



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 – Budget and Program Committee

Online Meeting

Friday, May 8, 2020 – 12:00p.m.

Notice of Online Meeting:

In compliance with the guidance of local and state Health Officials, the Helena Public Schools are conducting this Board of Trustees Policy Committee Meeting as an online meeting. This meeting will not occur at any specific location as all members will attend online.

Members of the public are able to attend by clicking on the below link. We ask that all participants mute their microphone until called upon by the Committee Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

This meeting will take place using Microsoft Teams. However, participants need only to click on the below link to join the meeting from any internet enabled device.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjA3MzJhMGUtODNhNS00Mzc4LTkxZWEtMGJkZjA4NzY4ZjQ0%40thread.v2/0?context=%7b%22Tid%22%3a%22f4b4f9cd-c417-4e65-8143-10d0fe789053%22%2c%22Oid%22%3a%229e76a419-5be2-4a93-aac0-5516e94c521c%22%7d

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
03/06/20 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 April)

- B. Negotiations Update (*S. Collette and T. Ream*)
Brief Update on Negotiations and Next Steps

- C. Multi-Year Budget Projection Update (*J. Mickelson, S. Collette & T. Ream*)
Update on ongoing efforts pertaining to our multiyear budget projections including requested variations of inputs

VI. BOARD / SUPERINTENDENT COMMENTS

VII. ADJOURNMENT

Next Meeting:
June 5, 2020 | MBC Conference Room

Helena Public Schools Board of Trustees

Sarah Sullivan
Board Chair

Terry Beaver
Vice Chair

Tyler Emmert
Trustee

Luke Muszkiewicz
Trustee

Jeff Hindoién
Trustee

Libby Goldes
Trustee

Sanjay Talwani
Trustee

Jennifer Walsh
Trustee



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Board of Trustees – Budget and Programs Committee

May Butler Center | 55 S. Rodney Ave

Friday, March 6, 2020 – 12:00pm

MINUTES - DRAFT

ATTENDEES

Committee:

Jeff Hindoien, Committee Chair
John McEwen, Committee Member

Excused Absence:

Sarah Sullivan, Committee Member

Others:

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

I. CALL TO ORDER

Committee Chair, Jeff Hindoien, called the meeting to order at 12:05pm.

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. Year-to-Date Budget

Ms. Mickelson provided the committee with the most recent update of the budget. Dr. Ream asked how the budget compared to previous years. Ms. Mickelson replied that she was waiting for

the end of the year to make those comparisons. Mr. Hindoien requested confirmation that the high school budget was better this year than last. Ms. Mickelson agreed, adding it was due to the adjusted split in budget. She continued that while the 2020 high school ANB wasn't affected by the East Helena High School, it would affect future years.

B. Multi-Year Budget Projection Update

Mr. Hindoien asked for an update on the certified staff negotiations. Ms. Collette answered that Certified Staff was the only employee group currently being negotiated. She continued that Trades had expressed interest in negotiations soon. Dr. Ream added the negotiations meeting for certified staff had been moved to March 26 to allow Helena Education Association time to review staff data and the information presented by consultant, Todd Watkins. Ms. Collette added the presentation had been given to all employee groups with five years' year over year projections to provide better understanding and transparency. Mr. Hindoien expressed his appreciation for the process and the level of detail. Dr. Ream said an additional update would be provided at the next Budget Committee meeting.

C. Multi-Year Budget Projections

Dr. Ream described the process of sharing these presentations as different from last because they were shared with the community upon each update rather than as a whole upon conclusion. The goals of this change were to allow frequently asked questions to be asked earlier in the process. He added the projections were based on educated assumptions based on last year's budget. Ms. Mickelson detailed a few projections:

- Para salaries looked high because everything related to Special Education was moved from the general fund.
- Though Northwestern Energy projected no year over year increase, a 4.5% increase (based on historical context) was added to the budget projections.
- Line items had been added for property and liability insurance.
- No projected increase was shown for workers compensation or health insurance.
- Adjustments were made to ANB based on updated numbers.

Mr. Hindoien said it was important to communicate with the community that the projections were driven by ANB, authority, and budget.

Mr. McEwen referenced the second bullet point on budget authority and asked if the model used district actuals rather than OPI estimates. Ms. Mickelson answered it was. Mr. McEwen asked if the loss of FTE to the East Helena High School had been included in this year's budget. Mr. McKay answered it had not; enrollment numbers weren't known until after school started. Now that actuals were known, estimations could be made for future years. He added that staffing would now need to be adjusted according to the number of students based on projections and according to accredited classes offered.

Dr. Ream outlined a few other areas on the budget projections:

- Planned maintenance had been left into the projections.
- The budget split was adjusted to 65% elementary and 35% high school, which aligned to ANB.

Mr. McEwen asked what had been projected for salary increases. Ms. Collette answered projections included step increases for current employees, proposed reductions based on loss of FTE, and retirees.

Mr. Hindoien asked if the positive number in the high school budget was based on the 65/35 budgetary split and the retiree incentive. Ms. Mickelson replied that it was.

The committee agreed to present the current projections to the full board.

VI. BOARD COMMENT

No additional comments were offered.

VII. ADJOURNMENT

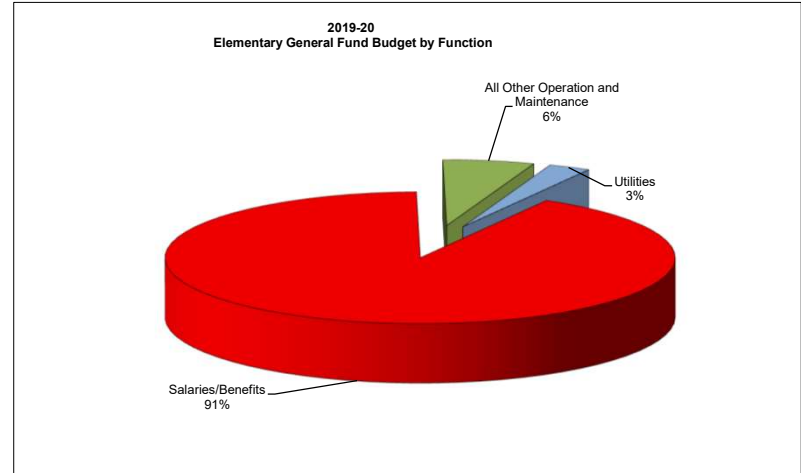
Mr. Hindoien adjourned the meeting at 1:07. The next Budget and Programs Committee meeting will be April 3, 2020.

ELEMENTARY GENERAL FUND

Account	Beginning	Annual Budget (after transfers & amendments)	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
Description	Budget				
Administrative Salaries	\$ 2,201,553	\$ 2,201,553	\$ 2,227,465	\$ (25,911)	-1.2%
Educator Salaries	19,380,214	19,380,214	19,076,728	303,486	1.6%
Professional Salaries	3,968,792	3,968,792	3,919,274	49,518	1.2%
Technical Salaries	1,050,623	1,050,623	1,064,640	(14,017)	-1.3%
Clerical Salaries	1,143,285	1,143,285	1,133,245	10,041	0.9%
Service Worker Salaries	1,863,201	1,863,201	2,047,909	(184,708)	-9.9%
Para Professional Salaries*	2,994,308	2,994,308	3,825,854	(831,546)	-27.8%
Guest Educator Salaries	386,752	386,752	255,296	131,456	34.0%
Substitute Clerical Salaries	18,505	18,505	16,573	1,932	10.4%
Substitute Service Worker	40,000	40,000	36,300	3,700	9.3%
Substitute Para Salaries	125,725	125,725	111,082	14,643	11.6%
Overtime	15,470	15,470	30,420	(14,950)	-96.6%
Coaching Salaries/Stipends	75,170	75,170	62,539	12,631	16.8%
Termination Pay			102,773	(102,773)	
Admin TSA Employer Match	14,500	14,500	15,060	(560)	-3.9%
Workers' Comp/Benefits	214,763	214,763	188,587	26,176	12.2%
Crafts Benefits	19,500	19,500	12,698	6,802	34.9%
Cell phone stipends	36,094	36,094	32,901	3,193	8.8%
Contracted Services	335,010	341,035	242,043	98,992	29.0%
Gas	300,881	300,881	204,160	96,720	32.1%
Electricity	498,168	498,168	337,472	160,695	32.3%
Water	85,173	85,173	70,846	14,327	16.8%
Sewer	53,054	53,054	24,458	28,596	53.9%
Garbage	43,949	43,949	28,430	15,519	35.3%
Repair and Maintenance	24,120	24,120	5,446	18,674	77.4%
Rental	38,935	38,935	29,856	9,079	23.3%
Instructional Field Trips	20,000	20,000	1,599	18,401	92.0%
Liability/Other Insurance	338,294	338,294	338,388	(94)	0.0%
Postage	14,475	14,475	5,460	9,015	62.3%
Advertising	9,445	9,445	11,080	(1,635)	-17.3%
Printing	161,470	161,470	134,749	26,721	16.5%
Extracurricular Team Travel			3,476	(3,476)	
Travel	47,443	47,443	47,562	(119)	-0.3%
Professional Development/Meetings	84,830	84,830	42,270	42,560	50.2%
Supplies	758,651	766,151	721,849	44,302	5.8%
Books	95,240	111,233	89,198	22,035	19.8%
Periodicals	7,162	7,162	8,733	(1,571)	-21.9%
Minor Equipment	55,782	55,782	30,544	25,238	45.2%
Major Equipment	10,000	10,000	4,745	5,255	52.6%
Dues and Memberships	35,250	35,250	48,598	(13,348)	-37.9%
Contingency	48,500	112,293		112,293	
Total Budget	\$ 36,614,288	\$ 36,707,599	36,590,308	\$ 117,291	0.3%

Budget Transfers

From	To	Amount	Reason
Contingency	Various Schools	\$ 15,993.00	Library Allocation
State of MT	Contingency	\$93,311	Budget Amendment
Contingency	Contracted Services	\$5,525.00	Technology Department Audit
Contingency	Software	\$7,500.00	School Climate Survey (Panorama)
Contingency	Contracted Services	\$500.00	School Climate Survey (Panorama)



**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR YEAR TO DATE - April 2020
HIGH SCHOOL GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget	% Budget
Description	Budget	(after transfers)		Balance	Left
Administrative Salaries	1,270,237	1,270,237	1,244,235	26,001	2.0%
Educator Salaries	12,624,706	12,624,706	12,719,317	(94,611)	-0.7%
Professional Salaries	1,423,719	1,423,719	1,292,083	131,635	9.2%
Technical Salaries	691,277	691,277	675,889	15,388	2.2%
Clerical Salaries	1,027,034	1,027,034	1,017,870	9,164	0.9%
Service Worker Salaries	923,632	923,632	874,462	49,170	5.3%
Para Professional Salaries*	383,322	383,322	687,627	(304,305)	-79.4%
Guest Educator Salaries	258,105	258,105	174,122	83,983	32.5%
Substitute Clerical Salaries	3,075	3,075	3,434	(359)	-11.7%
Substitute Service Worker	22,000	22,000	17,205	4,795	21.8%
Substitute Para Salaries	11,250	11,250	11,044	206	1.8%
Overtime	16,175	16,175	12,616	3,559	22.0%
Sabbatical Salaries	74,462	74,462	89,875	(15,413)	-20.7%
Coaching Salaries/Stipends	608,498	608,498	572,039	36,459	6.0%
Adminstrator TSA Employer Match	10,000	10,000	9,840	160	1.6%
Termination Pay	500,000	500,000	51,439	448,561	89.7%
Workers' Comp/Benefits	122,716	122,716	103,431	19,285	15.7%
Crafts Benefits	10,000	10,000	6,837	3,163	31.6%
Cell phone stipends	17,376	17,376	16,813	562	3.2%
Contracted Services	246,455	250,930	211,756	39,174	15.6%
Gas	196,646	196,646	151,366	45,280	23.0%
Electricity	328,402	328,402	227,190	101,212	30.8%
Water	34,192	34,192	33,657	536	1.6%
Sewer	25,666	25,666	21,240	4,426	17.2%
Garbage	33,963	33,963	27,413	6,551	19.3%
Repair and Maintenance	27,551	27,551	8,032	19,519	70.8%
Rental	16,810	16,810	12,422	4,388	26.1%
Instructional Field Trips	4,580	4,580	2,373	2,207	48.2%
Liability/Other Insurance	182,656	182,656	184,750	(2,094)	-1.1%
Postage	24,325	24,325	7,416	16,909	69.5%
Advertising	7,080	7,080	7,890	(810)	-11.4%
Printing	119,906	119,906	81,062	38,844	32.4%
Travel	31,473	31,473	26,052	5,422	17.2%
Professional Development/Meetings	53,867	53,867	28,763	25,104	46.6%
Extracurricular Travel	240,089	240,089	204,168	35,921	15.0%
Supplies	548,609	611,328	418,951	192,377	31.5%
Books	107,579	107,579	90,053	17,526	16.3%
Periodicals	4,160	4,160	3,087	1,073	25.8%
Minor Equipment	76,815	76,815	25,604	51,211	66.7%
Major Equipment	8,500	8,500	2,555	5,945	69.9%
Dues and Memberships	30,580	30,580	60,860	(30,280)	-99.0%
Contingency	565,577	498,383		498,383	
total budget	\$ 22,913,064	\$ 22,913,064	\$ 21,416,839	\$ 1,496,225	6.5%

Budget Transfers

From	To	Amount	Reason
Contingency	Maintenance	2,000	Helena High School Theater Lamps
Contingency	Contracted Services	\$2,975.00	Technology Department Audit
Contingency	Software	\$22,500.00	School Climate Survey (Panorama)
Contingency	Contracted Services	1,500	School Climate Survey (Panorama)
Contingency	Supplies	\$38,219.00	Final Allocation Student Count - CHS
		21,421,513	
		-4674.56	
\$		21,416,838.92	Supplies in

