



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

February 10, 2026 – 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:

[Join the meeting now](#)

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 1.13.26 BUDGET AND FINANCE COMMITTEE MINUTES

- V. ITEMS FOR INFORMATION/DISCUSSION
 - A. Budget to Actual Reports
 - B. Interlocal Fund Financial Activity
 - C. Bond Budget Update

- VI. BOARD/SUPERINTENDENT 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 Center
and via Microsoft Teams
Tuesday, January 13, 2026
12:00 p.m.

MINUTES

ATTENDEES

Trustees:

Janet Armstrong, Committee Chair
Jenny Murnane Butcher, Trustee
Siobhan Hathhorn, Trustee

Others:

Rex Weltz, Superintendent
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Candice Delvaux, Executive Assistant
Lona Carter, Student Health Services &
Special Education Director
Josh McKay, Assistant Superintendent 6-12
Taylor Lassiter, Communications Specialist
Sam Holman, Business Director
Michelle Schweyen, Assistant Accountant

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 12:01 p.m. by Trustee Janet Armstrong. Following the call to order, members of the Budget and Finance Committee and other attendees introduced themselves.

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 accepted the 12/9/25 Budget and Finance Committee Meeting minutes.

V. **ITEMS FOR INFORMATION/DISCUSSION**

A. Budget to Actual Reports

Superintendent Wertz provided a budget-to-actual report update, with particular attention to the Elementary General Fund. He reviewed line items that showed significant variances, noting that a large percentage overage was driven primarily by overtime expenditures. While the overtime budget was modest (\$650), actual costs were substantially higher due to ongoing staffing shortages in custodial services, resulting in increased overtime usage. Superintendent Wertz noted that overtime has been consistently high in recent years and recommended reevaluating and increasing this budget allocation in future budget cycles.

Superintendent Wertz also discussed an overage related to the OPI ESA (Special Education) program. He explained that this reflects the final transfer to OPI and may also be associated with bridge funding used to support student mental health services earlier in the school year. Due to changes in state CSCT rules and delayed implementation of new funding mechanisms, the district used temporary bridge funding from September through January to ensure continuity of mental health services. Administration will further review this line item and confirm accuracy with OPI.

The committee reviewed salary and benefit expenditures as a percentage of the Elementary General Fund, which currently stand at approximately 88%. Superintendent Wertz noted this represents a significant improvement from prior years when salary and benefits consumed upwards of 96–97% of the fund. Although only 9% of the Elementary General Fund remains unspent at this point in the fiscal year, administration clarified that many remaining costs are already encumbered, and the district remains in a stable financial position.

Turning to the High School General Fund, Superintendent Wertz reported that the budget remains in strong condition. Salaries and benefits currently account for approximately 83% of expenditures, reflecting a healthy balance and improved fiscal

flexibility compared to previous years. This percentage includes the restoration of teachers previously assigned additional instructional periods.

Superintendent Weltz concluded by identifying key areas for continued monitoring, including elementary overtime expenditures and the ESA/OPI funding line, while noting overall positive budget health in both the elementary and high school funds.

Superintendent Weltz addressed questions from the committee regarding the financial information presented.

B. Interlocal Fund Financial Activity

Superintendent Weltz reviewed the Interlocal Fund financial activity report and addressed committee questions. He noted that the interlocal fund balance has remained relatively stable over the past several months; however, it is expected to begin decreasing as anticipated expenditures—such as curriculum and technology—are incurred.

C. Bond Budget Update

Superintendent Weltz reported that bond proceeds were received following the December 18 bond closing and the funds are now earning interest and professional service invoicing has begun. He noted that future bond issuances are planned but may be adjusted based on construction timelines and cash flow needs. All bond expenditures are reviewed with the Owner’s Representative and bond counsel to ensure compliance, and non-bond-eligible expenses are being funded through appropriate non-bond sources.

VI. BOARD/SUPERINTENDENT COMMENTS

Superintendent Weltz expressed appreciation for Michelle Schweyen’s leadership and institutional knowledge during recent administrative transitions, noting her key role in maintaining continuity and supporting the business office. He provided a brief update on the annual audit, indicating it is nearing completion and that a formal audit close-out presentation will be scheduled with the full Board; no findings are anticipated.

He also shared that administration has begun early forecasting for the 2026–27 budget, with staffing and early retirement incentives already under review. The district is well positioned for

budget planning due to the existing two-year labor agreements, which provide predictability and support long-term financial stability.

Superintendent Weltz noted the importance of continued legislative advocacy for public education funding, emphasizing that while the district is currently in a strong position, broader funding challenges remain. He further advised that potential state and federal funding uncertainties, including the possibility of a federal government shutdown, will continue to be monitored so the district can plan proactively.

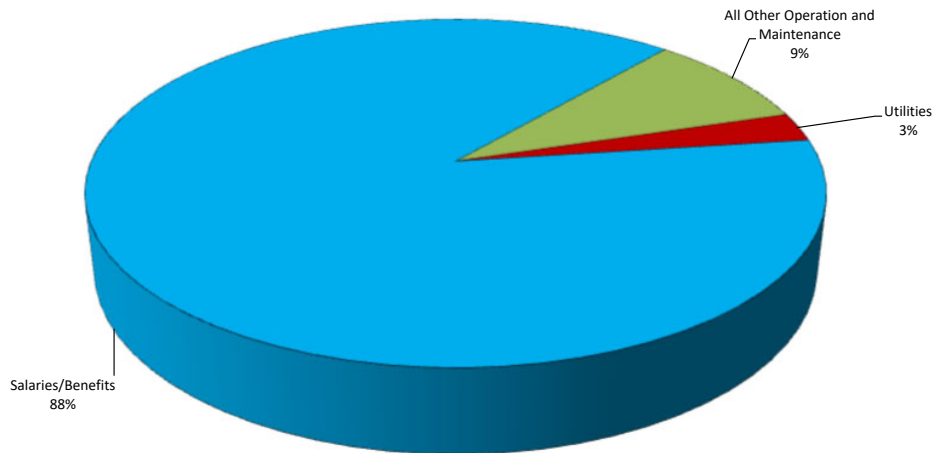
VII. ADJOURNMENT

Budget and Finance Committee Chair Janet Armstrong adjourned the meeting at 12:30 p.m.

**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR JANUARY 2025
ELEMENTARY GENERAL FUND**

Account Description	Beginning	Annual Budget (after transfers & amendments)	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
	Budget				
Administrative Salaries	\$ 2,379,990	\$ 2,379,990	\$ 2,283,575	\$ 96,415	4.1%
Educator Salaries	24,619,082	24,619,082	24,499,370	119,713	0.5%
Professional Salaries	3,070,703	3,070,703	3,064,205	6,498	0.2%
Technical Salaries	1,647,471	1,647,471	1,394,703	252,768	15.3%
Clerical Salaries	1,201,534	1,201,534	1,219,498	(17,964)	-1.5%
Service Worker Salaries	2,357,163	2,357,163	2,113,866	243,297	10.3%
Para Professional Salaries	2,892,367	2,892,367	3,074,353	(181,986)	-6.3%
Guest Educator Salaries	528,910	528,910	199,203	329,707	62.3%
Substitute Clerical Salaries	36,100	36,100	12,831	23,269	64.5%
Substitute Service Worker	-	-	17,558	(17,558)	-
Substitute Para Salaries	88,500	88,500	43,175	45,325	51.2%
Overtime	650	650	18,910	(18,260)	-2809.3%
Sabbatical Leave Salaries	51,131	51,131	51,131	\$-	0.0%
Coaching Salaries/Stipends	115,802	115,802	89,549	26,253	22.7%
Admin TSA Employer Match	12,140	12,140	9,453	2,687	22.1%
Termination Pay	500,000	500,000	225,720	274,280	54.9%
Sick Leave/Personal Leave Payoff	140,000	140,000	-	140,000	100.0%
Workers' Comp/Benefits	249,931	249,931	214,367	35,564	14.2%
Crafts Benefits	-	-	28,988	(28,988)	-
Cell phone stipends	35,662	35,662	35,573	89	0.3%
Contracted Services	1,012,047	1,012,047	726,919	285,128	28.2%
Gas	319,896	319,896	116,106	203,790	63.7%
Electricity	625,528	625,528	261,144	364,384	58.3%
Water	155,792	155,792	88,533	67,258	43.2%
Sewer	55,206	55,206	24,402	30,804	55.8%
Garbage	54,959	54,959	26,844	28,115	51.2%
Repair and Maintenance	42,519	42,519	44,297	(1,778)	-4.2%
Rental	48,300	48,300	16,878	31,422	65.1%
Instructional Field Trips	10,591	10,591	1,734	8,857	83.6%
Liability/Other Insurance	711,575	711,575	711,575	\$-	0.0%
Postage	9,520	9,520	4,641	4,879	51.2%
Advertising	10,363	10,363	1,052	9,311	89.8%
Printing	126,346	127,766	61,153	66,613	52.1%
Travel	44,255	44,255	37,042	7,213	16.3%
Professional Development/Meetings	61,830	61,830	28,577	33,253	53.8%
Extracurricular Team Travel	1,200	1,200	805	395	32.9%
Misc Services Purchased Locally	-	-	\$-	-	-
Supplies	1,328,149	1,326,729	872,463	454,266	34.2%
Books	49,057	49,057	30,086	18,971	38.7%
Periodicals	21,360	21,360	11,911	9,449	44.2%
Minor Equipment	31,783	31,783	11,578	20,205	63.6%
Major Equipment & Construction	209,146	209,146	90,325	118,821	56.8%
Dues and Memberships	53,296	53,296	40,932	12,364	23.2%
CSCT Match	300,000	300,000	102,951	197,049	65.7%
Contingency	-	-	\$-	-	-
Transfers to OPI ESA Program	7,000	7,000	17,074	(10,074)	-143.9%
Total Budget	\$ 45,216,854	\$ 45,216,854	41,925,050	\$ 3,291,804	7.3%

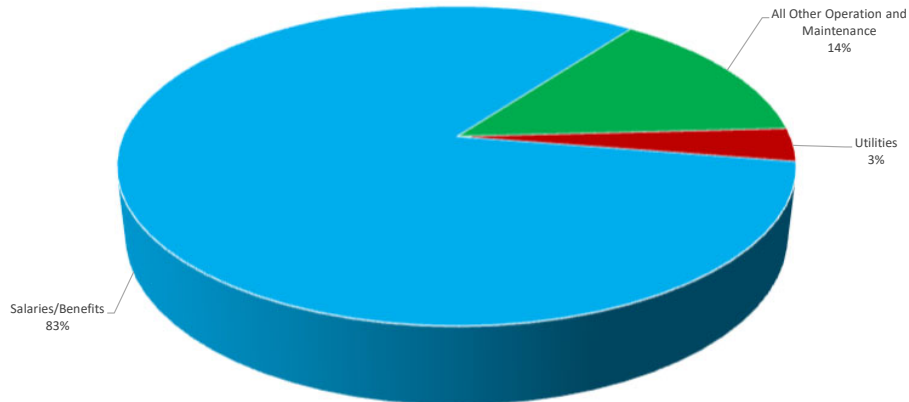
2025-26
Elementary School General Fund Budget by Function



**HELENA SCHOOL DISTRICT NO. 1
FINANCIAL REPORT FOR JANUARY 2026
HIGH SCHOOL GENERAL FUND**

Account	Beginning	Annual Budget	Year-to-Date Expended & Encumbered	Budget Balance	% Budget Left
Description	Budget	(after transfers)			
Administrative Salaries	1,426,912	1,426,912	1,248,652	178,260	12.5%
Educator Salaries	12,775,885	12,775,885	12,698,581	77,304	0.6%
Professional Salaries	1,142,049	1,142,049	1,173,112	(31,063)	-2.7%
Technical Salaries	1,124,319	1,124,319	1,102,434	21,885	1.9%
Clerical Salaries	1,073,767	1,073,767	1,097,961	(24,194)	-2.3%
Service Worker Salaries	1,077,000	1,077,000	939,374	137,626	12.8%
Para Professional Salaries	308,774	308,774	230,905	77,869	25.2%
Guest Educator Salaries	331,506	331,506	134,584	196,921	59.4%
Substitute Clerical Salaries	11,000	11,000	6,002	4,998	45.4%
Substitute Service Worker	14,185	14,185	4,264	9,922	69.9%
Substitute Para Salaries	6,500	6,500	2,961	3,539	54.4%
Overtime	24,750	24,750	34,262	(9,512)	-38.4%
Sabbatical Leave Salaries	86,425	86,425	86,357	68	0.1%
Coaching Salaries/Stipends	655,583	655,583	644,486	11,097	1.7%
Admin TSA Employer Match	-	-	7,347	(7,347)	-
Termination Pay	500,000	500,000	106,713	393,287	78.7%
Sick Leave/Personal Leave Payoff	61,000	61,000	-	61,000	100.0%
Workers' Comp/Benefits	140,905	140,905	108,099	32,806	23.3%
Crafts Benefits	16,000	16,000	13,082	2,918	18.2%
Cell phone stipends	15,836	15,836	17,158	(1,322)	-8.3%
Contracted Services	421,149	421,149	385,262	35,887	8.5%
Gas	241,117	241,117	104,974	136,143	56.5%
Electricity	492,015	492,015	155,671	336,344	68.4%
Water	54,944	54,944	29,918	25,025	45.5%
Sewer	21,786	21,786	8,375	13,411	61.6%
Garbage	33,469	33,469	16,565	16,904	50.5%
Repair and Maintenance	30,033	30,033	22,065	7,967	26.5%
Rental	26,748	26,748	4,125	22,623	84.6%
Instructional Field Trips	5,646	5,646	6,107	(462)	-8.2%
Liability/Other Insurance	400,344	400,344	400,344	-	0.0%
Postage	12,621	12,621	3,646	8,975	71.1%
Advertising	8,720	8,720	724	7,997	91.7%
Printing	90,092	90,952	56,992	33,961	37.3%
Travel	23,051	23,051	18,765	4,285	18.6%
Professional Development/Meetings	55,429	55,429	39,808	15,621	28.2%
Extracurricular Team Travel	294,824	294,824	170,005	124,820	42.3%
Misc Services Purchased Locally	-	-	2,933	(2,933)	-
Supplies	1,189,095	1,188,363	475,903	712,460	60.0%
Books	70,557	69,344	27,416	41,929	60.5%
Periodicals	4,275	4,275	2,464	1,811	42.4%
Minor Equipment	41,378	41,378	4,604	36,774	88.9%
Major Equipment & Construction	-	-	27,996	(27,996)	-
Dues and Memberships	24,849	24,849	25,474	(625)	-2.5%
CSCT Match	-	-	-	-	-
Contingency	837,442	838,526	-	838,526	100.0%
Transfers to OPI ESA Program	-	-	8,585	(8,585)	-
total budget	\$ 25,171,980	\$ 25,171,979	\$ 21,655,055	\$ 3,516,924	14.0%

2025-26
High School General Fund Budget by Function



INTERLOCAL FUND FINANCIAL ACTIVITY As of 2/4/26

	<u>District-Wide</u>
Beginning Fund Balance 7/1/2025	\$6,734,188.40
Interest Revenue	151,873.60
Expenditures & Encumbrances:	
Technology Supplies	(\$230,882)
CSCT Match	(\$9,458)
Contracted Services	(\$7,987)
Utilities	(\$28,540)
Field Trips	(\$11,313)
Minor Equipment	(\$7,974)
Summer School Transportation	(\$1,611)
Ending Fund Balance 9/3/2025	<u>\$6,588,298</u>

	<u>Buildings</u>
Beginning Fund Balance 7/1/2025	\$410,897
Interest Revenue	\$10,922
Expenditures & Encumbrances	(\$71,487)
Ending Fund Balance 9/3/2025	<u>\$350,332</u>

	<u>Special Education</u>
Beginning Fund Balance 7/1/2025	\$921,873
Interest Revenue	\$21,018
Expenditures & Encumbrances	(\$14,938)
Ending Fund Balance 9/3/2025	<u>\$927,953</u>

	<u>Activities</u>
Beginning Fund Balance 7/1/2025	\$142,543
Interest Revenue	\$3,265
Expenditures & Encumbrances	(\$1,270)
Ending Fund Balance 9/3/2025	<u>\$144,538</u>

	<u>Professional Growth</u>
Beginning Fund Balance 7/1/2025	\$50,506
Expenditures & Encumbrances	(\$198)
Ending Fund Balance 9/3/2025	<u>\$50,308</u>

2025 Bond Series - Sources and Uses of Funds

As of January 31, 2026

	High School District	Elementary District
<i>Sources of Funds</i>		
Principal Amount of the Bonds	130,000,000.00	31,500,000.00
<i>Application of Funds</i>	High School District	Elementary District
Architecture	1,135,934.46	-
Cost of Issuance	918,734.13	254,961.37
Consulting	155,331.27	27,842.40
Land Surveying & Utility Mapping	95,500.00	31,000.00
Feasibility Study	38,000.00	14,500.00
Precedent Trips	11,173.27	6,284.74
Advertising/Legal Notices	216.00	331.50
	<hr/>	<hr/>
	2,354,889.13	334,920.01