



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

September 12th, 2023 – 12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

and via TEAMS

Members of the public are able to attend remotely by clicking here:

[Click here to join the meeting](#)

AGENDA

- I. CALL TO ORDER / INTRODUCTIONS
- II. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- III. REVIEW OF AGENDA
- IV. REVIEW OF THE 05.09.23 BUDGET AND FINANCE COMMITTEE MINUTES
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Actual Reports
 - B. Budget Discussion
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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

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

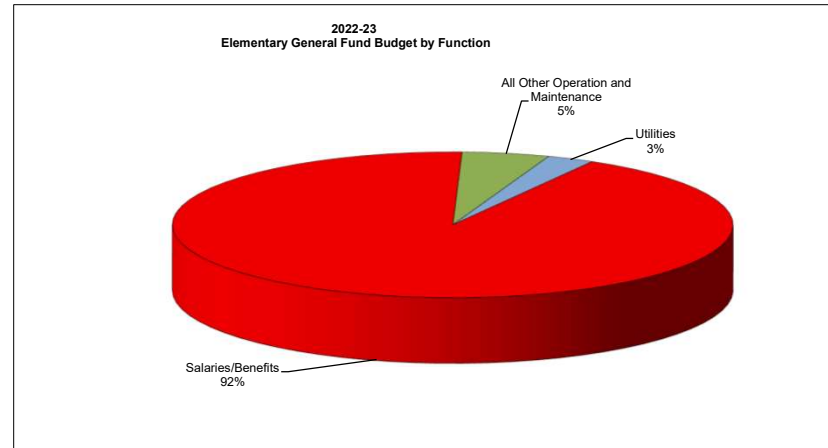
Trustee Janet Armstrong adjourned the meeting at 12:53 p.m.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 8/31/2023
ELEMENTARY GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date	Budget	% Budget
Description	Budget	(after transfers & amendments)	Expended & Encumbered	Balance	Left
Administrative Salaries	\$ 2,122,775	\$ 2,122,775	\$ 2,135,018	\$ (12,243)	-0.6%
Educator Salaries	22,835,572	22,835,572	22,403,249	432,323	1.9%
Professional Salaries	2,939,264	2,939,264	2,917,765	21,499	0.7%
Technical Salaries	1,508,154	1,508,154	1,596,566	(88,412)	-5.9%
Clerical Salaries	1,301,725	1,301,725	1,220,962	80,763	6.2%
Service Worker Salaries	2,279,336	2,279,336	2,152,885	126,451	5.5%
Para Professional Salaries	3,574,971	3,574,971	2,699,927	875,044	24.5%
Guest Educator Salaries	500,112	500,112	-	500,112	100.0%
Substitute Clerical Salaries	11,750	11,750	-	11,750	100.0%
Substitute Service Worker	20,200	20,200	11,555	8,645	42.8%
Substitute Para Salaries	88,500	88,500	-	88,500	100.0%
Overtime	31,750	31,750	2,520	29,230	92.1%
Sabbatical Leave Salaries	-	-	-	-	-
Coaching Salaries/Stipends	98,100	98,100	100	98,000	99.9%
Termination Pay	240,000	240,000	26,798	213,202	88.8%
Admin TSA Employer Match	-	-	-	-	-
Workers' Comp/Benefits	227,600	227,600	191,367	36,232	15.9%
Crafts Benefits	30,000	30,000	17,804	12,196	40.7%
Cell phone stipends	48,652	48,652	24	48,628	100.0%
Contracted Services	887,116	887,116	258,814	628,303	70.8%
Gas	333,214	333,214	12,527	320,687	96.2%
Electricity	556,743	556,743	59,100	497,643	89.4%
Water	133,819	133,819	17,694	116,125	86.8%
Sewer	56,768	56,768	3,250	53,518	94.3%
Garbage	39,439	39,439	1,710	37,729	95.7%
Repair and Maintenance	42,069	42,069	18,787	23,282	55.3%
Rental	53,150	53,150	18,385	34,765	65.4%
Instructional Field Trips	10,550	10,550	399	10,151	96.2%
Liability/Other Insurance	2,500	2,500	-	2,500	100.0%
Postage	11,109	11,109	4,279	6,829	61.5%
Advertising	12,470	12,470	56	12,414	99.6%
Printing	164,821	164,821	108	164,713	99.9%
Extracurricular Team Travel	47,540	47,540	31,539	16,000	33.7%
Travel	66,653	66,653	3,397	63,256	94.9%
Professional Development/Meetings	400	400	-	400	100.0%
Supplies	668,933	668,933	56,301	612,631	91.6%
Books	46,277	46,277	11,153	35,124	75.9%
Periodicals	24,073	24,073	3,205	20,868	86.7%
Minor Equipment	47,410	47,410	(4,488)	51,898	109.5%
Major Equipment & Construction	-	-	-	-	-
Dues and Memberships	46,665	46,665	26,640	20,025	42.9%
Contingency	4,062	4,062	-	4,062	100.0%
Total Budget	\$ 41,114,241	\$ 41,114,241	35,899,397	\$ 5,214,844	12.7%

Budget Transfers

From	To	Amount	Reason
------	----	--------	--------



**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 8/31/2023
HIGH SCHOOL GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date Expended &	Budget	% Budget
Description	Budget	(after transfers)	Encumbered	Balance	Left
Administrative Salaries	1,174,660	1,174,660	1,174,449	211	0.0%
Educator Salaries	12,650,979	12,650,979	12,598,137	52,842	0.4%
Professional Salaries	1,376,800	1,376,800	1,139,781	237,020	17.2%
Technical Salaries	903,314	903,314	910,955	(7,642)	-0.8%
Clerical Salaries	1,133,138	1,133,138	1,110,291	22,847	2.0%
Service Worker Salaries	1,016,310	1,016,310	984,608	31,703	3.1%
Para Professional Salaries	397,964	397,964	316,469	81,495	20.5%
Guest Educator Salaries	329,433	329,433	-	329,433	100.0%
Substitute Clerical Salaries	-	-	-	-	-
Substitute Service Worker	12,800	12,800	6,702	6,098	47.6%
Substitute Para Salaries	4,000	4,000	-	4,000	100.0%
Overtime	25,500	25,500	2,557	22,943	90.0%
Sabbatical Salaries	176,127	176,127	176,127	-	0.0%
Coaching Salaries/Stipends	588,403	588,403	308,438	279,965	47.6%
Adminstrator TSA Employer Match	240,000	240,000	11,440	228,561	95.2%
Termination Pay	-	-	-	-	-
Workers' Comp/Benefits	115,257	115,257	100,752	14,504	12.6%
Crafts Benefits	16,000	16,000	8,225	7,775	48.6%
Cell phone stipends	44,532	44,532	246	44,286	99.4%
Contracted Services	357,777	357,777	114,053	243,724	68.1%
Gas	242,111	242,111	9,195	232,916	96.2%
Electricity	437,740	437,740	51,003	386,736	88.3%
Water	65,316	65,316	3,838	61,478	94.1%
Sewer	36,395	36,395	1,470	34,926	96.0%
Garbage	29,181	29,181	756	28,424	97.4%
Repair and Maintenance	28,535	28,535	11,402	17,133	60.0%
Rental	25,855	25,855	950	24,905	96.3%
Instructional Field Trips	7,325	7,325	-	7,325	100.0%
Liability/Other Insurance	334,215	334,215	375,750	(41,535)	-12.4%
Postage	14,698	14,698	1,783	12,915	87.9%
Advertising	10,400	10,400	61	10,339	99.4%
Printing	101,580	101,580	70	101,510	99.9%
Travel	22,562	22,562	16,314	6,248	27.7%
Professional Development/Meetings	43,360	43,360	4,476	38,884	89.7%
Extracurricular Travel	267,705	267,705	6,793	260,913	97.5%
Supplies	496,679	496,679	48,955	447,725	90.1%
Books	58,569	58,569	9,527	49,042	83.7%
Periodicals	5,258	5,258	-	5,258	100.0%
Minor Equipment	54,889	54,889	3,723	51,166	93.2%
Major Equipment	-	-	-	-	-
Dues and Memberships	32,526	32,526	14,582	17,944	55.2%
Contingency	-	-	-	-	-
total budget	\$ 22,877,892	\$ 22,877,892	\$ 19,523,876	\$ 3,354,016	14.7%

Budget Transfers

From	To	Amount	Reason
------	----	--------	--------

