



*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  
Lincoln Campus  
And via Microsoft Teams  
Tuesday, January 10th, 2023 – 12:00pm

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## MINUTES

### ATTENDEES

#### Trustees:

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

#### Others:

Rex Weltz, Superintendent  
Jane Shawn, HEA President  
Keri Mizell, Human Resources Director  
Karen Ogden, Communications Officer  
Janelle Mickelson, Business Manager &  
District Clerk  
Brian Cummings, Assistant Superintendent  
Gary Myers, Director of Educational  
Technology  
Joslyn Davidson, Curriculum Administrator  
Candice Delvaux, Executive Assistant  
Kaitlyn Hess, Assessment and Federal  
Programs  
Lona Carter, School Health Grant Facilitator  
Barb Ridgway, Chief of Staff

**I. CALL TO ORDER**

Committee Chair, Janet Armstrong, called the meeting to order at 12:01 p.m.

**II. GENERAL PUBLIC COMMENT**

There was no general public comment.

**III. REVIEW OF AGENDA**

No changes were made to the agenda.

**IV. APPROVAL OF MINUTES**

The committee reviewed and approved the 12.13.22 Budget and Finance Committee Meeting Minutes.

**V. ITEMS FOR INFORMATION/DISCUSSION**

**A. Budget to Actual Reports**

Mrs. Janelle Mickelson, Business Manager and District Clerk for Helena Public Schools, reviewed the budget to actual reports for the elementary general fund and high school general fund with the Budget and Finance Committee.

**B. Five-Year Budget Forecast**

The committee reviewed the five-year budget forecast. The five-year budget forecast included projected wages, as well as projected budget for both the elementary and the high school. The committee discussed that these are numbers based on assumptions, and those assumptions may change. We are waiting for the February ANB count which will affect these numbers, as well as, the results from legislation for school funding.

Mrs. Janelle Mickelson, Business Manager, reviewed the methodology behind the recap with the Budget and Finance Committee. Mrs. Mickelson reviewed the methodology to calculate ANB, the methodology to calculate budget authority limits, and the methodology to calculate expenditure budgets. Mrs. Mickelson pointed out there is an assumed 46 to 48 percent increase in natural gas costs in FY 2024 based

on national forecasts and we are anticipating a 20 to 45 percent increase in O & M costs. The committee had a robust discussion regarding employees that are currently in “ghost” steps and about Montessori stipends and certifications. The committee also discussed the upcoming election timeline.

Ms. Mickelson concluded by mentioning that we do take into consideration projected inflationary increases from legislation when creating the five-year budget forecast, but our ability to run general fund levies is not included in the forecast. The committee discussed the importance of communication of the budget to the Helena Public School Administration team, employees, and the community.

## **VI. BOARD COMMENT**

Trustee Luke Muszkiewicz said it may be helpful to add to the five-year forecast a projection including the possibility of general fund levies. The general fund levies are up to the will of the voters and are not guaranteed, but it can be a source of possible revenue that we can take into consideration. Trustee Muszkiewicz suggested it would be helpful to consider retirements and replacements beyond FY 2022-23 when creating the five-year budget forecast.

Trustee Janet Armstrong said this is a big challenge but the public should feel confident and have a lot of trust in the decision making and thoughtfulness that is going on in the attempt to consider all the viewpoints with the end goal of meeting our mission of providing our students with the best education so that they are prepared as adults and will succeed. That will always be the focus, and we are united behind that.

## **VII. ADJOURNMENT**

Ms. Armstrong adjourned the meeting at 12:52 p.m.