



## Finance Committee Agenda

Date: 11/14/19

Time: 10:00 a.m.

Location: Google Hangouts (link below and also in the calendar invite)

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+1 413-579-8766 PIN: 504 607 318#

Members: Jim Weiberg, **Scott Brown**, **Amy Larsen**, **Dan Ondich**, Renee Parcheta, Chris Peterson, **Judy Pekarek**, **Amy Chicoine**, **Matt Schoenthaler**, **Julie Johnson**, **Darren Sonenstahl**, **Sara Neu**

Finance Committee Responsibilities:

1. Review and recommend the annual school budget to be approved by the board of directors no later than their June meeting. Monitor the annual budget and recommend adjustments if needed to the board.
2. Review monthly account activities and balances.
3. Review the annual audit, and report findings to the board with any recommendations for board action.
4. Work with the Personnel and Human Resources committee for salaries and benefits.
5. Post meeting notices 72 hours in advance, and keep minutes of proceedings.

**Agenda:**

### I. Financial Updates

#### A. Monthly Financial Statements (Scott Brown)

##### 1. [October Financial Statement](#)

Brown reported that we are 33% complete with the budget year and expenses are beginning to catch up to actuals with them being at 27%. Our budget is based on 510 ADM. Our cash balance is currently 2.2 million. We still have a bit of hold over left due from the state as they work to reconcile SPED payments. There are no concerns with cash flow. Brown noted that we have received payment from a new funding source, Safe Schools Aid, in the amount of \$16,561.97. Pekarek inquired about a reimbursement on the check register for curriculum. She asked who approved reimbursements and how the decision was made. Larsen noted that

Ondich typically approves all curriculum purchases which is usually done through the Curriculum Committee. An FY20 budget is developed and all purchase approvals fit into that budget. Ondich will share the curriculum budget spreadsheet with Pekarek.

## 2. [Credit Card Statement](#) (updated)

Schoenthaler will send complete annotated statement to the finance committee. Sonenstahl inquired about the TextBetter fee of \$510.02 and if that was a flat fee or based on usage. Larsen noted that it was a monthly fee which was flat. She also stated that IT will be reviewing usage for each TextBetter account to determine if staff are using the feature enough to justify the expense and will be reporting more related to the texting features at our upcoming staff meeting.

### B. ADM/Enrollment Update (Amy Larsen)

Grade	Current (11/11/2019)	EnrollmentCap	EnrollmentCapNeed	EnrollmentCap%	%GdLvCap	PSEO Adj.	
7	16	25	9	64%	64%		
8	37	40	3	93%	74%		
9	55	50	-5	110%	85%		
10	85.66	85	-0.66	101%	78%	-0.34	
11	127.68	115	-12.68	111%	85%	-2.32	
12	222.51	210	-12.51	106%	99%	-5.49	
SUM	543.85	525	-18.85	104%	87%	-8.15	
↑ Adjusted to not count PSEO		↑ This is our target for new enrollments					
103.6%							
We are 103.6% of our enrollment capacity of 525 students							
12 PSEO Students							
24 students on waitlist							
3 Completed application enrollments in Active in Progress Future Starts status (have not started yet/not included in count)							
11 Active in progress future starts (have not finished enrollment meeting with counselor/not included in count)							
10 Potential drops							
41 students on waitlist (8 siblings)							
111 students with IEPs (20.0%)							
35 students with 504s (6.31%)							

Larsen provided a current enrollment update by sharing the spreadsheet Ondich maintains on a weekly basis. We are currently over our cap of 525 full time enrollments with approximately 544 students as of 11/11/19. Our weekly drops seem to be trending less than the average last school year. The waitlist is strong with 44 students as of 11/14/19, many of whom have siblings already enrolled. We are still enrolling 7th and 8th graders, however, that will likely be closed next week. Our ADM as of our last MARSS submission on 11/5/19 shows 535.56.

Administration continues to monitor student enrollment numbers, drops, department staffing caps, and workloads. Discussions are being had around support for staffing and how best to use our minimal additional funds to best support a majority of departments and still provide a high level of student support services that BlueSky is known for. Larsen notes that she would not recommend a change to our 525 enrollment cap at this time until we have leveled out our enrollment numbers and actually maintain at 525 and determine how workloads and staffing

have adjusted at that time. Brown noted that the FY20 budget was approved at a deficit but we are trending to end the year at a higher ADM than budgeted. However, we remain conservative wanting to make sure our enrollment and ADM projections are accurate. Larsen stated that we may consider presenting a revised budget to the finance committee in January after we have received the final December 1st counts which include special education and compensatory numbers. Pekarek mentioned that the Board should have a discussion about when/if we would want to expand our program and increase enrollment. Sonenstahl inquired how supplemental students were factored in to the enrollment and ADM numbers. Larsen noted that supplemental revenue was separate in the budget and not included in the ADM numbers. Enrollment in the program is dependent on teacher and course caps. Students do not get enrolled in courses that are full. Sonenstahl had concerns that there may have been an error in this process since he was overloaded in math courses. Pekarek asked about free and reduced lunch form tracking. She stated that it is vital that families know the importance of submitting those forms in order for BlueSky to receive additional revenue used for programming. Larsen stated that our Student Information Specialist is following up with families who have not submitted the form and communications have been sent regarding the importance of BlueSky receiving this information. Chicoine inquired how the SPED and 504 numbers compare to previous years. Larsen noted that SPED as traditionally seen an average of 100 students in their department (which is 20% of our population). Our enrollment report currently shows 111. However, there are lower functioning students requiring additional service minutes, as well as about 8 initial evaluations in the works with those potentially becoming IEP students. 504 numbers have more than doubled from the previous year (about 20). The current enrollment report shows 35 students with 504's but there are more which are in the works that are not showing up in this number. Our staff are currently overseeing approximately 46 504's.

## **II. Other Business/Questions**

No other business.

## **III. Recommendations to the Board**

There are no recommendations at this time.

### **Future Meetings:**

November 14, 2019 10:00

December 12, 2019 10:00

January 23, 2020 10:00

February 19, 2020 9:00

March 12, 2020 10:00

April 23, 2020 10:00

May 21, 2020 10:00

June 18, 2020 10:00