 - C. High School Master Schedule and Staffing Update (S. Collette/J. McKay)
Discussion pertaining to developing high school master schedules and related staffing decisions
- VI. BOARD / SUPERINTENDENT COMMENTS
- VII. ADJOURNMENT

Next Meeting:

February 7, 2020 | MBC Conference Room

Program/Budget Committee

Helena Public Schools

Tentative Monthly Agenda Items 2019/2020

October 4, 2019 Committee Meeting:

- Preliminary program expenditures discussion (focused on HS)
- Review preliminary retirement incentive calculations

November 1, 2019 Committee Meeting:

- Final retirement incentive calculations
- Initiate multi-year budget study
- High School Staffing Matrix (School Level)

December 6, 2019 Committee Meeting

- Salary Schedule Negotiations Update
- High School Staffing Matrix (Department and Class Levels)

January 10, 2020 Committee Meeting

- Multi-Year Budget Projection Update
- High School Master Schedule and Staffing Update

February 7, 2020 Committee Meeting

- Multi-Year Budget Projection Update
- Negotiations Update (*Post January HEA Meeting*)
- Non-General Budget Update

March 6, 2020 Committee Meeting

- Multi-Year Budget Projection Update
- FY21 Budget Update

April 3, 2020

- TBD

May 1, 2020

- TBD

June 5, 2020

- Preliminary FY 21 Budget



Board of Trustees – Budget and Programs Committee

May Butler Center | 55 S. Rodney Ave

Friday, December 6, 2019 – 12:00pm

MINUTES - DRAFT

ATTENDEES

Committee: *Others:*

Jeff Hindoien, Committee Chair
John McEwen, Committee Member

Terry Beaver, Trustee
Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Stacy Collette, Human Resources Director
Janelle Mickelson, Business Services Administrator

Excused Absence:

Sarah Sullivan, Committee Member

I. CALL TO ORDER

Committee Chair, Jeff Hindoien, called the meeting to order at 12:02pm.

II. GENERAL PUBLIC COMMENT

None was offered.

III. REVIEW OF AGENDA

No changes were requested.

IV. REVIEW OF MINUTES

No changes were requested.

V. ITEMS FOR INFORMATION/DISCUSSION

A. Salary Schedule Negotiations Update

Dr. Ream referenced the previous deadline of mid-December for the Professional Compensation Alternative Plan (PCAP). The decision was made to postpone discussions regarding the PCAP to first address issues of greater priority to employees. Dr. Ream said next steps will include costing out list of priorities and setting goals at a two-day financial summit January 30-31.

Ms. Collette referenced other items listed in the negotiation process, many of which align with the issues of the Budget Committee, specifically software, hardware, additional programs and staffing –

standard requests expressed during previous negotiations. She added that if employees attended a budget presentation in the spring, they were better educated on how budgets were impacted by staffing and what could be accomplished collectively through the negotiation process to ensure budget stability through declining enrollment.

Mr. Hindoien agreed that it would behoove the district to build a budget model prior to discussing adjustments to PCAP and salary negotiations moving forward.

B. Program Budget Analysis Update

Dr. Ream referenced the last page of the meeting packet – the high school staffing distribution matrix – and commented on the similarities between the high schools’ student to teacher ratios. He said district and school administrators will next look internally at each high school to determine steps moving forward. Dr. Ream clarified that only core classes were included in the matrix.

Mr. McKay discussed the methodology he used for establishing the matrix which included feedback from district and high school administrators. He added that enrollment numbers for the matrix were pulled on November 19, 2020. Mr. McKay offered clarification remedial classes were not included in the matrix for either school since they weren’t necessarily taught by core teachers. He added the methodology was consistent across departments and schools. Mr. McKay said the purpose of the matrix was to provide a full analysis to determine what decisions could be made to help increase efficiency among current FTEs.

Mr. McEwen asked how administration felt about the findings and if a discrepancy between ratios at the schools indicated too many teachers at one school or too few at the other. Dr. Ream referenced current agreements in place affecting the ability to change staffing. He cited that any instance of a disproportionate ratio, if not strategically in place, would need to be considered.

Dr. Ream voiced his appreciation for the administrators, counselors and educators at both high schools as overall, we have only a handful of students below 10 students. He added that since there were so few small classes, there was no easy budgetary solutions.

Dr. Ream addressed the enrollment numbers to be presented at the next board meeting, adding that with the loss of students to the East Helena High School, Helena High is predicted to welcome more predictable, but smaller, classes of freshmen.

Ms. Shawn asked for the number of credits required for each subject. Mr. McKay answered that graduation requirements were four credits in ELA, three in Math, two in Science, and three in Social Studies.

Ms. Shawn asked for confirmation this was the first time a matrix like this had been completed. Dr. Ream answered that it was.

Mr. McEwen asked who made decisions regarding the number of staff within each department. Mr. McKay answered that it was a group decision based on several determining factors, including restrictions of the building, accreditation standards, and the number of tenured staff in the school.

Mr. Hindoien asked what the feedback had been from the principals. Mr. McKay answered that they felt the matrix correctly matched their scheduling and they weren't surprised with the findings. Mr. McKay said that while principals were constantly adjusting to accommodate the needs of students, it was difficult to make significant changes during the school year. However, the principals were already discussing how they would share staffing in the future.

Mr. Hindoien asked for next steps. Dr. Ream answered that PE and elective classes could be added to the matrix. Mr. McKay added that the purpose of the matrix was to guide master schedule and staffing decisions to ensure programs ran as efficiently as possible.

Mr. McEwen requested clarification that, based on the student/teacher ratio, if enrollment dropped by 200 students, it equated to 10 fewer teachers. Mr. McKay answered that the FTEs also included counselors, school psychologists, and librarians – not just teachers.

Mr. Beaver noted that offering only the state required classes would cut staff needs, but it also would limit class offerings and students' educational opportunities. Dr. Ream said it would be a tough discussion if/when Helena High dropped below 1,000 students.

C. Multiyear Budget Projection Update

Ms. Mickelson provided the committee with the current projected budget. She said the adjustments helped the budget remain soluble for a couple of years. Ms. Mickelson said that Todd Watkins will fine-tune calculations by comparing current staff and anticipated replacement staff to authorized budget numbers, and then will run several scenarios to project a budget for the next five years. Ms. Mickelson stated the importance of having a third party affirm her budget projections. She anticipated the forecasting from Mr. Watkins will include trending data for spending in instruction, curriculum, assessments, and utilities. She added that while the state provides a 1% inflationary increase, salaries and benefits – with just steps – increases more than 2%, meaning costs are outpacing revenues. Ms. Mickelson said Mr. Watkins present his findings and recommendations to the board in January.

Mr. Hindoien asked if the committee would see Mr. Watkins's findings prior to its presentation to the board. Ms. Mickelson was unsure if that was an option.

VI. BOARD COMMENT

Mr. McEwen asked Mr. McKay if he had matrixes for each high school department. Mr. McKay answered that he did. Mr. Hindoien added that the budget will drive department structure in the future. Mr. McEwen asked if he was aware of the student/teacher ratio at peer districts. Mr. McKay answered that he could obtain that information.

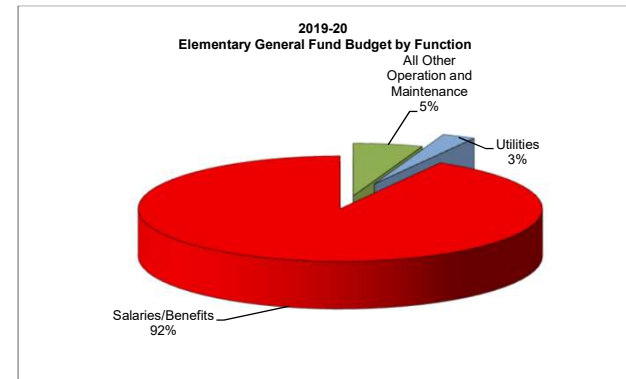
VII. ADJOURNMENT

Mr. Hindoien adjourned the meeting at 1:11pm. The next Budget and Programs Committee meeting will be January 10, 2020.

HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR YEAR TO DATE - December 2019
ELEMENTARY GENERAL FUND

Account	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget	% Budget
Description	Budget	(after transfers)		Balance	Left
Administrative Salaries	\$ 2,201,553	\$ 2,201,553	\$ 2,226,119	\$ (24,566)	-1.1%
Educator Salaries	19,380,214	19,380,214	19,038,223	341,992	1.8%
Professional Salaries	3,968,792	3,968,792	3,888,822	79,971	2.0%
Technical Salaries	1,050,623	1,050,623	1,061,567	(10,944)	-1.0%
Clerical Salaries	1,143,285	1,143,285	1,103,286	39,999	3.5%
Service Worker Salaries	1,863,201	1,863,201	2,065,940	(202,739)	-10.9%
Para Professional Salaries*	2,994,308	2,994,308	3,916,937	(922,629)	-30.8%
Guest Educator Salaries	386,752	386,752	134,450	252,302	65.2%
Substitute Clerical Salaries	18,505	18,505	8,632	9,873	53.4%
Substitute Service Worker	40,000	40,000	15,246	24,754	61.9%
Substitute Para Salaries	125,725	125,725	56,467	69,258	55.1%
Overtime	15,470	15,470	18,394	(2,924)	-18.9%
Coaching Salaries/Stipends	75,170	75,170	41,527	33,643	44.8%
Termination Pay			71,469	(71,469)	
Admin TSA Employer Match	14,500	14,500	15,060	(560)	-3.9%
Workers' Comp/Benefits	214,763	214,763	185,956	28,807	13.4%
Crafts Benefits	19,500	19,500	7,491	12,009	61.6%
Cell phone stipends	36,094	36,094	32,600	3,494	9.7%
Contracted Services	335,010	335,010	140,121	194,889	58.2%
Gas	300,881	300,881	82,763	218,117	72.5%
Electricity	498,168	498,168	211,348	286,820	57.6%
Water	85,173	85,173	56,630	28,543	33.5%
Sewer	53,054	53,054	11,286	41,768	78.7%
Garbage	43,949	43,949	18,205	25,744	58.6%
Repair and Maintenance	24,120	24,120	5,033	19,087	79.1%
Rental	38,935	38,935	28,560	10,375	26.6%
Instructional Field Trips	20,000	20,000	2,054	17,946	89.7%
Liability/Other Insurance	338,294	338,294	338,388	(94)	0.0%
Postage	14,475	14,475	4,985	9,490	65.6%
Advertising	9,445	9,445	8,262	1,183	12.5%
Printing	161,470	161,470	71,595	89,875	55.7%
Extracurricular Team Travel			3,476	(3,476)	
Travel	47,443	47,443	43,252	4,191	8.8%
Professional Development/Meetings	84,830	84,830	24,659	60,171	70.9%
Supplies	758,651	758,651	534,166	224,485	29.6%
Books	95,240	111,233	71,043	40,190	36.1%
Periodicals	7,162	7,162	7,826	(664)	-9.3%
Minor Equipment	55,782	55,782	26,351	29,431	52.8%
Major Equipment	10,000	10,000	4,745	5,255	52.6%
Dues and Memberships	35,250	35,250	46,985	(11,735)	-33.3%
Contingency	48,500	32,507		32,507	
Total Budget	\$ 36,614,288	\$ 36,614,288	35,629,918	\$ 984,370	2.7%

*\$1,247,473 will be moved to the tuition fund



HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR YEAR TO DATE - December 2019
HIGH SCHOOL GENERAL FUND

Account	Beginning	Annual Budget	Year-to-Date Expended &	Budget	% Budget
Description	Budget	(after transfers)	Encumbered	Balance	Left
Administrative Salaries	1,270,237	1,270,237	1,244,575	25,662	2.0%
Educator Salaries	12,624,706	12,624,706	12,538,615	86,090	0.7%
Professional Salaries	1,423,719	1,423,719	1,267,620	156,099	11.0%
Technical Salaries	691,277	691,277	701,658	(10,381)	-1.5%
Clerical Salaries	1,027,034	1,027,034	987,158	39,875	3.9%
Service Worker Salaries	923,632	923,632	887,324	36,308	3.9%
Para Professional Salaries*	383,322	383,322	680,209	(296,886)	-77.5%
Guest Educator Salaries	258,105	258,105	100,329	157,776	61.1%
Substitute Clerical Salaries	3,075	3,075	2,683	392	12.8%
Substitutue Service Worker	22,000	22,000	7,198	14,802	67.3%
Substitute Para Salaries	11,250	11,250	5,112	6,138	54.6%
Overtime	16,175	16,175	8,062	8,113	50.2%
Sabbatical Salaries	74,462	74,462	87,532	(13,070)	-17.6%
Coaching Salaries/Stipends	608,498	608,498	549,986	58,512	9.6%
Adminstrator TSA Employer Match	10,000	10,000	9,840	160	1.6%
Termination Pay	500,000	500,000	30,159	469,841	94.0%
Workers' Comp/Benefits	122,716	122,716	101,341	21,375	17.4%
Crafts Benefits	10,000	10,000	4,034	5,966	59.7%
Cell phone stipends	17,376	17,376	16,304	1,071	6.2%
Contracted Services	246,455	246,455	139,392	107,063	43.4%
Gas	196,646	196,646	65,252	131,394	66.8%
Electricity	328,402	328,402	140,678	187,724	57.2%
Water	34,192	34,192	24,675	9,517	27.8%
Sewer	25,666	25,666	13,066	12,600	49.1%
Garbage	33,963	33,963	18,390	15,573	45.9%
Repair and Maintenance	27,551	27,551	6,709	20,842	75.6%
Rental	16,810	16,810	11,037	5,773	34.3%
Instructional Field Trips	4,580	4,580	1,392	3,188	69.6%
Liability/Other Insurance	182,656	182,656	182,250	406	0.2%
Postage	24,325	24,325	4,319	20,006	82.2%
Advertising	7,080	7,080	6,124	956	13.5%
Printing	119,906	119,906	38,696	81,210	67.7%
Travel	31,473	31,473	23,724	7,750	24.6%
Professional Development/Meetings	53,867	53,867	16,679	37,188	69.0%
Extracurricular Travel	240,089	240,089	121,140	118,949	49.5%
Supplies	548,609	552,609	266,378	286,231	51.8%
Books	107,579	107,579	72,643	34,935	32.5%
Periodicals	4,160	4,160	1,530	2,630	63.2%
Minor Equipment	76,815	76,815	20,716	56,099	73.0%
Major Equipment	8,500	8,500	2,555	5,945	69.9%
Dues and Memberships	30,580	30,580	59,783	(29,203)	-95.5%
Contingency	565,577	561,577		561,577	
total budget	\$ 22,913,064	\$ 22,913,064	\$ 20,466,868	\$ 2,446,196	10.7%

*\$497,642 will be moved to the tuition fund

