



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, March 5th, 2024
1:00pm

MINUTES

ATTENDEES

Trustees:
Janet Armstrong, Committee Chair
Kay Satre, Committee Member

Others:
Rex Weltz, Superintendent
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Candice Delvaux, Executive Assistant
Janelle Mickelson, Business Manager
Josh McKay, Assistant Superintendent
Lona Carter, Student Health
Joslyn Davidson, Curriculum Director
Tim McMahon, Activities Director
Karen Ogden, Communications Officer
Melissa Romano-Lehman, Instructional Coach
Several Guests of HEF's Trading Places Program

I. **CALL TO ORDER**

Trustee Janet Armstrong called the meeting to order at 1:02 p.m.

II. **GENERAL PUBLIC COMMENT**

There was no general public comment.

III. **REVIEW OF AGENDA**

No changes were made to the agenda.

IV. **REVIEW OF MINUTES**

The committee reviewed and approved the 2.13.24 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 in looking at the elementary general fund first, our percentage of budget remaining is down from last month by about 1.1%. Where we really saw the expenditures was technical salaries went up in the elementary likely due to the crafts negotiated agreement which was settled. We saw increases in utilities which were expected, and it looks like our librarians' spending increased. We have about 1.5% more remaining in our elementary general fund budget than we did at this time last year, however, we still have not settled negotiations. In looking at the high school general fund we have nearly 2% less than we did last month remaining in the budget due to things such as utilities, termination pay, and extracurricular travel. We have about 2% more remaining in our high school general fund budget than we did last year, however, we still have not settled negotiations. Mrs. Mickelson answered any questions the Budget and Finance Committee had regarding the budget to actual reports and moved on to give an update on the interlocal fund.

B. Interlocal Fund Update

Mrs. Mickelson gave an interlocal fund update to the Budget and Finance Committee. Mrs. Mickelson began by shared the Multidistrict Agreement document with the committee and mentioned these points in the agreement which states, "*WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict*

cooperative to perform any services, activities, and undertaking of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA; WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts; WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multi district cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows: 1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund; 2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and 3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.” Mrs. Mickelson reviewed the history of transfers into the interlocal fund and interlocal fund financial activity dating back to Fiscal Year 2012-13. The interlocal fund has allowed us to have a two-year planning process around balancing our budget. Mrs. Mickelson answered any questions the Budget and Finance Committee had regarding the update on the interlocal fund.

C. Enrollment Update

Mrs. Mickelson gave an enrollment update to the Budget and Finance Committee. Mrs. Mickelson shared that we are down 88 students in the elementary, almost 29 in the middle school, and almost 53 in the high school. Mrs. Mickelson reviewed the ANB numbers and projections for FY2023, FY2024, AND FY2025 for the elementary, middle school, and high school, and based upon that data in both the elementary and the high school we will be operating off the three-year average enrollment. Next, Mrs. Mickelson reviewed the preliminary general fund budget projections based on fall enrollment counts and what we could potentially levy. Mrs. Mickelson noted that we received our preliminary budget data sheet from the OPI, but they did not include the charter school funding. Mrs. Mickelson shared a chart that showed ANB numbers on the left of the document and on the right, it shows what Mrs. Mickelson is estimating our budgets will be with the charter school basic funding included and what she thinks we can run a levy on. Next, Mrs. Mickelson and Superintendent Weltz gave a levies update to the Budget and Finance Committee.

D. Levies Update

Mrs. Mickelson and Superintendent Weltz discussed the levies with the Budget and Finance Committee. They are not anticipating that we will be able to run a high school general fund operational levy, however, they are projecting that we will be

able to run one in the elementary which would become the fifth levy that we would put on the ballot. The other levies will be an elementary technology fund levy, an elementary student safety and security building reserve fund levy, a high school technology levy, and a high school student safety and security building reserve fund levy. The exact amounts of the levies will be announced at a future Board of Trustees meeting. Superintendent Weltz discussed why the needs are so great for these levies and answered any questions the committee had regarding the levies.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Trustee Janet Armstrong adjourned the meeting at 1:57 p.m.