



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, October 10th, 2023
12:00pm

MINUTES

ATTENDEES

Trustees:

Janet Armstrong, Committee Chair
Siobhan Hathhorn, Board Chair
Terry Beaver, Committee Member
Kay Satre, Committee Member
Jeff Hindoien, 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
Barb Ridgway, Chief of Staff
Kaitlyn Hess, Assessment & Federal
Programs
Todd Verrill, Facilities Director
Joslyn Davidson, Curriculum Director
Lona Carter, Student Health
Hanna Warhank, Guest of the Public

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 09.12.23 Budget and Finance Committee Meeting Minutes.

V. ITEMS FOR INFORMATION/DISCUSSION

A. Budget to Actual Reports

Ms. 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. Ms. Mickelson mentioned that we are trending as expected and she does not have any concerns right now; however, we have not wrapped up negotiations so that could change after negotiations are completed. Ms. Mickelson answered any questions the trustees had about the budget to actual reports.

B. Safety and Security Levy Discussion

The Budget and Finance Committee moved on to discuss the safety and security levy. Facilities Director Todd Verrill discussed the need for a 2024 safety and security levy and reviewed planning considerations which include two cost categories of materials and supplies and salaries and labor. Mr. Verrill reviewed the materials and supplies needs:

1. Materials and Supplies-Assume 2.5% Annual Inflation

- a. SEC Report Recommendations
 - Windows, Doors
 - 2-Way Radios
 - Training
- b. Fire Safety
 - Alarms, Pull Stations
 - Fire Doors
 - Fire Escape Repair
- c. Playground Safety (Elementary Only)
 - Equipment Repair/Replacement
 - Fall Material
- d. Facilities Personnel Safety
 - PPE and Hi-Vis Workwear
 - Environmental Safety
- e. Environmental Health and Safety
 - HVAC System Upgrades
 - Air Conditioning
 - Ventilation and Filtration
 - Air and Water Filters
 - Well and Septic
- f. Physical Security
 - Fencing
 - Door Hardware (lock and key)
- g. Information Technology (IT)
 - Licensing
 - Replacement cameras
 - Access Hardware (key fobs, etc.)
 - Cybersecurity

Mr. Verrill moved on to review the salaries and labor needs under the proposed 2024 Safety and Security Levy.

2. Salaries and Labor-Assume 2.0% Annual Inflation

- a. Facilities Maintenance and Custodial
 - Custodians
 - Grounds
 - Trades
 - Safety and OPS Manager

- b. Mental and Physical Health
 - Mental Health Therapists
 - Nurses and Counselors
 - Mental Health Administrator
- c. Helena PD Support
 - SROs in Schools
 - HPD Support to School Activities
- d. IT Support
 - Software Support
 - Access Hardware Support

Mr. Verrill reviewed the estimated annual amounts for materials and supplies and for salaries and labor in the elementary district, what the ten-year total would be for each category, what the combined total estimated costs of the two categories would be annually and the ten-year total, and what the annual tax impact on a \$100K home, \$300K home, and \$600K home would be. Next, Mr. Verrill reviewed the estimated annual amounts for materials and supplies and for salaries and labor in the high school district, what the ten-year total would be for each category, what the combined total estimated costs of the two categories would be annually and the ten-year total, and what the annual tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Verrill concluded his presentation by answering any questions the committee had regarding the safety and security levy discussion.

C. Technology Levy Discussion

The Budget and Finance Committee moved on to discuss the technology Levy. Mr. Gary Myers, Director of Educational Technology, discussed the need for a 2024 technology levy. Mr. Myers began his presentation by reviewing with the committee what technology in the district looked like back in 2005 compared to what technology in the district looks like now in 2023. In 2005 there was about one desktop computer per teacher, in an elementary school there was one cart of laptops for 450 students, and four to five wireless access points for the whole building. In 2005 in one of the middle schools there was one desktop computer per teacher, two computer labs for 700 students, a few projectors mounted, and the first carts of Chromebooks were added in 2015. In 2005 in one of the high schools there were around two to three computer labs and a few carts for over 1,200 students. There was one desktop computer per teacher, a TV in each room for announcements, and two to three teachers were using Moodle for classes. In 2023 there are over 1,000 teacher devices,

over 7,800 student devices, student email, 4,000 average users at any time, 5Gb internet, 600 wireless access points, most of the curricular resources are online, projectors are in most learning spaces, there are powerful online tools, and millions of documents are created by students and teachers each year.

Mr. Myers stated that the technology needs in the district have expanded dramatically and include:

1. Device Replacement
 - Student devices-iPads and Chromebooks (5-7 year cycle)
 - Teacher/staff devices-laptops (5-7 year cycle)
 - Classroom devices-projectors, cameras, labs, phones (7-10 year cycle)
2. Network and Services
 - Internet connectivity
 - Software licensing
 - Training and assessment
 - Curriculum resources
3. Support
 - Applications management
 - Helpdesk (add 1 more position)
 - Network and administration
 - Add state database support

Mr. Myers reviewed what the K-8 tech levy amounts and high school tech levy amounts would need to be to meet our new tech needs, and what the annual tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Myers concluded his presentation by answering any questions the committee had regarding the technology levy discussion.

VI. BOARD COMMENT

There were no board comments.

VII. ADJOURNMENT

Trustee Janet Armstrong adjourned the meeting at 12:52 p.m.