



*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, October 11th, 2022 – 12:00pm

### MINUTES

#### ATTENDEES

##### Committee Members:

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

##### Others:

Rex Weltz, Superintendent  
Jane Shawn, HEA President  
Karen Odgen, Communications Officer  
Barb Ridgway, Chief of Staff  
Janelle Mickelson, Business Manager &  
District Clerk  
Josh McKay, Assistant Superintendent 6-12  
Brian Cummings, Assistant Superintendent  
K-6  
Gary Myers, Director of Educational  
Technology  
Siobhan Hathorn, Board Chair

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

Committee Chair, Janet Armstrong, called the meeting to order at 12:02 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 09.13.22 Budget and Finance Committee Meeting Minutes.

**V. ITEMS FOR INFORMATION/DISCUSSION**

**A. 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. Mrs. Mickelson mentioned a few areas of concern are paraprofessional salaries in both the elementary and high school general fund. Another area of concern is the water and sewer, and Mrs. Mickelson mentioned she was going to investigate why those numbers are so high. Mrs. Mickelson mentioned that substitute clerical salaries are a concern in the elementary general fund and normally the buildings budget for that amount, but Mrs. Mickelson said that may need to change.

**B. Review Revenue Sources in Budgeted Funds**

Mrs. Mickelson reviewed revenue sources in budgeted funds with the committee. Mrs. Mickelson pointed out the adopted budget for the general fund in elementary and in high school. The committee reviewed the general fund and the amounts for unreserved fund balance reappropriated, direct state aid, quality educator payment, at risk student payment, Indian education for all, American Indian achievement gap, state special education allowable cost payment to districts, data for achievement, and state-guaranteed tax base aid. Next, Mrs. Mickelson discussed actual non-levy revenue funding sources including interest earnings, other revenue from local sources, and fees-users/resale of supplies. The committee discussed levies including BASE levy, over-BASE levy, and the district tax levy.

Mrs. Mickelson moved on to review the transportation fund with the Budget and Finance Committee. The committee viewed the expenditures budget in the transportation fund for both the elementary and the high school. Mrs. Mickelson reviewed reimbursements including the county on-schedule transportation reimbursement, state on-schedule transportation reimbursement, district tax levy, and district mills.

Mrs. Mickelson reviewed the tuition fund with the committee followed by the retirement fund. Mrs. Mickelson mentioned that the estimated funding source for the tuition fund comes from the district tax levy and the estimated funding sources for the retirement fund comes from county retirement distribution. Next, Mrs. Mickelson reviewed the adult education fund and mentioned that the estimated funding sources come from the district tax levy and district mills.

The committee reviewed the technology fund and the estimated funding sources come from state-technology aid, district tax levy, and district mills. Mrs. Mickelson reviewed the flexibility fund and debt service fund with the committee. The committee concluded by reviewing and discussing the building reserve fund and its estimated funding sources.

**C. Technology Levy**

Mr. Gary Myers, Director of Educational Technology, gave a presentation on a proposed technology levy. Mr. Myers discussed current levy statistics, why we need a new technology levy, and funding options. The last technology levy passed in 2005, and since then, there have been incredible changes in technology, and we use technology in so many ways in the school District. Mr. Myers answered any questions the committee members had about the technology levy.

**D. Timeline For Elections**

The committee was provided a document with proposed election timelines for the high school general fund levy, elementary building reserve levy, high school building reserve levy, elementary general fund levy, elementary technology levy, high school technology levy, and the high school bond levy.

**E. Fall Enrollment**

The committee did not have enough time left in the meeting to discuss fall enrollment.

**VI. BOARD COMMENT**

Trustee Luke Muszkiewicz expressed his appreciation for the proposed elections timeline document provided by Mrs. Mickelson and suggested the Budget and Finance Committee review the document and discuss the timeline for elections in greater detail at a future meeting.

**VII. ADJOURNMENT**

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