



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

Tuesday, September 13th, 2022 – 12:00pm

MINUTES

ATTENDEES

Committee Members:

Janet Armstrong, Committee Chair
Kay Satre, Committee Member
Terry Beaver, Committee Member

Others:

Rex Weltz, Superintendent
Joslyn Davidson, Curriculum Administrator
Kaitlyn Hess, Assessment and Federal Programs
Janelle Mickelson, Business Manager & District Clerk
Josh McKay, Assistant Superintendent 6-12
Brian Cummings, Assistant Superintendent K-6
Gary Myers, Director of Educational Technology
Karen Odgen, Communications Officer
Siobhan Hathhorn, Board Chair
Jennifer Walsh, Trustee
Joslyn Davidson, Curriculum Administrator
Jane Shawn, HEA President

I. **CALL TO ORDER**

Committee Chair, Janet Armstrong, called the meeting to order at 12:00 p.m.

II. **GENERAL PUBLIC COMMENT**

No comments were offered.

III. **REVIEW OF AGENDA**

No changes were made to the agenda.

IV. **APPROVAL OF MINUTES**

The committee reviewed and approved the 06.24.22 Budget and Finance Committee Meeting Minutes.

V. **ITEMS FOR INFORMATION/DISCUSSION**

A. Budget Discussion

Superintendent Rex Weltz reviewed a draft document with the Budget and Finance Committee titled *A Citizen's Guide to the Helena School District 2022-2023 Budget*. This guide provides information on Helena School District budget revenues and breaks the information down so that it is easier to understand. The guide begins with budget basics and focuses on the General Fund Budget for the 2022-2023 school year. In addition to the General Fund Budget there are several other budgeted funds that are designated for specific purposes.

The Helena School District is comprised of two districts; the Elementary K-8 District, and the High School (9-12) District. The funds to operate our schools come from many sources including bonds, federal, state and local taxes, and grants. Two types of funds include a budgeted fund and a non-budgeted fund. A budgeted fund means any fund for which a budget must be officially adopted by the board of trustees in order to expend money from the fund. 20-9-201(2)(a), MCA. Budgeted funds include the general fund, technology fund, tuition fund, adult education fund, debt service fund, building reserve fund, transportation fund, retirement fund, and flexibility fund. A non-budgeted fund is any fund for which an official budget is not required to be adopted in order to expend money on deposit in the fund, 20-9-201(2)(b), MCA. Expenditures from these funds are limited to the amount of cash balance in the fund. Non-budgeted funding sources include the interlocal fund, IDEA, Part B (Special Education), and schoolwide title funds.

The guide next displays the revenues the District expects to receive for the 2022-2023 school year. Most of these funds are restricted and can only be used for specific purposes defined by state regulations. To conclude, *A Citizen's Guide to the Helena School District 2022-2023 Budget*, gives a brief description of each budgeted and non-budgeted fund, describes how the General Fund is spent, and where the funds to run schools come from.

B. Budget to Actual Reports

Mrs. Mickelson, Business Manager and District Clerk, reviewed the budget to actual reports for the elementary general fund and high school general fund with the committee and discussed paraprofessional salaries in the elementary and the high school, and administrative and professional salaries in the high school. The committee also discussed utility costs, the budget shortfall, and the upcoming items for action at the full board meeting including the approval and ratification of the HPS-HEA Para Educator Collective Bargaining Agreement for 2022-2023 and the approval and ratification of the HPS-Craft Council (Plumbers, Pipefitters, and Mechanic) Collective Bargaining Agreement for 2022-2023. Mrs. Mickelson also discussed the superintendent's contingency budget and termination pay. The committee concluded by discussing the timing of levy elections, and which levies they would potentially run.

VI. BOARD COMMENT

Trustee Terry Beaver suggested adding a description of what a bond is in the document, *A Citizen's Guide to the Helena School District 2022-2023 Budget*.

VII. ADJOURNMENT

Ms. Armstrong adjourned the meeting at 1:01 p.m.