

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

May Butler Center
55 S. Rodney Ave, Helena, MT, 59601
And via TEAMS

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)

September 10th, 2021 – 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 FROM THE 08.06.21 COMMITTEE MEETING (See Attached)
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Actual Report-Janelle Mickelson
 - B. Technology Department-Gary Myers
- VI. BOARD COMMENTS
- VII. ADJOURNMENT

Helena Public Schools Board of Trustees

Luke Muszkiewicz
Board Chair

Siobhan Hathhorn
Vice Chair

Janet Armstrong
Trustee

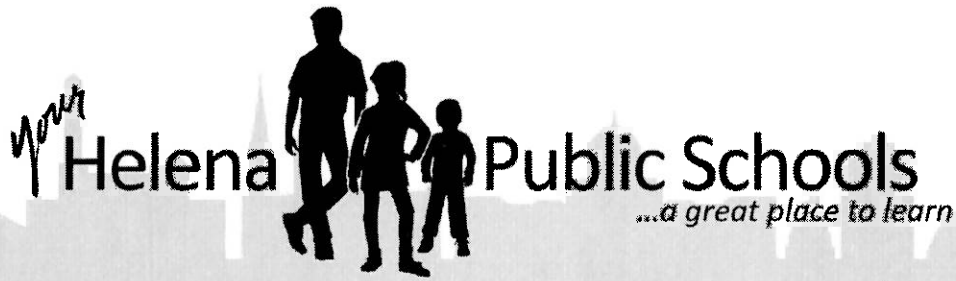
Terry Beaver
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Libby Goldes
Trustee

John McEwen
Trustee

Jennifer McKee
Trustee

Jennifer Walsh
Trustee



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Board of Trustees – Budget and Finance Committee

Friday, August 06, 2021 – 12:00pm

MINUTES -DRAFT

ATTENDEES

Committee Members:

John McEwen, Committee Chair
Terry Beaver, Committee Member
Janet Armstrong, Committee Member

Others:

Rex Wertz, Superintendent
Brian Cummings, Assistant Superintendent
Luke Muszkiewicz, Board Chair
Janelle Mickelson, Business Services
Administrator
Stacy Collete, Human Resources Director
Barb Ridgway, Chief of Staff
Gary Myers, Education Technology Director

I. CALL TO ORDER

Committee Chair, John McEwen, called the meeting to order at 12:00 pm.

II. GENERAL PUBLIC COMMENT

No comments were offered.

III. REVIEW OF AGENDA

Mr. McEwen moved agenda item VA, Create Monthly Agenda Items for 2021-2022 year, to the bottom of Items for Information/Discussion so the committee could get right to the review of the 2021-2022 budget.

IV. REVIEW OF MINUTES

The March 16, 2021, committee meeting minutes were reviewed. No changes were made.

V. ITEMS FOR INFORMATION/DISCUSSION

A. Review 2021-2022 Budget

Mr. Weltz commented that in his 15 years of administration and 5th year as a superintendent, this was by far the most thorough report he had ever seen. It is a testament to Janelle and her skillset. He said he was very impressed with the detail and thoroughness of this report.

The committee then reviewed and discussed the 2021-2022 budget including details such as FTE, technology needs, funds, and expenditures, ESSER funds, grants, the new salary matrix, property and liability insurance, District income, levy information, increases and decreases in state funding, and staffing changes.

The transportation budget, the building reserve budget, safety and security upgrades, the MOU with the city regarding Resource Officers in school, and the building bonds were discussed by the committee. Completed safety and security projects were also discussed.

Lastly, they reviewed the elementary and high school fund chart.

B. Review June 30th Financial Report

The committee reviewed and discussed the June 30th financial report and the details of the elementary and high school fund chart.

C. Update on ESSER Funds

The committee reviewed the Corona Virus Relief Funding report and discussed the information including CARES - State Emergency Relief Fund (ESSER I), CARES - Governor's Coronavirus Relief Fund (CRF), the CRRSA - State Emergency Relief Fund II (ESSER II), and the ARP - State Emergency Relief Fund II (ESSER III).

The committee then discussed funds that were used towards staffing the summer school- Camp Ascension. The district has received a lot of great feedback from parents and other districts about the summer school program and how beneficial it was for the social and emotional health of students in the district.

D. Create Monthly Agenda Items For 2021-2022 Year

Possible agenda items for the future committee meetings discussed included an audit of the Special Education Department services and other programs that could fit into those services, looking at student enrollment after the fall count-school census, negotiations for collective bargaining units, long-term five-year rollout, tech levy, building reserve levy, the ongoing monthly report, and the high school bond. Also, an assessment of where we are regarding the buildings and what costs are needed for repairs and rebuilds.

VI. BOARD COMMENT

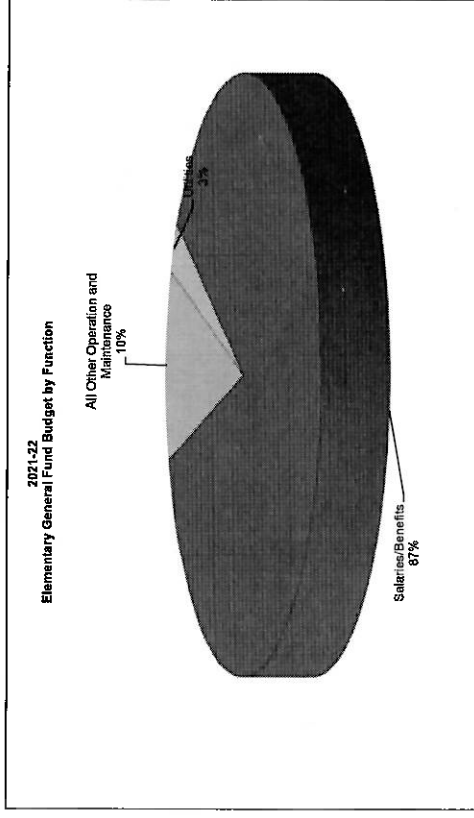
There were no additional board comments.

VII. ADJOURNMENT

Mr. McEwen adjourned the meeting at 1:06 PM.

HELENA SCHOOL DISTRICT NO. 1
 FINANCIAL REPORT FOR 9/22/2021
 ELEMENTARY GENERAL FUND

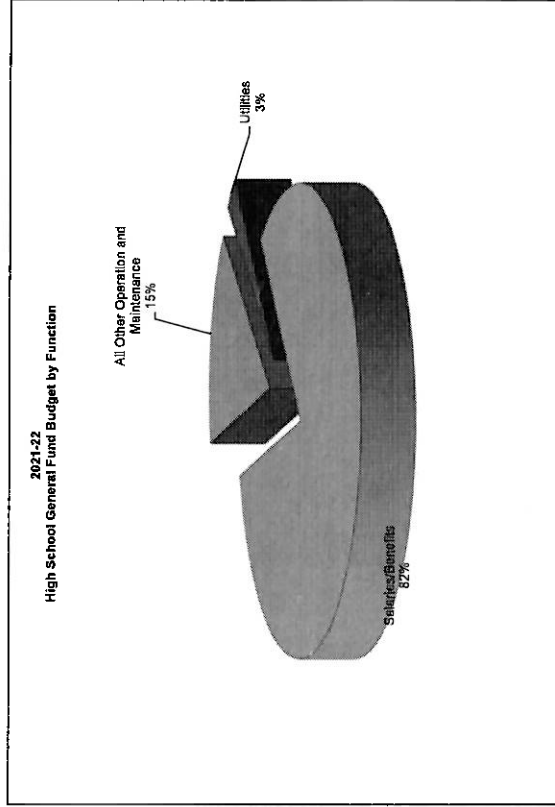
Account Description	Beginning Budget		Annual Budget (after transfers & amendments)	Year-to-Date Expended & Encumbered	Budget Balance		% Budget		Budget Transfers		Reason
	Budget	Balance			Balance	Left	From	To	Amount	Amount	
Administrative Salaries	\$ 2,492,042	\$ 2,492,042	\$ 2,492,042	\$ 2,481,783	\$ 10,259			0.4%			
Education Salaries	19,507,290	19,507,290	19,507,290	19,264,083	243,207			1.2%			
Professional Salaries	3,058,636	3,058,636	3,058,636	3,078,222	(19,587)			-0.6%			
Technical Salaries	1,551,914	1,551,914	1,551,914	1,464,595	87,318			5.6%			
Clerical Salaries	1,218,857	1,218,857	1,218,857	1,270,244	(51,388)			-4.2%			
Service Worker Salaries	1,567,182	1,567,182	1,567,182	1,416,704	150,478			9.6%			
Para Professional Salaries	2,795,385	2,795,385	2,795,385	2,912,974	(117,589)			-4.2%			
Guest Educator Salaries	377,327	377,327	377,327	-	377,327			100.0%			
Substitute Clerical Salaries	2,000	2,000	2,000	-	2,000			100.0%			
Substitute Service Worker	60,000	60,000	60,000	13,826	46,174			77.0%			
Substitute Para Salaries	20,300	20,300	20,300	3	20,297			100.0%			
Overtime	17,645	17,645	17,645	3,813	13,832			78.4%			
Sabbatical Leave Salaries	40,558	40,558	40,558	35,500	5,058			12.5%			
Coaching Salaries/Slipends	86,410	86,410	86,410	71,209	15,201			17.6%			
Termination Pay	500,000	500,000	500,000	35,213	464,787			93.0%			
Admin TSA Employer Match	16,000	16,000	16,000	-	16,000			100.0%			
Workers' Comp/Benefits	205,618	205,618	205,618	164,524	41,094			20.0%			
Crafts Benefits	16,000	16,000	16,000	3,027	12,973			81.1%			
Cell phone slipends	44,843	44,843	44,843	47	44,796			99.9%			
Contracted Services	517,100	517,100	517,100	54,195	462,905			89.5%			
Gas	297,542	297,542	297,542	6,489	291,053			97.8%			
Electricity	546,389	546,389	546,389	50,005	496,383			90.8%			
Water	115,535	115,535	115,535	21,550	93,985			81.3%			
Sewer	59,266	59,266	59,266	7,164	52,102			87.9%			
Garbage	42,089	42,089	42,089	1,661	40,408			96.0%			
Repair and Maintenance	24,885	24,885	24,885	1,170	23,715			95.3%			
Rental	61,915	61,915	61,915	18,742	42,273			69.3%			
Instructional Field Trips	16,350	16,350	16,350	-	16,350			100.0%			
Liability/Other Insurance	520,973	520,973	520,973	520,973	-			0.0%			
Postage	13,915	13,915	13,915	116	13,799			99.2%			
Advertising	12,625	12,625	12,625	255	12,370			98.0%			
Printing	154,410	154,410	154,410	1,207	153,203			99.2%			
Extracurricular Team Travel	400	400	400	-	400			100.0%			
Travel	55,500	55,500	55,500	39,769	15,730			28.3%			
Professional Development/Meetings	64,815	64,815	64,815	3,927	60,888			93.9%			
Supplies	1,776,708	1,776,708	1,776,708	281,404	1,101,150			6.2%			
Books	80,120	80,120	80,120	15,157	64,963			81.1%			
Periodicals	30,600	30,600	30,600	7,404	23,196			75.8%			
Minor Equipment	60,107	60,107	60,107	11,566	48,541			80.8%			
Major Equipment	10,000	10,000	10,000	-	10,000			100.0%			
Dues and Memberships	36,635	36,635	36,635	30,580	6,055			16.5%			
Contingency	518,908	518,908	518,908	-	518,908			100.0%			
Total Budget	\$ 38,593,891	\$ 38,593,891	\$ 38,593,891	\$ 33,289,123	\$ 3,919,614			10.2%			



HELENA SCHOOL DISTRICT NO. 1
 FINANCIAL REPORT FOR 9/2/2021
 HIGH SCHOOL GENERAL FUND

Budget Transfers

Account	Description	Beginning Budget	Annual Budget (after transfers)	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left	Budget Transfers		Reason
							From	To	
Administrative Salaries		1,322,194	1,322,194	1,224,892	98,101	7.4%			
Educator Salaries		11,423,625	11,423,625	11,308,475	115,149	1.0%			
Professional Salaries		1,256,048	1,256,048	1,334,481	(78,433)	-6.2%			
Technical Salaries		786,612	786,612	739,981	46,631	5.9%			
Clerical Salaries		1,145,832	1,145,832	1,139,314	6,518	0.6%			
Service Worker Salaries		740,223	740,223	710,664	29,559	4.0%			
Para Professional Salaries		393,529	393,529	342,249	51,280	13.0%			
Substitute Clerical Salaries		367,855	367,855	785	367,070	99.8%			
Substitute Service Worker		40,000	40,000	-	40,000	#DIV/0!			
Substitute Para Salaries		11,982	11,982	4,424	35,576	88.9%			
Overtime		15,140	15,140	-	11,982	100.0%			
Sabbatical Salaries		42,058	42,058	2,992	12,148	80.2%			
Coaching Salaries/Stipends		675,483	675,483	46,840	(4,782)	-11.4%			
Administrator TSA Employer Match		10,000	10,000	590,804	84,679	12.5%			
Termination Pay		515,499	515,499	-	10,000	100.0%			
Workers' Comp/Benefits		108,835	108,835	21,506	493,993	95.8%			
Crafts Benefits		9,000	9,000	87,206	21,630	19.9%			
Cell phone stipends		23,033	23,033	1,630	7,370	81.9%			
Contracted Services		312,925	312,925	108	22,924	99.5%			
Gas		196,237	196,237	38,066	274,859	87.8%			
Electricity		315,550	315,550	7,595	188,643	96.1%			
Water		47,103	47,103	23,963	291,567	92.4%			
Sewer		22,514	22,514	4,549	42,554	90.3%			
Garbage		31,527	31,527	3,049	19,465	86.5%			
Repair and Maintenance		25,992	25,992	1,300	30,227	95.9%			
Rental		37,234	37,234	1,713	24,279	93.4%			
Instructional Field Trips		4,390	4,390	4,322	32,912	88.4%			
Liability/Other Insurance		281,000	281,000	154	4,236	96.5%			
Postage		19,741	19,741	280,449	551	0.2%			
Advertising		12,695	12,695	922	18,819	95.3%			
Printing		116,016	116,016	138	12,557	98.9%			
Travel		27,233	27,233	398	115,618	99.7%			
Professional Development/Meetings		66,051	66,051	20,367	6,866	25.2%			
Extracurricular Travel		246,717	246,717	3,998	62,453	94.6%			
Supplies		1,169,259	1,169,259	12,849	233,868	94.8%			
Books		94,465	94,465	185,600	983,659	84.1%			
Periodicals		6,873	6,873	2,827	91,538	97.0%			
Minor Equipment		79,618	79,618	-	6,873	100.0%			
Major Equipment		43,903	43,903	11,136	88,482	86.0%			
Dues and Memberships		33,435	33,435	-	43,903	100.0%			
Contingency		847,276	847,276	17,308	16,127	48.2%			
					847,276				
					4,748,848				
					22,924,703				
					18,176,655				
					20.7%				




TECHNOLOGY LEVY DISCUSSION

Helena Public Schools

Budget and Finance Committee 9/10/21

CURRENT LEVY STATS

- Approved by voters in 2005
- “[For] purchasing, renting, repairing and maintaining technological equipment...and the associated training for school district personnel”
- Fun Facts
 - iPhone released in 2007 (Verizon in 2011)
 - Tech looked like this in 2005 



WHY DO WE NEED A NEW TECH LEVY?



Connectivity



Safety and Security



Food and Fees



Instruction (materials and curriculum)

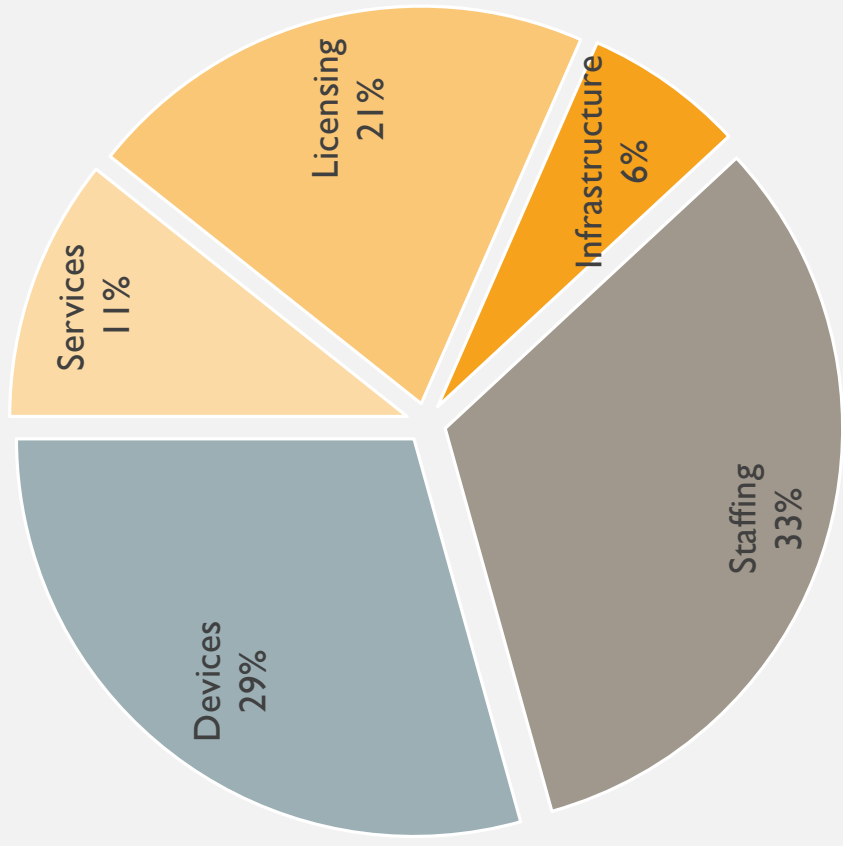


Communication



College and Career Readiness

- Internet connectivity
- Moodle LMS
- Website Hosting
- PowerSchool
- Service Tools
- Service Contracts
- Office 365
- Firewall
- Servers
- Door Access
- Cameras
- Battery Backups
- Wireless Controller
- Access Points
- Content Filter
- Wiring Projects
- Analog Fire Alarm Lines



- Chromebooks
- iPads
- Laptops
- Desktops
- Projectors
- Document Cameras

- Helpdesk
- Systems
- Network
- Safety and Security
- SIS Support
- Surplus and Ordering
- State Reporting

FUNDING OPTIONS

CURRENT LEVY

- \$135 per student
- \$ 520,500 Elementary/ \$559,500 HS
- Impact on other budget accounts of about \$2 million per year

PROPOSED LEVY

- \$388 per student
- \$ 2,015,000 Elementary/ \$1,085,000 HS
- No impact on other budget accounts

\$388 PER STUDENT FUNDS

Solid Network

Safety and Security

Communication

