



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

November 14th, 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:

<https://teams.microsoft.com/l/meetup-join>

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 10.10.23 BUDGET AND FINANCE COMMITTEE MINUTES
- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Actual Reports
 - B. Fall Enrollment 2023/2024 Update
- 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, 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

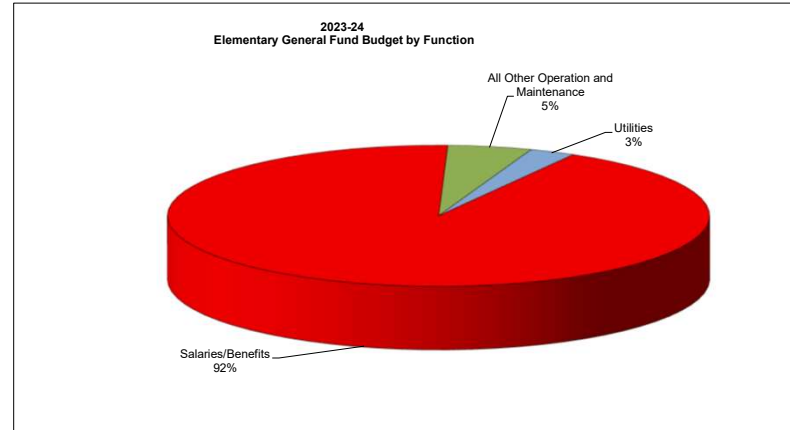
Trustee Janet Armstrong adjourned the meeting at 12:52 p.m.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 10/31/2023
ELEMENTARY GENERAL FUND**

Account Description	Beginning	Annual Budget (after transfers & amendments)	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
	Budget				
Administrative Salaries	\$ 2,122,775	\$ 2,122,775	\$ 2,143,233	\$ (20,458)	-1.0%
Educator Salaries	22,835,572	22,835,572	22,813,279	22,293	0.1%
Professional Salaries	2,939,264	2,939,264	2,830,848	108,416	3.7%
Technical Salaries	1,508,154	1,508,154	1,517,520	(9,366)	-0.6%
Clerical Salaries	1,301,725	1,301,725	1,210,531	91,194	7.0%
Service Worker Salaries	2,279,336	2,279,336	2,209,758	69,578	3.1%
Para Professional Salaries	3,574,971	3,574,971	2,640,292	934,679	26.1%
Guest Educator Salaries	500,112	500,112	98,985	401,127	80.2%
Substitute Clerical Salaries	11,750	11,750	4,248	7,502	63.8%
Substitutue Service Worker	20,200	20,200	15,077	5,123	25.4%
Substitute Para Salaries	88,500	88,500	12,875	75,625	85.5%
Overtime	31,750	31,750	8,126	23,624	74.4%
Sabbatical Leave Salaries	-	-	-	-	-
Coaching Salaries/Stipends	98,100	98,100	39,890	58,210	59.3%
Termination Pay	240,000	240,000	45,068	194,932	81.2%
Admin TSA Employer Match	-	-	-	-	-
Workers' Comp/Benefits	227,600	227,600	217,121	10,479	4.6%
Crafts Benefits	30,000	30,000	19,224	10,776	35.9%
Cell phone stipends	48,652	48,652	12,050	36,602	75.2%
Contracted Services	887,116	880,074	283,773	596,302	67.8%
Gas	333,214	333,214	33,660	299,554	89.9%
Electricity	556,743	556,743	132,711	424,032	76.2%
Water	133,819	133,819	76,973	56,846	42.5%
Sewer	56,768	56,768	14,134	42,633	75.1%
Garbage	39,439	39,439	11,109	28,330	71.8%
Repair and Maintenance	42,069	42,069	27,813	14,256	33.9%
Rental	53,150	53,150	19,208	33,942	63.9%
Instructional Field Trips	10,550	10,550	2,604	7,946	75.3%
Liability/Other Insurance	2,500	2,500	-	2,500	100.0%
Postage	11,109	11,109	4,542	6,567	59.1%
Advertising	12,470	12,470	1,084	11,386	91.3%
Printing	164,821	160,821	44,793	116,028	72.1%
Extracurricular Team Travel	400	400	-	400	100.0%
Travel	47,540	47,540	35,715	11,825	24.9%
Professional Development/Meetings	66,653	73,695	17,568	56,127	76.2%
Supplies	668,933	672,933	149,280	523,653	77.8%
Books	46,277	46,277	21,799	24,478	52.9%
Periodicals	24,073	24,073	5,121	18,952	78.7%
Minor Equipment	47,410	47,410	1,844	45,566	96.1%
Major Equipment & Construction	-	-	-	-	-
Dues and Memberships	46,665	46,665	31,657	15,008	32.2%
Contingency	4,062	4,062	-	4,062	100.0%
Total Budget	\$ 41,114,241	\$ 41,114,241	36,753,511	\$ 4,360,731	10.6%

Budget Transfers

From	To	Amount	Reason
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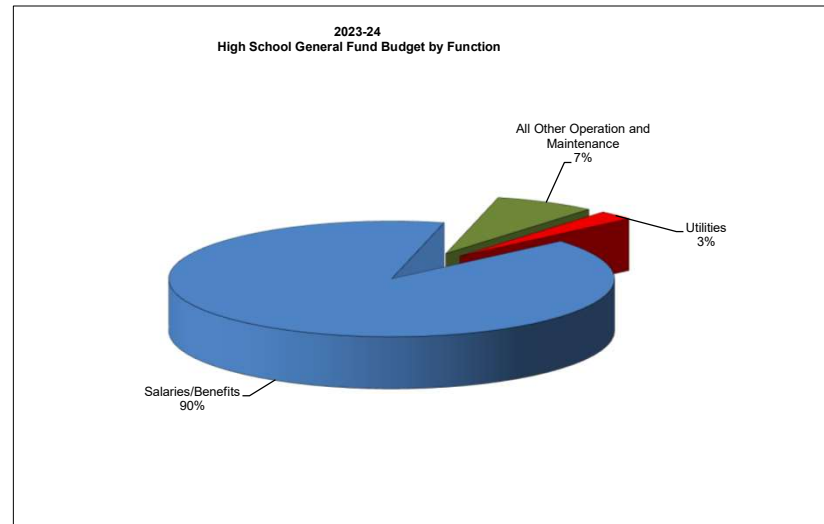


**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR 10/31/2023
HIGH SCHOOL GENERAL FUND**

Account Description	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget Balance	% Budget
	Budget	(after transfers)			Left
Administrative Salaries	1,174,660	1,174,660	1,174,452	208	0.0%
Educator Salaries	12,650,979	12,650,979	12,619,588	31,391	0.2%
Professional Salaries	1,376,800	1,376,800	1,122,959	253,841	18.4%
Technical Salaries	903,314	903,314	891,594	11,720	1.3%
Clerical Salaries	1,133,138	1,133,138	1,078,940	54,198	4.8%
Service Worker Salaries	1,016,310	1,016,310	1,016,826	(516)	-0.1%
Para Professional Salaries	397,964	397,964	227,653	170,311	42.8%
Guest Educator Salaries	329,433	329,433	48,868	280,565	85.2%
Substitute Clerical Salaries	-	-	1,820	(1,820)	
Substitute Service Worker	12,800	12,800	8,260	4,540	35.5%
Substitute Para Salaries	4,000	4,000	1,541	2,459	61.5%
Overtime	25,500	25,500	6,622	18,878	74.0%
Sabbatical Salaries	176,127	176,127	176,127	-	0.0%
Coaching Salaries/Stipends	588,403	588,403	340,997	247,406	42.0%
Administrator TSA Employer Match	-	-	-	-	
Termination Pay	240,000	240,000	13,163	226,837	94.5%
Workers' Comp/Benefits	115,257	115,257	109,206	6,051	5.2%
Crafts Benefits	16,000	16,000	8,990	7,010	43.8%
Cell phone stipends	44,532	44,532	6,097	38,435	86.3%
Contracted Services	357,777	357,777	167,302	190,475	53.2%
Gas	242,111	242,111	36,406	205,706	85.0%
Electricity	437,740	437,740	96,118	341,622	78.0%
Water	65,316	65,316	18,065	47,251	72.3%
Sewer	36,395	36,395	3,754	32,641	89.7%
Garbage	29,181	29,181	7,419	21,761	74.6%
Repair and Maintenance	28,535	28,535	13,041	15,494	54.3%
Rental	25,855	25,855	1,919	23,936	92.6%
Instructional Field Trips	7,325	7,325	1,822	5,503	75.1%
Liability/Other Insurance	334,215	334,215	343,112	(8,897)	-2.7%
Postage	14,698	14,698	6,500	8,198	55.8%
Advertising	10,400	10,400	615	9,785	94.1%
Printing	101,580	101,580	24,903	76,677	75.5%
Travel	22,562	22,562	16,671	5,891	26.1%
Professional Development/Meetings	43,360	43,360	8,789	34,571	79.7%
Extracurricular Travel	267,705	267,705	80,072	187,633	70.1%
Supplies	496,679	496,679	118,136	378,543	76.2%
Books	58,569	58,569	24,358	34,211	58.4%
Periodicals	5,258	5,258	351	4,907	93.3%
Minor Equipment	54,889	54,889	6,626	48,263	87.9%
Major Equipment	-	-	-	-	
Dues and Memberships	32,526	32,526	18,898	13,628	41.9%
Contingency	-	-	-	-	
total budget	\$ 22,877,892	\$ 22,877,892	\$ 19,848,579	\$ 3,029,313	13.2%

Budget Transfers

From	To	Amount	Reason
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Fall Enrollment Summary

This chart includes students with partial enrollments. This is not an ANB count.

Updated for Fall 2023 with Projections

Grade level	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Kindergarten	597	529	604	535	522
First Grade	585	571	559	664	536
Second Grade	545	563	587	574	653
Third Grade	600	525	562	600	583
Fourth Grade	578	588	524	589	598
Fifth Grade	609	560	593	559	586
Sixth Grade	652	617	564	602	558
Seventh Grade	579	629	611	564	592
Eighth Grade	555	575	621	611	564
Ninth Grade	648	616	644	664	646
Tenth Grade	711	640	630	647	648
Eleventh Grade	719	691	588	635	620
Twelfth Grade	620	682	607	573	567

Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031
550	550	550	550	550	550	550	550
522	550	550	550	550	550	550	550
536	522	550	550	550	550	550	550
653	536	522	550	550	550	550	550
583	653	536	522	550	550	550	550
598	583	653	536	522	550	550	550
586	598	583	653	536	522	550	550
558	586	598	583	653	536	522	550
592	558	586	598	583	653	536	522
604	632	598	626	638	623	693	576
636	594	622	588	616	628	613	683
638	626	584	612	578	606	618	603
600	618	606	564	592	558	586	598

Total Enrollment	7998	7786	7694	7817	7673
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7656	7606	7538	7482	7468	7426	7418	7382
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Total Decrease of 144 students from 2022 to 2023

Decrease of 43 students in the k-5 from 2022 to 2023

Decrease of 63 students in the 6-8 from 2022 to 2023

Decrease of 38 students in the 9-12 from 2022 to 2023

TOTALS

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Grades K to 5	3514	3336	3429	3521	3478
Grades 6 to 8	1786	1821	1796	1777	1714
Grades 9 to 12	2698	2629	2469	2519	2481
Totals	7998	7786	7694	7817	7673

Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030	Fall 2031
3442	3394	3361	3258	3272	3300	3300	3300
1736	1742	1767	1834	1772	1711	1608	1622
2478	2470	2410	2390	2424	2415	2510	2460
7656	7606	7538	7482	7468	7426	7418	7382

Projection Notes:

*Fall of 2022 signifies the first year of full East Helena High School implementation for all grade levels.

*Projections do not take into consideration population growth factors

*Projections follow patterns from the previous enrollment year

*Projections estimate 550 student incoming Kindergarten classes

*High School Projections consider out of boundary typical requests (+40 Grade 9)

*High School Projections consider class to class shrinkage (-10,-10,-20)

PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

School	October	Adjustments for Part-time	Adjusted October 2023 Enrollment	Adjusted	Change From PY
	2023 Enrollment			October 2022 Enrollment	
Broadwater	246		246.00	253.00	-7.00
Bryant	328		328.00	292.00	36.00
Central	279		279.00	319.00	-40.00
Hawthorne	257	-37.50	219.50	214.75	4.75
Jefferson	242		242.00	253.00	-11.00
Kessler	242		242.00	238.00	4.00
Rossiter	366		366.00	391.00	-25.00
Smith	284		284.00	290.00	-6.00
Four G's	452	-0.25	451.75	455.00	-3.25
Jim Darcy	477	-3.25	473.75	470.00	3.75
Warren	305		305.00	304.00	1.00
HMS-6th	240	-8.25	231.75	229.25	2.50
CRA-6th	318	-0.75	317.25	366.00	-48.75
Total Elementary	4036	-50.00	3986.00	4075.00	-89.00
HMS-7th & 8th	458	-12	446.00	465.75	-19.75
CRA-7th & 8th	698		698.00	698.00	0.00
Total Middle School	1156	-12	1144.00	1163.75	-19.75
Total Elementary District					-108.75
CHS	1381	-11.4375	1369.56	1428.75	-59.19
HHS	1100	-14.875	1085.13	1069.75	15.38
Total High School District	2481	-26.3125	2454.69	2498.50	-43.81

	ANB		
	Elementary	Middle School	High School
FY2025 Projected Based on Fall Count	4142	1189	2551
FY2024	4233	1204	2562
FY2023	4117	1266	2517
3 yr average	4164	1220	2544

PRELIMINARY GENERAL FUND BUDGET PROJECTIONS BASED ON FALL ENROLLMENT COUNTS

	PROJECTED BUDGET BASED ON FALL ENROLLMENT COUNTS					
	Elementary			High School		
	FY 2024	Projected 2025	Change	FY 2024	Projected 2025	Change
BASE (Minimum) Budget:	32,879,625.72	33,430,574.11	550,948.39	17,699,175.70	18,018,993.12	319,817.42
Maximum Budget:	41,114,241.17	41,808,482.80	694,241.63	22,029,275.89	22,426,755.29	397,479.40
Highest Budget Without a Vote:	40,755,506.32	41,665,189.56	909,683.24	22,877,892.26	23,079,322.17	201,429.91
Highest Budget With a Vote:	41,114,241.17	42,018,635.15	904,393.98	22,953,175.61	23,079,322.17	126,146.56
Highest Voted Amount:	358,734.85	353,445.59		75,283.35	-	
Adopted Budget	41,114,241.17			22,877,892.26		
	Elementary			High School		
Increase/(Decrease) - No Vote	550,948	1.34%		201,429.91	0.88%	
Increase/(Decrease) - Vote	904,394	2.20%		N/A		
Estimated Increase/(Decrease) in Mills	2.25			-		
Estimated Impact on \$100,000 Home:	\$8.22			\$3.00		
Estimated Impact on \$200,000 Home:	\$16.44			\$5.99		



Fall Student Count For ANB Summary By District

October 2, 2023 Enrollment

County: 25 Lewis & Clark

School Year: 2023-2024

District: 0487 Helena Elem

Budget Unit: E1 M1

SCHOOLS IN THIS DISTRICT

0651	Jefferson School
0654	Central School
0655	Broadwater School
0656	Hawthorne School
0657	Bryant School
0662	Kessler Elementary School
0663	Warren School
1461	Jim Darcy School
1477	Smith School
1478	Rossiter School
1582	Four Georgians School
1614	Helena Middle School
1615	C R Anderson Middle Schl

TOTAL STUDENT COUNT FOR ANB BY GRADE - DISTRICT

Grade	Fall Students
Kindergarten Full E1	522
1st Grade E1	536
2nd Grade E1	653
3rd Grade E1	583
4th Grade E1	598
5th Grade E1	586
6th Grade E1	558
E1 Total	4,036
7th Grade M1	592
8th Grade M1	564
M1 Total	1,156
District Total:	5,192

* Used to calculate FY2024-2025 budget limits



Fall Student Count For ANB Summary By District

October 2, 2023 Enrollment

PART-TIME STUDENTS - DISTRICT

		Not Counted For ANB < 180 hrs/yr	Parttime Count 180-359 hrs/yr	Parttime Count 360-539 hrs/yr	Parttime Count 540-719 hrs/yr
Kindergarten E1	Fall	1	0	0	1
Transition 1st - 6 Grades E1	Fall	2	62	0	1
7-8 Grade M1	Fall	0	16	0	0

Students who turned 19 on or before September 10, 2023 are not included in part-time students counted for ANB, unless the student meets the requirements for inclusion as stated in 20-9-311 (7)(c).

Student Achievement Gap

American Indian Students Counted For The FY2025 American Indian Achievement Gap Payment 329

* Used to calculate FY2024-2025 budget limits



Fall Student Count For ANB Summary By District

October 2, 2023 Enrollment

County: 25 Lewis & Clark
District: 0488 Helena H S

School Year: 2023-2024
Budget Unit: H1

SCHOOLS IN THIS DISTRICT

0661	Helena High School
1547	Capital High School

TOTAL STUDENT COUNT FOR ANB BY GRADE - DISTRICT

Grade	Fall Students
9th Grade H1	646
10th Grade H1	648
11th Grade H1	620
12th Grade H1	567
H1 Total	2,481
District Total:	2,481

PART-TIME STUDENTS - DISTRICT

		Not Counted For ANB < 180 hrs/yr	Parttime Count 180-359 hrs/yr	Parttime Count 360-539 hrs/yr	Parttime Count 540-719 hrs/yr
9-12 Grade H1	Fall	17	1	12	4

Students who turned 19 on or before September 10, 2023 are not included in part-time students counted for ANB, unless the student meets the requirements for inclusion as stated in 20-9-311 (7)(c).

OTHER STUDENT COUNTS FOR ANB - DISTRICT

Student Count Type	Fall	Winter	Spring
19 Year Olds H1	1	0	0
MT Youth ChalleNGe H1	2	0	0

* Used to calculate FY2024-2025 budget limits



Fall Student Count For ANB Summary By District

October 2, 2023 Enrollment

County: 25 Lewis & Clark

School Year: 2023-2024

District: 0488 Helena H S

Budget Unit: H1

Student Achievement Gap

American Indian Students Counted For The FY2025 American Indian Achievement Gap Payment 141

STUDENTS COUNTED FOR ANB EXTRACURRICULAR PARTICIPATION

	6 week (1/16)	18+ week (1/8)
HELENA HS 9-12 H1	7	0
	7	0

Note: This is a count of the extracurricular activities completed in the prior school year, not a count of students.

* Used to calculate FY2024-2025 budget limits