



*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, May 9th, 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

#### Others:

Rex Weltz, Superintendent  
Jane Shawn, HEA President  
Keri Mizell, Human Resources Director  
Candice Delvaux, Executive Assistant  
Karen Ogden, Communications Officer  
Janelle Mickelson, Business Manager &  
District Clerk  
Gary Myers, Director of Educational  
Technology  
Josh McKay, Assistant Superintendent 6-12  
Lona Carter, School Health Grant Facilitator  
Barb Ridgway, Chief of Staff  
Joslyn Davidson, Curriculum Administrator

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

Trustee Janet Armstrong called the meeting to order at 12:02 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 04.11.23 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. Mrs. Mickelson stated that we are about where we were last year for the percentage of the budget left in the elementary general fund. The amount of money left in the high school general fund is lower compared to last year. This was expected because last year we had some high school teacher salaries taken out of the ESSER funding, and this year those had to come out of the high school general fund. Ms. Mickelson shared that we normally pay for our food service aides out of the general fund, but because we had money in the food service fund, we were able to pay for the food service aides out of that fund instead of the general fund. Ms. Mickelson mentioned that we are over budget this year in the overtime account and the substitute paras account, particularly in the elementary general fund. Part of the reason we are over in the overtime account is because we are short custodians, and the current custodians are working overtime to cover the work that needs to be done. We are going to do a deeper dive to find out why the substitute paras account is so far over budget. Ms. Mickelson expressed concern about upcoming termination pay that will deplete the general fund accounts quite a bit.

**B. Five Year Forecast**

The Budget and Finance Committee reviewed the five-year forecast and the methodology behind the recap. Superintendent Rex Weltz shared some of the work that has been completed thus far to address the over six-million-dollar budget shortfall in the elementary general fund and high school general fund. In January 2023, Superintendent Weltz initiated weekly leadership meetings to address the general fund shortfalls. Between January and May of 2023, we have initiated reduction strategies including utilizing retirement resignations, building budget reductions, initiating a non-renewal process, Central Office department budget reductions, relocation of programs into existing spaces across the district, and administrative reductions. With these efforts we reduced the shortfall by over \$2.7 million dollars in the elementary general fund and over \$646,000 dollars in the high school general fund. We are still short over \$3.3 million dollars combined in the elementary and high school general fund; therefore, we will be forming a Budget Consensus Recommendation Committee comprised of community members, Helena Public Schools staff members, and Trustees that will come around the table to brainstorm how we can reduce the shortfall of over \$3,000,000 dollars. Superintendent Weltz emphasized that these numbers are fluid and may change as we gather new information.

**VI. BOARD COMMENT**

Trustee Janet Armstrong thanked the community for their support of students and the Helena Public Schools by passing the levies.

**VII. ADJOURNMENT**

Trustee Janet Armstrong adjourned the meeting at 12:53 p.m.