



*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, April 11th, 2023 – 12:00pm

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## MINUTES

### ATTENDEES

#### Trustees:

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

#### Others:

Rex Weltz, Superintendent  
Jane Shawn, HEA President  
Todd Verrill, Facilities Director  
Candice Delvaux, Executive Assistant  
Karen Ogden, Communications Officer  
Janelle Mickelson, Business Manager &  
District Clerk  
Brian Cummings, Assistant Superintendent  
K-5  
Gary Myers, Director of Educational  
Technology  
Keri Mizell, Human Resources Director  
Lona Carter, School Health Grant Facilitator  
Joslyn Davidson, Curriculum Administrator

## I. CALL TO ORDER

Trustee Luke Muszkiewicz called the meeting to order at 12:03 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 the 03.14.23 Budget and Finance Committee Meeting Minutes. Under section B. Preliminary Budget Data Sheets in paragraph three, the following sentence states, *“On the high school side, the highest budget without a vote is around \$75,000 higher than the highest budget without a vote.”* Trustee Kay Satre recommended changing the first stated word *without* to be changed to *with*. The corrected sentence will now state in the minutes, *“On the high school side, the highest budget with a vote is around \$75,000 higher than the highest budget without a vote.”* The Budget and Finance Committee members were in agreement that the 03.14.23 Budget and Finance Committee Meeting minutes would be admitted to the record with the recommended correction.

**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. Mrs. Mickelson stated that she is very concerned about the elementary general fund. Since we adopted the budget last August, there have been some unanticipated changes that are making this situation even more problematic. At this time last year, we had about six percent remaining in the elementary general fund and right now we have about four percent remaining in the elementary general fund. Mrs. Mickelson mentioned that we had higher than expected lane movement, and she highly anticipates that we will be paying for expenditures out of another fund such as interlocal. Lane movements are retroactive back to the beginning of the school year. Mrs. Mickelson stated that we are going to try to do a better job at projecting lane movements. Another issue is that several employees were being paid from title funds that should not have been, and it wasn't communicated until recently that they needed to come out of the miscellaneous programs fund, and now they are being paid for out of the general fund. This depletes the general fund even more. The

committee discussed the possibility of having an updated five-year budget forecast completed in mid-to-late May that takes into consideration the election results and some of the work to mitigate the budget deficit that is ongoing right now. Ms. Mickelson mentioned that she does not yet know what our property and liability insurance increase will be.

The Budget and Finance Committee moved on to review the ESSER Funding Update.

**B. ESSER Funding Update**

The committee reviewed the ESSER Funding Update. Ms. Mickelson stated that the CRRSA-State Emergency Relief Fund II (ESSER II) will likely be completely spent by June 30<sup>th</sup> and the deadline to spend the money is in September, so we are fine there. We may have a small remaining balance in the ARP-State Emergency Relief Fund II (ESSER III) depending on what happens with the elementary general fund.

The Budget and Finance Committee moved on to discuss the 2022 District Audit.

**C. 2022 District Audit**

The committee reviewed the 2022 District Audit. Ms. Mickelson stated that school districts our size must have an annual financial audit. Our auditor is Wipfli, and we had an unqualified opinion which means we had a clean audit and there were no findings. Ms. Mickelson recognized Michelle Schweyen, Accountant for the Helena Public Schools, for everything that she does to assist with the audit. The 2022 District Audit will go before the full board tonight as an informational item. The 2022 District Audit can also be found on the Helena Public Schools webpage.

**VI. BOARD COMMENT**

Trustee Terry Beaver mentioned a few months ago we had some surplus properties of older computers and was wondering how much revenue we received from the computers. Gary Myers, Director of Educational Technology, stated there were no bids on the computers and we are still working on disposing of them. There were no further board comments.

**VII. ADJOURNMENT**

Trustee Luke Muszkiewicz adjourned the meeting at 12:23 p.m.