



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

Tuesday, February 16, 2020 – 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-02-16-2021/>.

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 01.21.2021 BUDGET & FINANCE COMMITTEE MEETING
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Year to Date Budget (attached)
 - B. Market Analysis Project: Salary Scale Comparative Analysis (Part I)
Review/Discuss HSD Employee Groups and General Methodology for Analysis
- VI. BOARD COMMENTS
- VII. ADJOURNMENT

Next Meeting:
March 16, 2021 | Hybrid Meeting (online/in-person)



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Board of Trustees – Budget and Finance Committee

Thursday, January 21, 2021 – 12:00pm

MINUTES - DRAFT

ATTENDEES

Committee:

John McEwen, Committee Chair
Sarah Sullivan, Committee Member
Terry Beaver, Committee Member

Others:

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Services Administrator
Stacy Collette, Human Resources Director
Barb Ridgway, Chief of Staff
Tim McMahan, Activities Director
Gary Myers, Director of Educational Technology
Michelle Schweyen, Assistant Accountant
Dave Thennis, C.R. Anderson Principal

I. CALL TO ORDER

Committee Chair, John McEwen, called the meeting to order at 12:02pm.

II. GENERAL PUBLIC COMMENT

No comments were offered.

III. REVIEW OF AGENDA

No changes were requested to the agenda.

IV. REVIEW OF MINUTES

The November 6, 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 the numbers could change dramatically with the new ESSER funds. Dr. Ream thanked Ms. Mickelson for her leadership and attention to detail with CRF funds.

Mr. Beaver asked if the salaries listed were sustainable. Ms. Mickelson answered the figures listed were expenditures and encumbered. She had factored appropriating some salaries back into the general fund from CRF funds once those funds expired.

Mr. McEwen asked for clarification on which employees were classified under “professional salaries.” Ms. Mickelson responded nurses, therapists – not educators.

Mr. McEwen asked why the utilities budget was a higher percentage at the high schools when there were only two campuses. Ms. Mickelson replied the buildings were bigger and less efficient. She added the budget was based on previous years’ expenditures, and an average increase had been applied.

2. High School Master Schedule and Staffing Update

Dr. Ream told the committee the report was a way to access how well the high schools adjusted to decreased enrollment, specifically at Helena High. The intent was to maintain relatively equal student to staff ratios between the high schools. Dr. Ream continued another round of decisions would occur this spring in anticipation of next year’s enrollment. He added the transparency of the numbers was important for future decisions.

Mr. Beaver asked when pre-registration would begin. Mr. McKay answered mid-February, but it was an evolving process through the first quarter of each year. He continued a lot of work would be dedicated to projecting enrollment and the estimated impact of losing a class a year for multiple years to the East Helena high school.

Mr. McKay presented the current staffing matrix, which included the fall student count, FTEs, Student to FTE ratio, FTEs by department, students by department, MEAN students per FTE per class period, MEDIAN students per class period, class periods with ten students or fewer, and class periods with 24 or more students.

Ms. Sullivan asked why ten was set as the class limit. Mr. McKay answered it the two class sizes were representatives of class size extremes. Dr. Ream added single digit classrooms were often referenced, a contributing factor to the class size designation. Mr. McKay added clarification that the smaller class sizes tended to be the higher-level classes.

Mr. Beaver asked for a staffing matrix for PAL. Mr. McKay answered the addition of PAL to the matrix would have skewed the numbers.

Ms. Sullivan asked if the matrix included DLI. Mr. McKay confirmed it included everyone enrolled.

Mr. McEwen asked if a similar analysis was conducted with specials. Mr. McKay answered principals had their own internal schedules and made assessments based on patterns seen in the past and interest or disinterest of students.

Mr. McKay added an additional challenge to staffing was the anticipated affect COVID would have on enrollment.

Mr. Beaver referenced the discussion at a previous meeting about authorizing additional pay for certain staff who were teaching additional classes. Ms. Collette answered that decision had been made to provide additional course time for students to complete prerequisites for upper-level classes or required credits for graduation. Mr. McKay added it has helped students get the requirements they need.

Mr. McEwen asked if enrollment at Helena High was higher than expected. Mr. McKay answered it was within the range of predictions.

The committee discussed options for ensuring consistent growth between the high schools. Mr. McEwen asked if it was advised to have high schools the approximate same size. Dr. Ream replied not necessarily since the high schools provided different options. Mr. McKay added the intent was to provide students with what they needed, which resulted in some combined school classes. Dr. Ream stated another option would be for Helena High to develop a pathway to encourage people to attend that school for a specific program, potentially reducing any need for redistricting.

Mr. Beaver asked if the high schools lost any programs. Mr. McKay answered they had not; additional classes will be offered next year.

VI. BOARD COMMENT

Mr. McEwen asked for an update on ESSER 2 funds. Ms. Mickelson answered the estimate was just under \$5 million with a focus on bridging the academic loss. Dr. Ream added academic intervention was ongoing at all levels and was estimated to continue.

Ms. Mickelson provided clarification that whatever CRF funds were not spent would be sent back to the governor's office. The deadline for spending funds had changed at the federal level changed but had not at the state level.

Mr. Beaver asked when the date for spending ESSER funds was. Ms. Mickelson replied September 2023.

Ms. Sullivan asked if there was a coordinated effort to lobby for teachers to receive the vaccine sooner. Dr. Ream replied there was not anything comprehensive.

Mr. McEwen asked for the board's role in approving ESSER and CRF funds. Ms. Mickelson replied the board approves the warrants at each board meeting. Dr. Ream added the board chair had been required to sign the district's plan for CRF funds. It was unclear what would be required for ESSER 2 funds.

Dr. Ream discussed tentative agenda items for future committee meetings and recommended moving the multi-year budget update to later in the year. That would mean the next two meeting agendas would include a market analysis of salaries for all district positions.

The committee discussed changing the typical schedule of Budget & Finance Committee meetings and determined to change them to the third Tuesday of each month, beginning on February 16.

VII. ADJOURNMENT

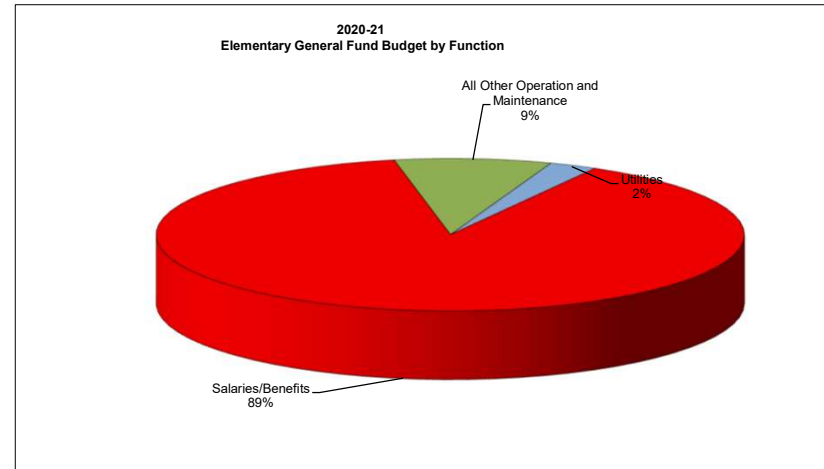
Mr. McEwen adjourned the meeting at 1:15pm.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 1/31/2021
ELEMENTARY GENERAL FUND**

Account Description	Beginning	Annual Budget (after transfers & amendments)	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
	Budget	Budget	Budget	Budget	% Budget
Administrative Salaries	\$ 2,245,103	\$ 2,245,103	\$ 2,227,472	\$ 17,631	0.8%
Educator Salaries	19,587,790	19,587,790	19,890,654	(302,864)	-1.5%
Professional Salaries	3,036,168	3,036,168	2,936,463	99,705	3.3%
Technical Salaries	1,069,274	1,069,274	1,314,772	(245,498)	-23.0%
Clerical Salaries	1,283,275	1,283,275	1,267,190	16,084	1.3%
Service Worker Salaries	2,304,297	2,304,297	2,135,024	169,273	7.3%
Para Professional Salaries	2,919,548	2,919,548	2,523,692	395,856	13.6%
Guest Educator Salaries	439,512	439,512	90,778	348,735	79.3%
Substitute Clerical Salaries	2,000	2,000	2,784	(784)	-39.2%
Substitute Service Worker	60,000	60,000	28,332	31,668	52.8%
Substitute Para Salaries	28,253	28,253	29,288	(1,035)	-3.7%
Overtime	15,445	15,445	15,864	(419)	-2.7%
Coaching Salaries/Stipends	89,310	89,310	31,542	57,768	64.7%
Termination Pay	500,000	500,000	128,402	371,598	74.3%
Admin TSA Employer Match	16,000	16,000	13,560	2,440	15.3%
Workers' Comp/Benefits	202,934	202,934	187,046	15,888	7.8%
Crafts Benefits	16,000	16,000	9,090	6,910	43.2%
Cell phone stipends	33,636	33,636	22,335	11,302	33.6%
Contracted Services	391,950	391,950	147,604	244,346	62.3%
Gas	292,269	292,269	106,847	185,422	63.4%
Electricity	519,795	519,795	236,319	283,476	54.5%
Water	92,952	92,952	83,345	9,607	10.3%
Sewer	58,783	58,783	25,169	33,613	57.2%
Garbage	37,642	37,642	20,602	17,040	45.3%
Repair and Maintenance	24,885	24,885	8,826	16,059	64.5%
Rental	34,515	34,515	46,604	(12,089)	-35.0%
Instructional Field Trips	16,700	16,700	1,682	15,018	89.9%
Liability/Other Insurance	461,033	461,033	461,033	-	0.0%
Postage	15,365	15,365	5,004	10,361	67.4%
Advertising	12,800	12,800	5,013	7,787	60.8%
Printing	162,330	162,330	57,720	104,610	64.4%
Extracurricular Team Travel	400	400	-	400	100.0%
Travel	51,710	51,710	47,110	4,601	8.9%
Professional Development/Meetings	83,110	83,110	35,346	47,764	57.5%
Supplies	1,401,110	1,402,310	965,541	436,769	31.1%
Books	100,209	116,093	47,383	68,710	59.2%
Periodicals	23,283	23,283	14,493	8,790	37.8%
Minor Equipment	56,174	56,174	20,802	35,372	63.0%
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	449,548	-	449,548	-
Total Budget	\$ 38,198,942	\$ 38,198,942	\$ 35,238,538	\$ 2,960,404	7.7%

Budget Transfers

From	To	Amount	Reason
Contingency	Montessori schools	\$1,200	Beginning budget adjustment
Contingency	Various schools	\$15,884	Library allocation

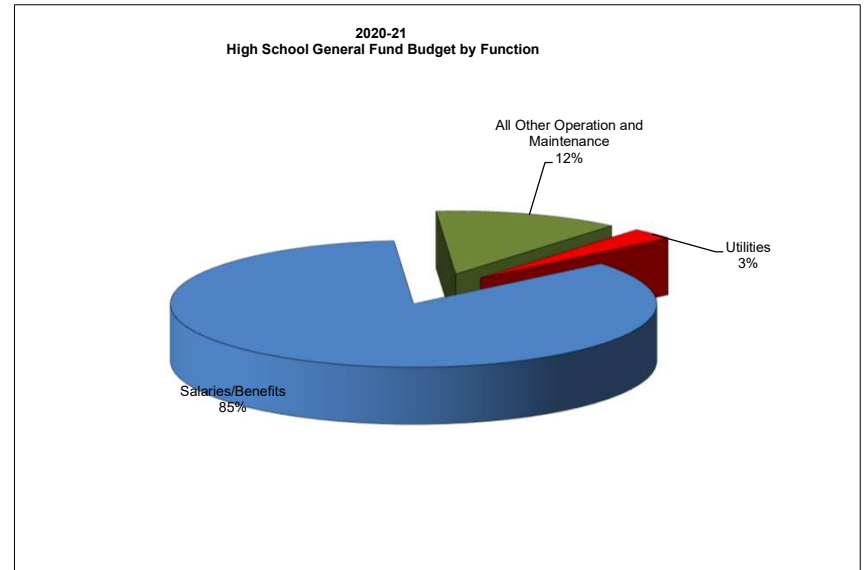


**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 1/31/2021
HIGH SCHOOL GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date Expended &	Budget	% Budget
Description	Budget	(after transfers)	Encumbered	Balance	Left
Administrative Salaries	1,217,470	1,217,470	1,204,749	12,721	1.0%
Educator Salaries	12,075,488	12,075,488	12,227,375	(151,886)	-1.3%
Professional Salaries	1,131,666	1,131,666	1,303,448	(171,782)	-15.2%
Technical Salaries	699,949	699,949	724,157	(24,207)	-3.5%
Clerical Salaries	1,165,428	1,165,428	1,116,847	48,582	4.2%
Service Worker Salaries	897,231	897,231	876,179	21,053	2.3%
Para Professional Salaries	398,550	398,550	332,410	66,140	16.6%
Guest Educator Salaries	369,486	369,486	70,630	298,856	80.9%
Substitute Clerical Salaries	6,000	6,000	-	6,000	100.0%
Substitute Service Worker	40,000	40,000	7,625	32,375	80.9%
Substitute Para Salaries	11,982	11,982	6,664	5,319	44.4%
Overtime	15,240	15,240	10,797	4,443	29.2%
Sabbatical Salaries	111,287	111,287	121,086	(9,799)	-8.8%
Coaching Salaries/Stipends	588,443	588,443	476,363	112,079	19.0%
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	98,796	11,508	10.4%
Crafts Benefits	9,000	9,000	4,895	4,105	45.6%
Cell phone stipends	17,158	17,158	11,172	5,986	34.9%
Contracted Services	287,300	287,300	107,620	179,680	62.5%
Gas	195,257	195,257	78,236	117,021	59.9%
Electricity	368,644	368,644	141,564	227,080	61.6%
Water	47,209	47,209	31,607	15,602	33.0%
Sewer	26,735	26,735	11,735	14,999	56.1%
Garbage	34,877	34,877	16,285	18,592	53.3%
Repair and Maintenance	24,809	24,809	5,410	19,399	78.2%
Rental	24,460	24,460	20,055	4,405	18.0%
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	3,093	20,377	86.8%
Advertising	12,695	12,695	1,352	11,343	89.3%
Printing	117,901	117,901	23,907	93,994	79.7%
Travel	28,882	28,882	21,435	7,447	25.8%
Professional Development/Meetings	57,617	57,617	14,741	42,876	74.4%
Extracurricular Travel	241,557	241,557	59,037	182,520	75.6%
Supplies	1,244,526	1,244,526	483,727	760,799	61.1%
Books	106,615	106,615	39,519	67,096	62.9%
Periodicals	5,140	5,140	607	4,533	88.2%
Minor Equipment	72,840	72,840	27,953	44,887	61.6%
Major Equipment	8,500	8,500	7,437	1,063	12.5%
Dues and Memberships	29,650	29,650	19,510	10,140	34.2%
Contingency	332,181	332,181	-	332,181	
total budget	\$ 22,918,119	\$ 22,918,119.09	\$ 20,012,302	\$ 2,905,817	12.7%

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 16, 2021 Committee Meeting

- Market Analysis Project: Salary Scale Comparative Analysis (Part I)

March 16, 2021 Committee Meeting

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

April 20, 2021 Committee Meeting

(Moved to 4/9 due to Spring Break)

- TBD

May 18, 2021 Committee Meeting

- Preliminary FY 21 Budget