



Board of Trustees – Budget and Finance Committee

May Butler Center

55 S. Rodney Ave, Helena, MT, 59601

and via TEAMS

<https://teams.microsoft.com/l/meetup-join>

November 05, 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 THE 10.01.21 BUDGET AND FINANCE COMMITTEE MINUTES
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Monthly Expenditure Report
 - B. Enrollment Trend Analysis Review and discuss preliminary enrollment data from the October count
 - C. Topics For Future Meetings
- VI. BOARD COMMENTS
- VII. ADJOURNMENT

Helena Public Schools Board of Trustees

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Board Chair

Siobhan Hathhorn
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John McEwen
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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, October 01, 2021 – 12:00pm

MINUTES -DRAFT

ATTENDEES

Committee Members:

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

Others:

Rex Weltz, Superintendent
Brian Cummings, Assistant Superintendent
Luke Muszkiewicz, Board Chair
Janelle Mickelson, Business Services
Administrator
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Gary Myers, Education Technology Director
Karen Ogden, Communications Officer

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

No changes were made to the agenda.

IV. ITEMS FOR INFORMATION/DISCUSSION

A. Review Budget to Actual Report

The committee reviewed the budget to actual report for both the elementary general fund and the high school general fund. The committee discussed fluctuations in gas prices and how we budget for that.

B. Discussion of Levies

The committee reviewed the Helena Public Schools 10-year levy history document. The top line of the general fund displayed the Helena Elementary voted levies. We don't always vote levies, in 2015 and 2017 we did not vote on a levy. Once it is voted it becomes a permanent levy unless we fail to levy it in the prior five years. As long as we levy this, it is a permanent levy, and it becomes permissive. The committee then reviewed on the document the Helena Elementary permissive levies on the general fund. It shows whenever we vote on something it increases that. Our permissive levies increase as enrollment increases because it increases our base which is permissive. A permissive levy is not votable. Typically, the Superintendent and Business Manager sit down and discuss what the budget looks like. Then in the permissive levies, we can ask for more money, which would increase our mills, or we can say we don't need as much money, so we are going to lower those mills. We put that into the budget that we would submit to the board in August, and then the board approves that. What isn't permissive is when we go out and ask the taxpayers to vote for a levy.

Last year we voted \$100,000. If we don't levy that in 1 of 5 years, then in that 6th year that is no longer permissive. We would have to revote if it can be revoted. If you have a permissive levy and you fail to levy it in 1 year and in that 6th year your enrollment has dropped, then you will never get it back. We have levied every year. Under permissive levies, the transportation fund, tuition fund, and adult education fund act the same and are funded the same. We can levy for whatever needs we have, and we don't have to ask taxpayers for permission on those.

The committee then moved on to discuss technology and the building reserve. The technology levy was passed in 2005, and it is a perpetual levy unless we go out to vote and that levy passes. Then it becomes a 10-year levy. It has not changed since 2005 because it is a set amount. Mills will change based on taxable value, but the dollar amount does not change. As the taxable value increases the number of mills required decreases. The building reserve is a 10-year levy that was passed in 2015. That fund is for items such as boilers, roofs, facilities, maintenance, and repairs. In around fiscal year 19 the legislature passed a senate bill which allowed us to permissively levy for anything on our facility plan as long as you have updated that. Originally it was for safety and security. So, you can see the permissive levies increased in fiscal year 19 because of that. The committee discussed different times that they would possibly run the levies in the future, and which levies they want to run. The committee discussed that it would be essential to run the building reserve levy in the spring of 2022, and that is very important to educate the community about what we are asking for in the levies. It is possible we could have three levies coming up: general fund, technology, and facilities.

At the high school level, the general fund levy is important because we are losing enrollment and we need to vote just to get to where we were.

The committee then discussed the premiums from the sale of the bonds, and how much of it has been expended. That amount is still being determined because of invoices that still must be paid.

The committee discussed if there will be an election in May, you must give notice 70 days before, and before that we must present at our board meeting in January for approval. We don't need an amount but need to call for the election at that time. The committee also discussed about doing research about finding what has worked and what has not worked in the past for levies.

C. Budgeted Funds & Non-Budgeted Funds

The committee then reviewed and discussed charts explaining budgeted and non-budgeted funds, where the revenue sources come from, and the rules of the fund. It was noted that on some of these funds, reserves are allowed, and some reserves are not allowed or capped. The committee also discussed enrollment, retirement, and tuition.

V. BOARD COMMENT

The board discussed if the technology levy is run at the same time as the building reserve levy in the spring, and if the technology levy fails, how critical is it that we run it again in the fall. It was discussed that one of the things about our current technology levy is that if we run one and it doesn't pass, then we revert to what we currently have, we do not go to zero. We have that perpetually until we pass a new levy. The spot that we are in right now with our ESSER funding helps a little bit with technology and keeps us from being in a crisis mode with technology. We do need to keep in mind there is that financial cliff out there that we know is coming, and technology is a part of that cliff. If we wait to pass the technology levy until 2024 there would be things that wouldn't happen. There would be device refreshes that wouldn't happen, and it could potentially get tight. A certain amount of the general fund goes into technology. If we are successful with the technology levy, then overtime there will be minimal impact on the general fund. It was discussed that an option could be rather than asking for the full three million dollars for the tech levy, possibly asking for two million dollars, and backfilling the rest with other funds. It is important to find our needs and then calculate what that burden is for a \$100,000 house over the period of the levy. That will tell us a lot.

VI. ADJOURNMENT

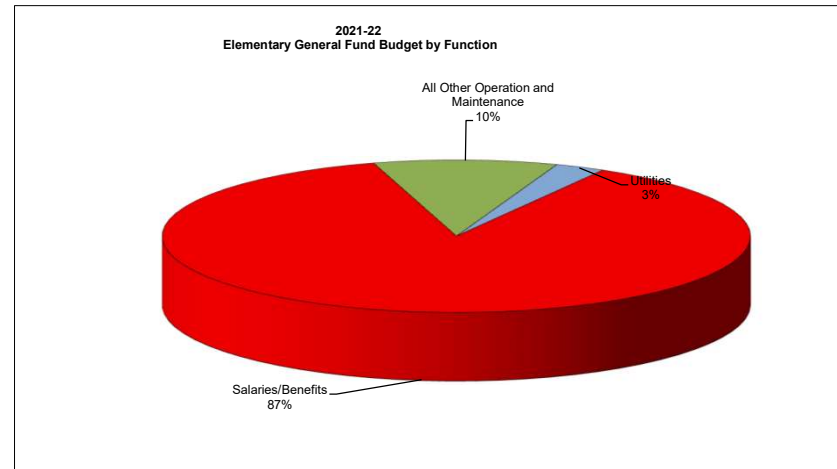
Mr. McEwen adjourned the meeting at 1:04 PM.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 10/29/2021
ELEMENTARY GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date	Budget	% Budget
Description	Budget	(after transfers & amendments)	Expended & Encumbered	Balance	Left
Administrative Salaries	\$ 2,492,042	\$ 2,492,042	\$ 2,478,311	\$ 13,731	0.6%
Educator Salaries	19,507,290	19,507,290	19,749,558	(242,268)	-1.2%
Professional Salaries	3,058,636	3,058,636	2,924,548	134,088	4.4%
Technical Salaries	1,551,914	1,551,914	1,450,490	101,424	6.5%
Clerical Salaries	1,218,857	1,218,857	1,254,411	(35,554)	-2.9%
Service Worker Salaries	1,567,182	1,567,182	1,404,027	163,155	10.4%
Para Professional Salaries	2,795,385	2,795,385	2,731,029	64,356	2.3%
Guest Educator Salaries	377,327	377,327	79,901	297,426	78.8%
Substitute Clerical Salaries	2,000	2,000	746	1,254	62.7%
Substitute Service Worker	60,000	60,000	15,872	44,128	73.5%
Substitute Para Salaries	20,300	20,300	16,943	3,357	16.5%
Overtime	17,645	17,645	9,218	8,427	47.8%
Sabbatical Leave Salaries	40,558	40,558	40,558	0	0.0%
Coaching Salaries/Stipends	86,410	86,410	61,937	24,473	28.3%
Termination Pay	500,000	500,000	73,554	426,446	85.3%
Admin TSA Employer Match	16,000	16,000	-	16,000	100.0%
Workers' Comp/Benefits	205,618	205,618	163,299	42,319	20.6%
Crafts Benefits	16,000	16,000	5,693	10,307	64.4%
Cell phone stipends	44,843	44,843	10,124	34,719	77.4%
Contracted Services	517,100	517,100	99,294	417,806	80.8%
Gas	297,542	297,542	19,496	278,046	93.4%
Electricity	546,389	546,389	128,903	417,486	76.4%
Water	115,535	115,535	55,034	60,501	52.4%
Sewer	59,266	59,266	19,174	40,092	67.6%
Garbage	42,089	42,089	11,288	30,801	73.2%
Repair and Maintenance	24,885	24,885	5,255	19,630	78.9%
Rental	61,015	61,015	44,128	16,887	27.7%
Instructional Field Trips	16,350	16,350	431	15,919	97.4%
Liability/Other Insurance	520,973	520,973	521,034	(61)	0.0%
Postage	13,915	15,415	3,063	12,352	80.1%
Advertising	12,625	12,625	2,963	9,662	76.5%
Printing	154,410	154,510	34,487	120,024	77.7%
Extracurricular Team Travel	400	400	-	400	100.0%
Travel	55,500	55,500	39,878	15,621	28.1%
Professional Development/Meetings	64,815	67,815	6,126	61,689	91.0%
Supplies	1,776,708	1,785,958	522,533	110,150	6.2%
Books	80,120	80,120	33,561	46,559	58.1%
Periodicals	30,600	30,600	12,229	18,371	60.0%
Minor Equipment	60,107	60,607	22,610	37,997	62.7%
Major Equipment	10,000	10,000	5,863	4,137	41.4%
Dues and Memberships	36,635	36,635	32,566	4,069	11.1%
Contingency	518,908	504,558	-	504,558	-
Total Budget	\$ 38,593,891	\$ 38,593,891	34,090,135	\$ 3,350,482	8.7%

Budget Transfers

From	To	Amount	Reason
Superintendent Contingency	Postage	\$1,500	Budget correction
Superintendent Contingency	Printing	\$100	Budget correction
Superintendent Contingency	Professional Development	\$3,000	Budget correction
Superintendent Contingency	Supplies	\$9,250	Budget correction
Superintendent Contingency	Minor Equipment	\$500	Budget correction

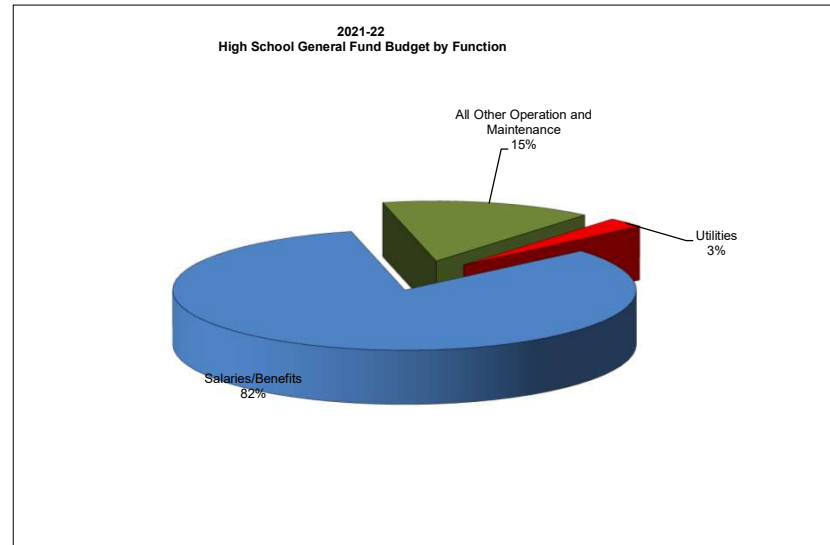


**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 10/29/2021
HIGH SCHOOL GENERAL FUND**

Budget Transfers

	From	To	Amount	Reason
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	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget Balance	% Budget
Description	Budget	(after transfers)		Balance	Left
Administrative Salaries	1,322,194	1,322,194	1,221,158	101,036	7.6%
Educator Salaries	11,423,625	11,423,625	11,357,241	66,384	0.6%
Professional Salaries	1,256,048	1,256,048	1,335,355	(79,306)	-6.3%
Technical Salaries	786,612	786,612	755,178	31,434	4.0%
Clerical Salaries	1,145,832	1,145,832	1,109,932	35,901	3.1%
Service Worker Salaries	740,223	740,223	678,572	61,651	8.3%
Para Professional Salaries	393,529	393,529	322,323	71,206	18.1%
Guest Educator Salaries	367,855	367,855	43,214	324,641	88.3%
Substitute Clerical Salaries	-	-	1,228	(1,228)	#DIV/0!
Substitute Service Worker	40,000	40,000	4,939	35,061	87.7%
Substitute Para Salaries	11,982	11,982	2,672	9,311	77.7%
Overtime	15,140	15,140	7,550	7,590	50.1%
Sabbatical Salaries	42,058	42,058	41,943	115	0.3%
Coaching Salaries/Stipends	675,483	675,483	535,681	139,801	20.7%
Adminstrator TSA Employer Match	10,000	10,000	-	10,000	100.0%
Termination Pay	515,499	515,499	34,470	481,030	93.3%
Workers' Comp/Benefits	108,835	108,835	86,847	21,988	20.2%
Crafts Benefits	9,000	9,000	3,065	5,935	65.9%
Cell phone stipends	23,033	23,033	5,392	17,641	76.6%
Contracted Services	312,925	312,925	89,043	223,882	71.5%
Gas	196,237	196,237	24,890	171,348	87.3%
Electricity	315,550	315,550	72,210	243,340	77.1%
Water	47,103	47,103	15,772	31,331	66.5%
Sewer	22,514	22,514	10,822	11,692	51.9%
Garbage	31,527	31,527	7,464	24,064	76.3%
Repair and Maintenance	25,992	25,992	3,426	22,566	86.8%
Rental	37,234	37,234	18,199	19,035	51.1%
Instructional Field Trips	4,390	4,390	1,120	3,270	74.5%
Liability/Other Insurance	281,000	281,000	280,482	518	0.2%
Postage	19,741	19,741	3,785	15,956	80.8%
Advertising	12,695	12,695	1,595	11,100	87.4%
Printing	116,016	116,016	6,597	109,418	94.3%
Travel	27,233	27,233	20,016	7,217	26.5%
Professional Development/Meetings	66,051	66,051	5,004	61,047	92.4%
Extracurricular Travel	246,717	246,717	64,239	182,478	74.0%
Supplies	1,169,259	1,169,259	387,782	781,477	66.8%
Books	94,465	94,465	15,330	79,135	83.8%
Periodicals	6,873	6,873	308	6,565	95.5%
Minor Equipment	79,618	79,618	19,627	59,991	75.3%
Major Equipment	43,903	43,903	-	43,903	100.0%
Dues and Memberships	33,435	33,435	20,939	12,496	37.4%
Contingency	847,276	847,276	-	847,276	
total budget	\$ 22,924,703	\$ 22,924,703	\$ 18,615,410	\$ 4,309,293	18.8%



PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

School	October		Adjusted October 2021 Enrollment	Prior Year Average	Change From PY
	2021 Enrollment	Adjustments for Part-time			
Broadwater	235		235.00	236.25	-1.25
Bryant	255		255.00	254.00	1.00
Central	291		291.00	269.00	22.00
Hawthorne	241	-36.25	204.75	189.25	15.50
Jefferson	256		256.00	258.00	-2.00
Kessler	230		230.00	208.50	21.50
Rossiter	419		419.00	423.00	-4.00
Smith	269		269.00	254.50	14.50
Four G's	457		457.00	435.50	21.50
Jim Darcy	471	-0.25	470.75	467.63	3.13
Warren	307		307.00	285.50	21.50
HMS-6th	228	-3.75	224.25	247.13	-22.88
CRA-6th	336		336.00	358.00	-22.00
Total Elementary	3995		3954.75	3886.25	68.50
HMS-7th & 8th	511	-10.5	500.50	482.88	17.63
CRA-7th & 8th	720		720.00	701.63	18.38
Total Middle School	1231		1220.50	1184.50	36.00
Total Elementary District					104.50
CHS	1351	-2.75	1348.25	1335.25	13.00
HHS	1121.5	-17.75	1103.75	1224.88	-121.13
Total High School District	2472.5	-20.5	2452.00	2560.13	-108.13

	ANB		
	Elementary	Middle School	High School
FY2023 Projected Based on Fall Count	4109	1268	2548
FY2022	4043	1232	2658
FY2021	4374	1158	2765
3 yr average	4176	1220	2657

PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

PROJECTED BUDGET BASED ON FALL ENROLLMENT COUNTS

	Elementary			High School		
	FY 2022	Projected 2023	Change	FY 2022	Projected 2023	Change
BASE (Minimum) Budget:	30,878,312.41	31,611,677.88	733,365.47	18,037,822.22	17,772,366.01	(265,456.21)
Maximum Budget:	38,593,891.01	39,501,123.32	907,232.31	22,453,665.10	22,111,463.39	(342,201.71)
Highest Budget Without a Vote:	38,487,865.55	39,221,231.02	733,365.47	22,651,877.09	22,386,420.88	(265,456.21)
Highest Budget With a Vote:	38,593,891.01	39,504,123.32	910,232.31	22,924,702.78	22,930,253.28	5,550.50
Highest Voted Amount:	106,025.46	282,892.30		272,825.69	543,832.40	
Adopted Budget	38,593,891.01			22,924,702.78		

	Elementary		High School	
Increase/(Decrease) - No Vote	627,340	1.63%	(538,281.90)	-2.35%
Increase/(Decrease) - Vote	910,232	2.36%	5,550.50	0.02%
Estimated Increase/(Decrease) in Mills	2.36		4.12	
Estimated Impact on \$100,000 Home:	\$3.19		\$5.56	
Estimated Impact on \$200,000 Home:	\$6.37		\$11.12	