



*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, March 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-03-16-2021/>.

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### 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. **ITEMS FOR INFORMATION/DISCUSSION**
  - A. Market Analysis Project: Salary Scale Comparative Analysis (Part II)  
Continue review/discussion pertaining to HSD employee groups and how competitive our pay structures are by comparison to peer districts
- V. BOARD COMMENTS
- VI. ADJOURNMENT

Next Meeting:  
April 20, 2021 | Hybrid Meeting (online/in-person)



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## Board of Trustees – Budget and Finance Committee

Thursday, February 16, 2021 – 12:00pm

### MINUTES - DRAFT

#### ATTENDEES

##### *Committee Members:*

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 McMahon, Activities Director  
Joslyn Davidson, Curriculum Administrator  
Gary Myers, Education Technology Director  
Sean Maharg, Special Education Administrator  
Sean Morrison, Special Education Administrator  
Michelle Schweyen, Assistant Accountant  
  
Jonna Swartz, Educator  
Christine Roberts, member of the public

Lisa Lowney, Principal  
Tia Wilkins, Principal  
Rex Weltz, Principal  
John Stilson, Principal  
Brian Cummings, Principal  
Justine Alberts, Principal  
Craig Crawford, Principal  
Trish Klock, Principal  
Nick Radley, Principal  
Jill Nyman, Principal  
Lona Carter, Principal  
Steve Thennis, Principal  
Wynn Randall, Principal  
Carrie Owen, Principal  
Dawn Rowling, Assistant Principal  
Stephanie Thennis, Assistant Principal  
Cal Boyle, Principal  
Kathy Kidder, Assistant Principal  
Erin Maxwell, Assistant Principal

#### **I. CALL TO ORDER**

Committee Chair, John McEwen, called the meeting to order at 12:09pm.

#### **II. GENERAL PUBLIC COMMENT**

No comments were offered.

#### **III. REVIEW OF AGENDA**

No changes were requested to the agenda.

#### IV. REVIEW OF MINUTES

The January 21, 2021, committee meeting minutes were reviewed.

#### V. ITEMS FOR INFORMATION/DISCUSSION

##### 1. Year to Date Budget Review

Ms. Mickelson presented current year-to-date budget updates to the committee and noted the deficit in educator and technology salaries was the result of additional unanticipated hires. Mr. McEwen asked if ESSR funds could be used for those salaries. Ms. Mickelson replied ESSR funds would be used to pay for intervention and recovery.

##### 2. Market Analysis Project: Salary Scale Comparative Analysis (Part I)

Ms. Collette presented the market analysis findings to the committee. She noted the market analysis was based on the following comparisons:

- occupational comparisons in public schools similar in size, demographic and function
- the local Helena job market
- Department of Labor and Industry market data.

The analysis was conducted for all seven employee groups:

- Teachers and Contracted Staff
- Paraprofessionals
- Secretaries
- Independent Employees (Information Technology, non-represented employees)
- Custodian and Maintenance
- the five Crafts unions.

Ms. Collette provided the committee the following information on each employee group:

- a description of each classification
- contracted hours
- daily and hourly rate
- historical context
- date of next negotiations period

Ms. Collette reminded the group of recruitment and retention procedures, which included reviewing the market by specific position before recommending adjustments within the pay schedule through negotiations or administrative adjustments.

Ms. Collette provided an assessment of each employee group that included pay, cafeteria, benefits, and market comparisons. She concluded the next steps would be to assess what adjustments were necessary to bring each group to market comparable.

Mr. McEwen asked if there was a different pay range for elementary, middle school, and high school levels. Ms. Collette answered there was. Mr. McEwen asked if there way a pay distinction among elementary schools. Ms. Collette answered there was not. Mr. McEwen asked if other AA districts made distinctions among elementary schools. Ms. Collette replied they did not; the work and scope was considered the same regardless of size.

Mr. McEwen asked for confirmation that assistant principals and principals were paid less in Helena than in other districts and asked for an approximation of the difference. Ms. Collette replied it was a significant amount.

Mr. McEwen requested further examination of the independent job classifications.

Ms. Sullivan asked if the district could afford aligning administrative salaries with the rest of the state. Ms. Collette advised the committee to apply the same methodology across employee categories since that hadn't been standard practice. She added, as an employer, the district must have a defensible pay strategy that uses the same philosophy and mindfulness across employee groups.

Mr. Beaver asked if the current or proposed CBA has been used in the market analysis for teachers. Ms. Collette answered the new, tentative agreement had been used since it was set for approval early March. Mr. McEwen asked for the number of days in the teachers' CBA. Ms. Collette answered 187 days at seven hours a day.

Mr. Beaver asked if overtime was paid for the crafts groups. Ms. Collette answered it was, adding there was a distinction between on-call and overtime pay.

Mr. Beaver asked if the sub pay was comparable. Ms. Collette answered Helena was not competitive with Montana City or East Helena, adding sub pay would need to be addressed to remain competitive. She added it was particularly hard to find substitute secretaries and substitute custodians.

Mr. McEwen asked if an increase to administrators' salary required board approval. Ms. Collette responded that traditionally the board did not approve an administrators' salary matrix. She added the board should be concerned with equity of pay methodology regardless of the situation. She

continued she was looking for confirmation of the results from the pay methodology and market analysis.

Mr. McEwen expressed interest in comparing principal salaries with those within the East Helena district.

Ms. Sullivan noted the importance of growing the district's own leadership – examining what enticed teachers to advance to an administrative role. She added there was less incentive if employees had to take a pay cut to advance since is also affected their retirement.

Ms. Sullivan asked for next steps for the committee and if they included assessing ways to adjust the pay scale for administrators. Ms. Collette answered her approach was to provide an overview and have a general discussion before talking in March about specifics to remedy the situation. Dr. Ream added an annual competitive market analysis was good practice.

#### **VI. BOARD COMMENT**

Mr. McEwen confirmed that next month's Budget & Finance Committee meeting would include the second part of the market analysis presentation.

#### **VII. ADJOURNMENT**

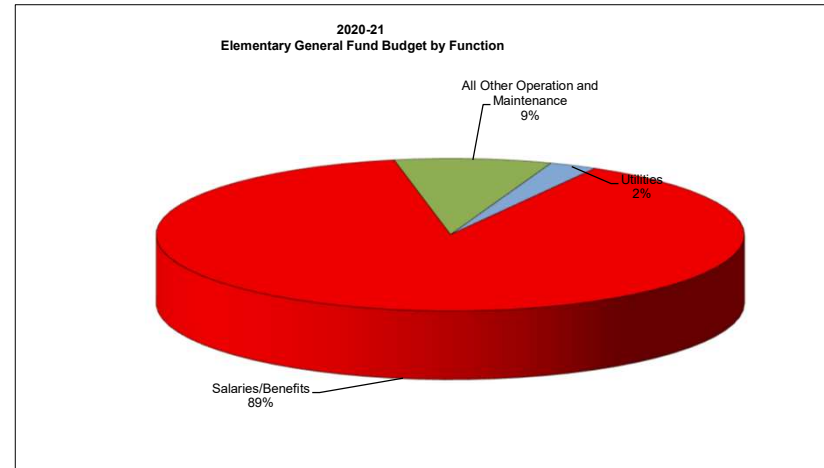
Mr. McEwen adjourned the meeting at 1:09pm.

**HELENA SCHOOL DISTRICT NO. 1  
FINANCIAL REPORT FOR 2/28/2021  
ELEMENTARY GENERAL FUND**

Account Description	Beginning	Annual	Year-to-Date	Budget	% Budget
	Budget	Budget (after transfers & amendments)	Expended & Encumbered	Balance	Left
Administrative Salaries	\$ 2,245,103	\$ 2,245,103	\$ 2,227,313	\$ 17,790	0.8%
Educator Salaries	19,587,790	19,587,790	19,897,098	(309,308)	-1.6%
Professional Salaries	3,036,168	3,036,168	2,933,579	102,589	3.4%
Technical Salaries	1,069,274	1,069,274	1,330,128	(260,854)	-24.4%
Clerical Salaries	1,283,275	1,283,275	1,271,581	11,694	0.9%
Service Worker Salaries	2,304,297	2,304,297	2,139,736	164,561	7.1%
Para Professional Salaries	2,919,548	2,919,548	2,528,485	391,063	13.4%
Guest Educator Salaries	439,512	439,512	118,533	320,980	73.0%
Substitute Clerical Salaries	2,000	2,000	2,823	(823)	-41.2%
Substitute Service Worker	60,000	60,000	28,332	31,668	52.8%
Substitute Para Salaries	28,253	28,253	33,624	(5,372)	-19.0%
Overtime	15,445	15,445	18,642	(3,197)	-20.7%
Coaching Salaries/Stipends	89,310	89,310	28,055	61,255	68.6%
Termination Pay	500,000	500,000	130,013	369,987	74.0%
Admin TSA Employer Match	16,000	16,000	13,560	2,440	15.3%
Workers' Comp/Benefits	202,934	202,934	187,281	15,653	7.7%
Crafts Benefits	16,000	16,000	10,455	5,545	34.7%
Cell phone stipends	33,636	33,636	22,359	11,278	33.5%
Contracted Services	391,950	391,950	201,420	190,530	48.6%
Gas	292,269	292,269	144,592	147,677	50.5%
Electricity	519,795	519,795	282,628	237,167	45.6%
Water	92,952	92,952	85,764	7,188	7.7%
Sewer	58,783	58,783	26,775	32,008	54.5%
Garbage	37,642	37,642	24,117	13,525	35.9%
Repair and Maintenance	24,885	24,885	10,441	14,444	58.0%
Rental	34,515	34,515	46,953	(12,438)	-36.0%
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	5,217	10,148	66.0%
Advertising	12,800	12,800	5,511	7,289	56.9%
Printing	162,330	162,330	65,117	97,213	59.9%
Extracurricular Team Travel	400	400	-	400	100.0%
Travel	51,710	51,710	47,623	4,088	7.9%
Professional Development/Meetings	83,110	83,110	37,513	45,597	54.9%
Supplies	1,401,110	1,402,310	1,010,486	391,824	27.9%
Books	100,209	116,093	55,955	60,139	51.8%
Periodicals	23,283	23,283	14,561	8,722	37.5%
Minor Equipment	56,174	56,174	24,066	32,108	57.2%
Major Equipment	10,000	10,000	-	10,000	100.0%
Dues and Memberships	36,750	36,750	48,089	(11,339)	-30.9%
Contingency	466,632	449,548	-	449,548	-
<b>Total Budget</b>	<b>\$ 38,198,942</b>	<b>\$ 38,198,942</b>	<b>35,521,138</b>	<b>\$ 2,677,804</b>	<b>7.0%</b>

**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 2/28/2021  
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	1,204,663	12,807	1.1%
Educator Salaries	12,075,488	12,075,488	12,215,049	(139,560)	-1.2%
Professional Salaries	1,131,666	1,131,666	1,305,448	(173,782)	-15.4%
Technical Salaries	699,949	699,949	729,424	(29,475)	-4.2%
Clerical Salaries	1,165,428	1,165,428	1,120,977	44,452	3.8%
Service Worker Salaries	897,231	897,231	880,280	16,951	1.9%
Para Professional Salaries	398,550	398,550	337,773	60,777	15.2%
Guest Educator Salaries	369,486	369,486	92,098	277,388	75.1%
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	6,208	5,774	48.2%
Overtime	15,240	15,240	12,415	2,825	18.5%
Sabbatical Salaries	111,287	111,287	121,086	(9,799)	-8.8%
Coaching Salaries/Stipends	588,443	588,443	460,822	127,620	21.7%
Administrator 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	99,091	11,213	10.2%
Crafts Benefits	9,000	9,000	5,630	3,370	37.4%
Cell phone stipends	17,158	17,158	11,268	5,890	34.3%
Contracted Services	287,300	287,300	178,864	108,436	37.7%
Gas	195,257	195,257	100,132	95,125	48.7%
Electricity	368,644	368,644	165,967	202,677	55.0%
Water	47,209	47,209	32,880	14,329	30.4%
Sewer	26,735	26,735	12,588	14,146	52.9%
Garbage	34,877	34,877	18,788	16,089	46.1%
Repair and Maintenance	24,809	24,809	5,774	19,035	76.7%
Rental	24,460	24,460	20,673	3,787	15.5%
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	1,578	11,117	87.6%
Printing	117,901	117,901	28,719	89,182	75.6%
Travel	28,882	28,882	21,642	7,241	25.1%
Professional Development/Meetings	57,617	57,617	15,569	42,048	73.0%
Extracurricular Travel	241,557	241,557	65,172	176,385	73.0%
Supplies	1,244,526	1,244,526	506,242	738,283	59.3%
Books	106,615	106,615	45,109	61,505	57.7%
Periodicals	5,140	5,140	607	4,533	88.2%
Minor Equipment	72,840	72,840	32,611	40,229	55.2%
Major Equipment	8,500	8,500	7,437	1,063	12.5%
Dues and Memberships	29,650	29,650	20,075	9,575	32.3%
Contingency	332,181	332,181	-	332,181	
<b>total budget</b>	<b>\$ 22,918,119</b>	<b>\$ 22,918,119.09</b>	<b>\$ 20,197,658</b>	<b>\$ 2,720,462</b>	<b>11.9%</b>

**Budget Transfers**

From	To	Amount	Reason
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