



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

October 10th, 2023 – 12:00p.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 09.12.23 BUDGET AND FINANCE COMMITTEE MINUTES
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Actual Reports
 - B. Technology Levy Discussion
 - C. Safety and Security Levy Discussion
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees
Budget and Finance Committee
Lincoln Campus
And via Microsoft Teams
Tuesday, September 12th, 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
Lona Carter, Student Health
Barb Ridgway, Chief of Staff
Tim McMahon, Activities Director
Kaitlyn Hess, Assessment & Federal
Programs
Craig Towery, 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 05.09.23 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. Ms. Mickelson discussed in greater detail salary and benefits, and technical salaries and reviewed what percentage of the budget was left in the elementary and high school general fund. The committee discussed that most of the bargaining units have not settled yet, and we do not know what our ANB numbers are yet, and both will affect the budget. The committee had a robust discussion about the interlocal fund and the decrease this year in the overall building and department budgets.

B. Budget Discussion

The Budget and Finance Committee moved on to have an overall general discussion about the budget. Superintendent Rex Weltz shared that the Budget Consensus Recommendation Committee meets on the 14th and 25th of September and at that time the committee will review the updated Citizen’s Guide to the Helena School District 2023-2024 Budget as well as discuss strategies on how to increase revenue. The committee had a robust discussion about potential future levies and mentioned

that informational handouts educating the public about the levies would be very beneficial when we get to that point in time. The committee discussed that student numbers are not increasing; however, expenditures are, which greatly impacts the budget. The committee concluded the budget discussion by discussing the funding mechanism in Montana and how it affects Helena Public Schools and other schools across the state.

VI. BOARD COMMENT

There were no board comments.

VII. ADJOURNMENT

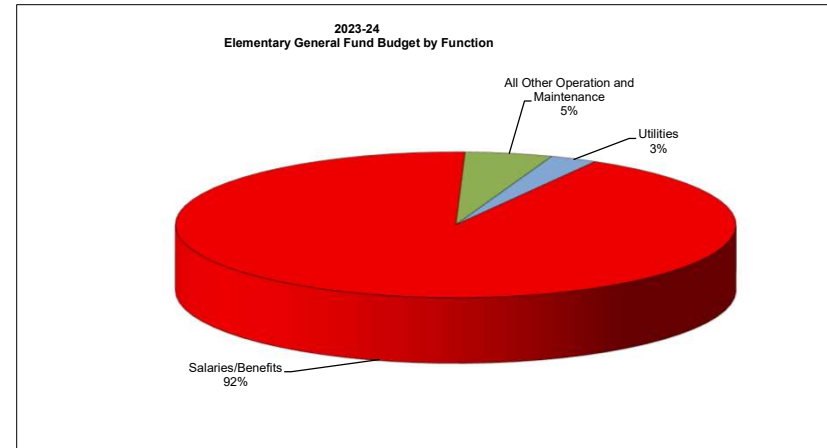
Trustee Janet Armstrong adjourned the meeting at 12:49 p.m.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 9/30/2023
ELEMENTARY GENERAL FUND**

Account Description	Beginning	Annual	Year-to-Date	Budget	% Budget
	Budget	Budget (after transfers & amendments)	Expended & Encumbered	Balance	Left
Administrative Salaries	\$ 2,122,775	\$ 2,122,775	\$ 2,136,052	\$ (13,278)	-0.6%
Educator Salaries	22,835,572	22,835,572	22,545,342	290,230	1.3%
Professional Salaries	2,939,264	2,939,264	2,919,150	20,114	0.7%
Technical Salaries	1,508,154	1,508,154	1,515,073	(6,920)	-0.5%
Clerical Salaries	1,301,725	1,301,725	1,190,820	110,905	8.5%
Service Worker Salaries	2,279,336	2,279,336	2,117,582	161,754	7.1%
Para Professional Salaries	3,574,971	3,574,971	2,417,184	1,157,787	32.4%
Guest Educator Salaries	500,112	500,112	36,854	463,257	92.6%
Substitute Clerical Salaries	11,750	11,750	9,860	1,890	16.1%
Substitute Service Worker	20,200	20,200	14,217	5,983	29.6%
Substitute Para Salaries	88,500	88,500	4,644	83,856	94.8%
Overtime	31,750	31,750	4,350	27,400	86.3%
Sabbatical Leave Salaries	-	-	-	-	-
Coaching Salaries/Stipends	98,100	98,100	27,803	70,297	71.7%
Termination Pay	240,000	240,000	31,122	208,878	87.0%
Admin TSA Employer Match	-	-	-	-	-
Workers' Comp/Benefits	227,600	227,600	190,853	36,747	16.1%
Crafts Benefits	30,000	30,000	18,336	11,664	38.9%
Cell phone stipends	48,652	48,652	48	48,604	99.9%
Contracted Services	887,116	887,116	264,944	622,172	70.1%
Gas	333,214	333,214	17,746	315,467	94.7%
Electricity	556,743	556,743	89,419	467,324	83.9%
Water	133,819	133,819	48,239	85,580	64.0%
Sewer	56,768	56,768	8,340	48,428	85.3%
Garbage	39,439	39,439	6,637	32,802	83.2%
Repair and Maintenance	42,069	42,069	25,133	16,936	40.3%
Rental	53,150	53,150	18,528	34,622	65.1%
Instructional Field Trips	10,550	10,550	737	9,813	93.0%
Liability/Other Insurance	2,500	2,500	-	2,500	100.0%
Postage	11,109	11,109	4,443	6,666	60.0%
Advertising	12,470	12,470	351	12,119	97.2%
Printing	164,821	164,821	147	164,674	99.9%
Extracurricular Team Travel	47,540	47,540	31,543	15,997	33.6%
Travel	66,653	66,653	5,822	60,832	91.3%
Professional Development/Meetings	400	400	-	400	100.0%
Supplies	668,933	668,933	99,478	569,455	85.1%
Books	46,277	46,277	17,140	29,137	63.0%
Periodicals	24,073	24,073	5,022	19,051	79.1%
Minor Equipment	47,410	47,410	609	46,801	98.7%
Major Equipment & Construction	-	-	-	-	-
Dues and Memberships	46,665	46,665	30,257	16,408	35.2%
Contingency	4,062	4,062	-	4,062	100.0%
Total Budget	\$ 41,114,241	\$ 41,114,241	\$ 35,853,825	\$ 5,260,416	12.8%

Budget Transfers

From	To	Amount	Reason
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**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 9/30/2023
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	1,174,343	316	0.0%
Educator Salaries	12,650,979	12,650,979	12,447,596	203,383	1.6%
Professional Salaries	1,376,800	1,376,800	1,139,061	237,739	17.3%
Technical Salaries	903,314	903,314	894,715	8,599	1.0%
Clerical Salaries	1,133,138	1,133,138	1,068,169	64,969	5.7%
Service Worker Salaries	1,016,310	1,016,310	1,014,417	1,893	0.2%
Para Professional Salaries	397,964	397,964	240,668	157,295	39.5%
Guest Educator Salaries	329,433	329,433	13,239	316,194	96.0%
Substitute Clerical Salaries	-	-	9,437	(9,437)	
Substitute Service Worker	12,800	12,800	7,733	5,067	39.6%
Substitute Para Salaries	4,000	4,000	406	3,594	89.8%
Overtime	25,500	25,500	3,781	21,719	85.2%
Sabbatical Salaries	176,127	176,127	176,127	-	0.0%
Coaching Salaries/Stipends	588,403	588,403	313,070	275,334	46.8%
Adminstrator TSA Employer Match	240,000	240,000	11,618	228,382	95.2%
Termination Pay	-	-	-	-	
Workers' Comp/Benefits	115,257	115,257	101,499	13,757	11.9%
Crafts Benefits	16,000	16,000	8,512	7,488	46.8%
Cell phone stipends	44,532	44,532	192	44,340	99.6%
Contracted Services	357,777	357,777	138,433	219,344	61.3%
Gas	242,111	242,111	18,060	224,051	92.5%
Electricity	437,740	437,740	66,617	371,123	84.8%
Water	65,316	65,316	11,200	54,116	82.9%
Sewer	36,395	36,395	2,677	33,719	92.6%
Garbage	29,181	29,181	4,235	24,946	85.5%
Repair and Maintenance	28,535	28,535	12,001	16,534	57.9%
Rental	25,855	25,855	1,457	24,398	94.4%
Instructional Field Trips	7,325	7,325	1,232	6,093	83.2%
Liability/Other Insurance	334,215	334,215	343,112	(8,897)	-2.7%
Postage	14,698	14,698	6,474	8,224	56.0%
Advertising	10,400	10,400	220	10,180	97.9%
Printing	101,580	101,580	94	101,486	99.9%
Travel	22,562	22,562	16,314	6,248	27.7%
Professional Development/Meetings	43,360	43,360	7,064	36,296	83.7%
Extracurricular Travel	267,705	267,705	56,529	211,176	78.9%
Supplies	496,679	496,679	91,250	405,429	81.6%
Books	58,569	58,569	20,966	37,603	64.2%
Periodicals	5,258	5,258	29	5,229	99.4%
Minor Equipment	54,889	54,889	4,013	50,876	92.7%
Major Equipment	-	-	-	-	
Dues and Memberships	32,526	32,526	19,165	13,361	41.1%
Contingency	-	-	-	-	
total budget	\$ 22,877,892	\$ 22,877,892	\$ 19,445,726	\$ 3,432,166	15.0%

Budget Transfers

From	To	Amount	Reason
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