



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 & Finance Committee

Thursday, January 21, 2021 – 12:00 PM

This meeting will occur at the May Butler Center (55 S. Rodney – Helena, MT. 59601) and via Microsoft Teams. Due to the size constraints of our available conference room, maximum capacity at the in-person meeting is limited to six participants - including committee members (3) and the superintendent (1)

To participate remotely, please use this link: <https://helenaschools.org/event/board-of-trustees-budget-finance-committee-meeting-01-21-2021/>.

AGENDA

- I. CALL TO ORDER / INTRODUCTIONS
- 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. REVIEW OF MINUTES FROM THE 11.06.2020 BUDGET & FINANCE COMMITTEE MEETING
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Date Reports (attached)
Review General Fund Budget-to-Date Report pertaining to FY21
 - B. High School Master Schedule and Staffing Update
Review and discuss high school staffing information to date
- VI. BOARD COMMENTS
- VII. ADJOURNMENT

Next Meeting:
February 5, 2021 | Hybrid Meeting (online/in-person)



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 Finance Committee

Friday, November 6, 2020 – 12:00pm

MINUTES - DRAFT

ATTENDEES

Committee:

John McEwen, Committee Chair
Sarah Sullivan, Committee Member
Siobhan Hathorn,
(*not on committee*)

Others:

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Services Administrator
Stacy Collette, Human Resources Director
Barb Ridgway, Chief of Staff
Gary Myers, Education Technology Coordinator
Jane Shawn, Helena Education Association President
Jim Penner, member of the public

I. CALL TO ORDER

Committee Chair, John McEwen, called the meeting to order at 12:06pm.

II. GENERAL PUBLIC COMMENT

No comments were offered.

III. REVIEW OF AGENDA

No changes were requested to the agenda.

IV. REVIEW OF MINUTES

The October 2, 2020, committee meeting minutes were reviewed.

V. ITEMS FOR INFORMATION/DISCUSSION

1. Budget to Date Reports

Ms. Mickelson presented current year-to-date budget updates to the committee and noted her continued concern for funding after December 30. Dr. Ream added under \$1million remained in CARES Act funding for the district, and he was confident it would all be spent before December 30.

2. Enrollment Trend Analysis

Dr. Ream presented enrollment trends at the elementary (K-6) level based on the October 5, 2020, pull date. He added that though the numbers were preliminary, the trends would hold. He added this was the first of two pull dates – the second would be the first Monday in February 2021. Ms. Mickelson said the average of the two pull dates became the average enrollment, which would be entered into a formula to establish the ANB (Average Number Belonging).

When looking at the data by grade level, Dr. Ream stated the largest decline in an elementary grade was third grade, but there was no discernable pattern to the decline or increases in enrollment.

Ms. Sullivan asked if the declining enrollment was due to changes in the Montessori program. Dr. Ream answered the only trend he found was Montessori was more difficult to utilize in an online setting, but there was no indication the declines disproportionately affected Montessori students.

Mr. McKay added not all schools had DLI programs, so DLI students have been counted in the enrollment data for the school in which they attend DLI classes.

Dr. Ream addressed seventh and eighth grades, noting the increase in attendance within seventh grade. For the elementary district – which is Kindergarten through eighth grade – total enrollment was down 231 students – about 5.2%. Dr. Ream told the committee the decrease at the high school level was due to the anticipated loss of students to East Helena High School; the decline was not pandemic-related. Ms. Mickelson added a natural attrition of 2% typically occurred across grades between the fall pull date to the spring pull date.

According to Dr. Ream, this paralleled state data, which showed a greater decrease in the elementary grades than in the high school grades.

3. Technology Department Overview

Dr. Ream described the Technology Department presentation as Part Two, since it had been given for the Teaching and Learning Committee on November 11, 2020.

Mr. Myers described the department assessment as an opportunity to address ongoing staffing issues, assure the department was supporting the district's mission, and rethink the department so it runs efficiently and effectively.

Mr. Myers stated his priorities for the department assessment were addressing immediate staffing needs, conducting focus groups with stakeholders, meeting with each member of the department, addressing the work order backlog, and sending tech support to each building.

Mr. Myers spoke to the expectation changes for the department, which included having a staff of 10 or fewer for the last two decades, a daily user increase from 1,000 to 9,000 in less than a year, a

significant increase in Microsoft Teams traffic, the necessity for increased connectivity, comparable districts' technology staffing, comparable salaries, and the volume of help desk tickets.

Mr. Myers provided the committee with feedback from each of the focus groups.

- The teacher focus group noted their appreciation for Microsoft Stream and iReady, though they weren't as supportive of PowerSchool.
- The administration focus group highlighted the challenges in the relationship between technology and infrastructure – security cameras, boilers run by an app, and secure access points to name a few. The administration focus group also noted the importance of streamlining the onboarding process for new staff from a technology standpoint.
- The family/student focus group praised the consistency on the Teams platform and asked for the ability to connect directly with the Technology Department on tech issues. They mentioned teachers needed to be aware of how long assignments took to complete. Logins remained an issue with this focus group.

Mr. Myers divided the scope of the Technology Department functions into three categories: tech operations, which included firewalls, servers, sound systems, repairs, etc.; shared functions including inventory, budgeting, and vendor agreements; and technology applications, which included things like software, account management, vendor/textbook uploads, teacher support, and PowerSchool. Mr. Myers said the previous Technology Director outsourced numerous operations and functions because of the limited staff within the department.

Mr. Myers addressed the additional workload needed to comply with Montana privacy laws and the requirements of negotiating contracts with vendors to maintain compliance.

Mr. McEwen referenced feedback that said there were a lot of platforms for students to access and asked for clarification that an integrated digital learning platform didn't exist. Mr. Myers answered there were options for LMS (learning management systems), but they were very expensive and didn't provide much flexibility for teachers. Dr. Ream added LMS development was extensive, and there were no guarantees a custom system synced with existing systems.

Ms. Sullivan asked Mr. Myers and Dr. Ream if they anticipated using the digital tools after the pandemic. Dr. Ream replied the district would continue to use the tools.

From this assessment, Mr. Myers outlined the immediate changes he had implemented:

- Hire additional Tier 1 support staff
- Hire a department secretary
- Revise the salary matrix to better retain and support staff
- Establish a new department organization chart
- Send "triage" teams to each building
- Maintain a dedicated help desk

Mr. Myers provided an overview of the proposed organization chart for the committee with descriptions of each position.

Mr. Myers provided details related to the shortfalls from the current technology levy, which was currently \$1.08million. He provided a chart listing current and projected shortfalls through FY 2027. Dr. Ream added the district has had to make cuts in other areas to pay for the shortfall. He outlined three options for the future:

- A new levy
- Providing less technology services
- Determining what can be cut from the general fund to pay for technology needs

Mr. McEwen asked if there was money in the building reserve to pay for security doors and cameras. Ms. Mickelson replied the building reserve fund was for capital improvements and could not be used to pay for staffing.

Ms. Sullivan asked if there were budget projections for the technology department after the pandemic. Mr. Myers replied the projections presented were established before the pandemic. Ms. Sullivan asked if the same person would continue to answer the help desk after the pandemic. Mr. Myers replied the current individual would return to being a Technology Teacher, but the help desk would continue to be staffed.

Ms. Mickelson added the technology budget would remain solvent through this year and perhaps next year, but there would not be enough in the budget to cover technology needs the following year. She added further discussion must be had regarding balancing technology budgetary needs and facility budgetary needs.

VI. BOARD COMMENT

There were no board comments.

VII. ADJOURNMENT

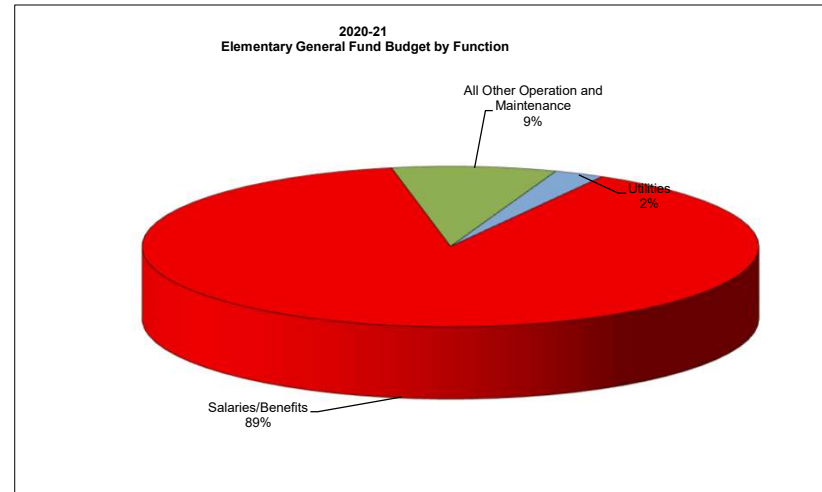
Mr. McEwen adjourned the meeting at 1:15pm.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 1/5/2021
ELEMENTARY GENERAL FUND**

Account	Beginning	Annual	Year-to-Date	Budget	% Budget
Description	Budget	Budget (after transfers & amendments)	Expended & Encumbered	Balance	Left
Administrative Salaries	\$ 2,245,103	\$ 2,245,103	\$ 2,227,631	\$ 17,472	0.8%
Educator Salaries	19,587,790	19,587,790	20,360,604	(772,815)	-3.9%
Professional Salaries	3,036,168	3,036,168	3,001,055	35,113	1.2%
Technical Salaries	1,069,274	1,069,274	1,359,405	(290,132)	-27.1%
Clerical Salaries	1,283,275	1,283,275	1,258,804	24,471	1.9%
Service Worker Salaries	2,304,297	2,304,297	2,131,064	173,233	7.5%
Para Professional Salaries	2,919,548	2,919,548	2,585,191	334,357	11.5%
Guest Educator Salaries	439,512	439,512	72,715	366,797	83.5%
Substitute Clerical Salaries	2,000	2,000	2,631	(631)	-31.5%
Substitute Service Worker	60,000	60,000	18,165	41,835	69.7%
Substitute Para Salaries	28,253	28,253	24,717	3,536	12.5%
Overtime	15,445	15,445	13,873	1,572	10.2%
Coaching Salaries/Stipends	89,310	89,310	35,203	54,107	60.6%
Termination Pay	500,000	500,000	123,880	376,120	75.2%
Admin TSA Employer Match	16,000	16,000	13,560	2,440	15.3%
Workers' Comp/Benefits	202,934	202,934	188,721	14,213	7.0%
Crafts Benefits	16,000	16,000	7,721	8,279	51.7%
Cell phone stipends	33,636	33,636	10,484	23,152	68.8%
Contracted Services	391,950	391,950	132,094	259,856	66.3%
Gas	292,269	292,269	66,634	225,635	77.2%
Electricity	519,795	519,795	177,246	342,549	65.9%
Water	92,952	92,952	80,709	12,243	13.2%
Sewer	58,783	58,783	23,362	35,421	60.3%
Garbage	37,642	37,642	17,030	20,612	54.8%
Repair and Maintenance	24,885	24,885	5,687	19,198	77.1%
Rental	34,515	34,515	48,694	(14,179)	-41.1%
Instructional Field Trips	16,700	16,700	129	16,571	99.2%
Liability/Other Insurance	461,033	461,033	461,033	-	0.0%
Postage	15,365	15,365	4,751	10,614	69.1%
Advertising	12,800	12,800	5,013	7,787	60.8%
Printing	162,330	162,330	51,006	111,324	68.6%
Extracurricular Team Travel	400	400	-	400	100.0%
Travel	51,710	51,710	47,136	4,574	8.8%
Professional Development/Meetings	83,110	83,110	33,305	49,805	59.9%
Supplies	1,401,110	1,402,310	848,413	553,897	39.5%
Books	100,209	100,209	42,928	57,281	57.2%
Periodicals	23,283	23,283	12,599	10,684	45.9%
Minor Equipment	56,174	56,174	15,565	40,609	72.3%
Major Equipment	10,000	10,000	-	10,000	100.0%
Dues and Memberships	36,750	36,750	47,808	(11,058)	-30.1%
Contingency	466,632	465,432	-	465,432	-
Total Budget	\$38,198,942	\$ 38,198,942	35,556,565	\$ 2,642,378	6.9%

Budget Transfers

From	To	Amount	Reason
Contingency	Montessori Schools	\$ 1,200.00	Beginning budget adjustment

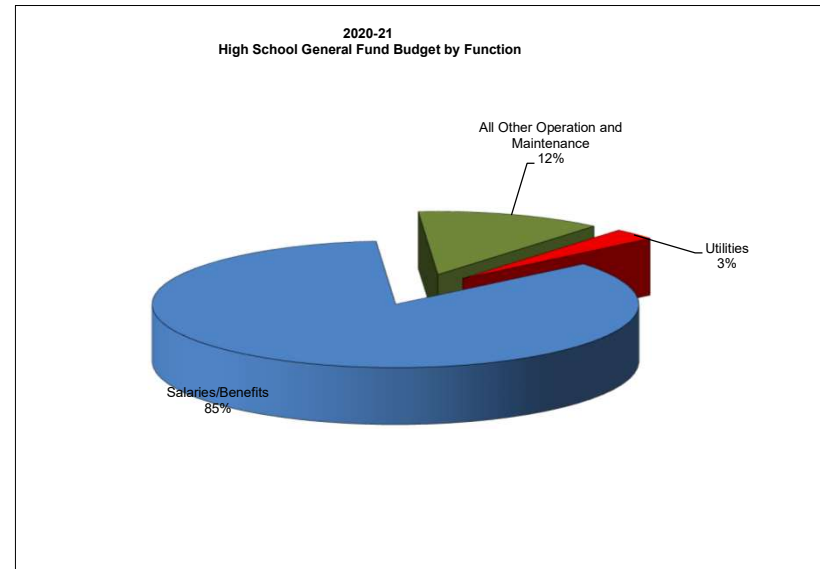


**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 1/5/2021
HIGH SCHOOL GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
Description	Budget	(after transfers)	Encumbered	Balance	Left
Administrative Salaries	1,217,470	1,217,470	1,204,835	12,636	1.0%
Educator Salaries	12,075,488	12,075,488	12,281,971	(206,483)	-1.7%
Professional Salaries	1,131,666	1,131,666	1,303,448	(171,782)	-15.2%
Technical Salaries	699,949	699,949	720,641	(20,692)	-3.0%
Clerical Salaries	1,165,428	1,165,428	1,109,083	56,346	4.8%
Service Worker Salaries	897,231	897,231	868,245	28,986	3.2%
Para Professional Salaries	398,550	398,550	533,716	(135,166)	-33.9%
Guest Educator Salaries	369,486	369,486	54,205	315,281	85.3%
Substitute Clerical Salaries	6,000	6,000	-	6,000	100.0%
Substitute Service Worker	40,000	40,000	3,111	36,889	92.2%
Substitute Para Salaries	11,982	11,982	7,115	4,867	40.6%
Overtime	15,240	15,240	9,417	5,823	38.2%
Sabbatical Salaries	111,287	111,287	121,086	(9,799)	-8.8%
Coaching Salaries/Stipends	588,443	588,443	492,681	95,761	16.3%
Adminstrator TSA Employer Match	10,000	10,000	9,840	160	1.6%
Termination Pay	500,000	500,000	46,164	453,836	90.8%
Workers' Comp/Benefits	110,304	110,304	99,233	11,072	10.0%
Crafts Benefits	9,000	9,000	4,157	4,843	53.8%
Cell phone stipends	17,158	17,158	5,387	11,771	68.6%
Contracted Services	287,300	287,300	89,484	197,816	68.9%
Gas	195,257	195,257	55,864	139,393	71.4%
Electricity	368,644	368,644	82,083	286,561	77.7%
Water	47,209	47,209	30,006	17,203	36.4%
Sewer	26,735	26,735	10,541	16,194	60.6%
Garbage	34,877	34,877	13,720	21,156	60.7%
Repair and Maintenance	24,809	24,809	4,802	20,007	80.6%
Rental	24,460	24,460	20,020	4,440	18.2%
Instructional Field Trips	4,390	4,390	-	4,390	100.0%
Liability/Other Insurance	248,182	248,182	248,276	(94)	0.0%
Postage	23,470	23,470	3,189	20,281	86.4%
Advertising	12,695	12,695	1,053	11,642	91.7%
Printing	117,901	117,901	22,612	95,289	80.8%
Travel	28,882	28,882	21,358	7,525	26.1%
Professional Development/Meetings	57,617	57,617	13,977	43,640	75.7%
Extracurricular Travel	241,557	241,557	58,041	183,516	76.0%
Supplies	1,244,526	1,244,526	450,961	793,564	63.8%
Books	106,615	106,615	38,599	68,015	63.8%
Periodicals	5,140	5,140	607	4,533	88.2%
Minor Equipment	72,840	72,840	15,764	57,077	78.4%
Major Equipment	8,500	8,500	7,437	1,063	12.5%
Dues and Memberships	29,650	29,650	19,100	10,550	35.6%
Contingency	332,181	332,181	-	332,181	
total budget	\$22,918,119	\$ 22,918,119	\$ 20,081,831	\$ 2,836,288	12.4%

Budget Transfers

From	To	Amount	Reason
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Budget & Finance Committee

Helena Public Schools

Tentative Monthly Agenda Items 2020/2021

October 2, 2020 Committee Meeting:

- Review/Discuss Preliminary Meeting Calendar/Topics

November 6, 2020 Committee Meeting:

- Enrollment Trend Analysis
- Technology Department: Budget

December 4, 2020 Committee Meeting

- Activities/Athletics Department: Budget and Fee Structure

January 8, 2021 Committee Meeting

(Moved to 1/8 due to New Year's Day Holiday)

- High School Master Schedule and Staffing Update

February 5, 2021 Committee Meeting

- (?) Multi-Year Budget Projection Update
- Market Analysis Project: Salary Scale Comparative Analysis (Part I)

March 5, 2021 Committee Meeting

- (?) Multi-Year Budget Projection Update
- Market Analysis Project: Salary Scale Comparative Analysis (Part II)

April 9, 2021 Committee Meeting

(Moved to 4/9 due to Spring Break)

- TBD

May 7, 2021 Committee Meeting

- TBD

June 4, 2021 Committee Meeting

- Preliminary FY 21 Budget