



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 Programs Committee

May Butler Center | 55 S. Rodney Ave

Friday, February 7, 2020 – 12:00pm

MINUTES

ATTENDEES

Committee:

Jeff Hindoien, Committee Chair
John McEwen, Committee Member

Excused:

Sarah Sullivan, Committee Member

Others:

Terry Beaver, Trustee
Siobhan Hathorn, Trustee
Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Stacy Collette, Human Resources Director
Janelle Mickelson, Business Services Administrator
Jane Shawn, Helena Education Association President

I. CALL TO ORDER

Committee Chair, Jeff Hindoien, called the meeting to order at 12:03pm.

II. GENERAL PUBLIC COMMENT

None was offered.

III. REVIEW OF AGENDA

No changes were requested.

IV. REVIEW OF MINUTES

Minutes were approved with requested changes.

V. ITEMS FOR INFORMATION/DISCUSSION

A. Year-to-Date Budget

Ms. Mickelson voiced concern over the elementary budget, for which the district will have to dip into the Interlocal Fund to pay for some expenditures associated with technology.

Mr. McEwen asked if the budget reflected half of the spending year, and Ms. Mickelson said it did.

Ms. Mickelson clarified the technology fund was not included in the year-to-date budget since it was a separate fund from the general fund. She added that some technology curriculum expenditures typically came from the general fund, but they currently were being paid out of the interlocal fund. Ms. Mickelson listed the technology fund at the high schools at \$600,000. Dr. Ream added that fund would be used for a new phone system, router installation prior to ACT testing, and other anticipated expenditures.

B. Multi-Year Budget Projection Update

Dr. Ream outlined a three-step process for creating the projection:

- Analyzing the spring counts to make accurate budget authority projections
- Subtracting salaries and benefits only from the anticipated budget authority
- Projecting other expenditures and applying them to the budget

Dr. Ream described next steps as discussing the projections with Helena Education Association (HEA) and then presenting the projections to the schools. He anticipated this process would become the standard for presenting budget data in future years.

Ms. Mickelson said she has requested the technology budget earlier this year than in the past. She added technology staff was moved to the technology fund from the general fund, which totaled about \$300,000, but that was a one-time fix.

Mr. Hindoien asked for a timeline on the three-step budget process. Ms. Mickelson projected completion in the next few weeks.

C. Negotiations Update

Dr. Ream listed next step deliverables of finishing projections and estimating expenditures to establish a clear picture of the budget. The district will complete that picture prior to meeting with HEA on February 26, 2020, for another budget meeting. Ms. Shawn added that an additional representative from Helena High would attend the next summit, along with an additional math educator from Capital High. Mr. Hindoien asked if the same facilitator would return for the February 26 summit. Ms. Collette answered that while having an outside facilitator to guide the group through the process was beneficial, no decision had been made.

Mr. McEwen asked if other retirees had been announced. Ms. Collette answered there were no new teacher retirees.

D. Non-General Budget Update

Dr. Ream said interest had been voiced to see major funding streams other than the general fund, so they were included in the non-general budget update. He detailed for the committee a few specific funds that included salaries.

Mr. McEwen asked if the general operating reserve had income. Dr. Ream answered that the general operating reserve and the interlocal fund were non-reoccurring funds. Ms. Mickelson outlined the difference between the general operating reserve and the interlocal fund. Mr. McEwen asked if there was a target amount for the general operating reserve. Ms. Mickelson answered there was a district policy that specified the amount – 3-6% of the current general fund budget. Mr. McEwen asked if the general operating budget was determined at the administrative level or the board level. Ms. Mickelson answered that it was set at the policy level.

Mr. Beaver asked which funds carried over annually. Ms. Mickelson answered the general operating reserve.

Dr. Ream listed other non-budgeted, all or partly self-funded programs as:

- Self-insured Health Program
- Traffic Education
- Building Fund
- Rental Fund
- Print Shop

Dr. Ream referenced Title I funds used to supplement curriculum, and said the wider you distribute funds, the program becomes less effective. Dr. Ream added the number of students qualifying for Title I funding has dropped this year, and he expects the number to continue to decline. Ms. Shawn asked from which fund came the family-based engagement piece. Mr. McKay answered the piece was required as part of the Title I grant and provided an overview of the requirements. Ms. Shawn asked for confirmation that the district could determine what qualified as Title I and that it didn't have to correlate with OPI's definition. Mr. Hindoen confirmed that the district had authority to determine the qualifications for funding. Mr. McKay added that once Title I funds were received by the federal grant; distribution was determined at the district level.

VI. BOARD COMMENT

No comments were offered.

VII. ADJOURNMENT

Mr. Hindoen adjourned the meeting at 1:13pm. The next Budget and Programs Committee meeting will be March 6, 2020.