



Finance Committee Agenda

Date: 12/12/23

Time: 2:00 p.m.

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

<https://zoom.us/j/8621043160>

Passcode: 078719

One tap mobile

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Dial by your location

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Meeting ID: 862 104 3160

Members: Jim Weiberg, Scott Brown, Amy Larsen, Dan Ondich, Judy Pekarek, Amy Chicoine, Julie Johnson, Leslie Egner, Sarah Miner, Mandy Kasowicz, Chris Peterson

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

1. [November Financial Statement](#)

We are 42% of the budget year complete with 39% of revenue received and 43% of expenses

spent. Investments are now listed under Assets on the balance sheet. Quarter end statements will be shared next month. Expense sheet now shows the payroll protection plan stipend under salaries and benefits which make our budget skewed at a high 98.8%. There were no check register questions.

2. Credit Card Statement December

No questions related to the credit card at this time.

B. ADM/Enrollment Update

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	▶	AL	AM	
	Total Enrolled & Active Completed (accounting for withdrawals & PSEO)																									
	Total Enrolled, Active Completed & Active in Progress (This is what we need to use for waitlist approvals)																									
	Total Potential Enrollments																									
	Current Cap																									
	Needed for Current Cap																									
	Current Enrollment Cap %																									
	Waitlist Needed for Cap (based on column C)																									
	Waitlist Enrollment Cap %																									
	Needed for Cap with Potential Enrollments																									
	Potential of Enrollment Cap %																									
	Grade Level																									
	Active Enrolled																									
	Active PSEO																									
	Active Completed Future Starts																									
	Active in Progress Future Starts																									
	Incomplete Applications																									
	Waitlist																									
	PSEO Adjustment																									
	Pending Withdrawals																									
	Total In Progress, Waitlist, Incomplete																									
5th	0.0	0.0	0.0	0	0.0	#DIV/0!	0.0	#DIV/0!	0	#DIV/0!	5	0	0	0	0	0	0	0	0	0	0					
6th	12.0	13.0	15.0	22	9.0	54.5%	9.0	59.1%	7	68.2%	6	12	0	0	0	0	1	2	0	0	0	0				
7th	43.0	44.0	48.0	43	-1.0	100.0%	-1.0	102.3%	-5	111.6%	7	43	0	0	0	0	1	0	4	0	0	0	0			
8th	63.0	63.0	67.0	63	0.0	100.0%	0.0	100.0%	-4	106.3%	8	63	0	0	0	0	0	1	3	0	0	0	0			
9th	76.0	77.0	93.0	76	-1.0	100.0%	-1.0	101.3%	-17	122.4%	9	76	0	0	0	0	1	2	14	0	0	0	0			
10th	106.7	106.7	126.7	107	0.3	99.7%	0.3	99.7%	-20	118.4%	10	106	2	0	0	0	0	2	18	0.34	1	0	0			
11th	134.4	134.4	171.4	132	-2.4	101.8%	-2.4	101.8%	-39	129.8%	11	132	12	0	0	0	0	6	31	8.63	1	0	0			
12th	176.6	176.6	209.6	172	-4.6	102.7%	-4.6	102.7%	-38	121.9%	12	170	17	0	0	0	0	2	31	7.41	3	0	0			
Total	611.6	614.6	730.6	615	0.4	99.5%	0.4	99.9%	-116	118.8%		602	31	0	0	3	15	101	16.38	5	0	0				
	SUMMARY			CAP	COMPLETED	WAITLIST	POTENTIAL	BREAKDOWN																		
							MARKETING																			
Updated 12.11.2023																										
*6th grade cap reduced from 35 to 22 to adjust for low enrollment, other grades were increased accordingly																										

Enrollment continues to be at cap with an increasing waitlist currently at about 101 students.

2023-2024 School Year

Our FY24 budgeted ADM is 580

Supplemental budget 400 course enrollments (200 per semester)

Our current Supplemental numbers are:

(Nov) S1=194, S2=184, Tuition course enrollments=8

Our current SPED numbers are at 26%

Our current 504 numbers are at 12.66%

II. Other Business/Questions

A. Investment information - update

Brown reported that banking information is complete and a money market account has been set up and is funded.

B. Increase 1.0 FTE educational assistant

Larsen reported that one of our full time EA's resigned and we replaced that position as well as

hired another 1.0 FTE educational assistant. Through discussions related to support needs (intervention, study hall, Back on Track, and SPED resource room) we found that we were needing a significant increase in student support. This added position fills a partial gap from the beginning of the year (we did not have as many EA FTE's as we did last school year) and fills needs in added student counts to programs like Back on Track and 9th grade study hall. The financial impact to the budget will be very minimal as the position will be paid with grant funds and special education funds.

C. 5th & 6th grade update - curriculum committee discussion

Ondich reported that the curriculum committee had well rounded discussion and some concerns related to moving forward with adding 5th grade. Additional information was provided to the committee, however, no decision or consensus was made. It will be brought up again at next month's curriculum committee meeting.

D. HR Committee update - salary schedule discussion

Brown summarized the HR committee's conversation regarding comparable data for salaries from other districts. Brown will be reporting back to the HR committee with data related to percentage of budget spent on salaries and dollar amount per student spent on staffing which should help provide comparable data for the committee to review.

III. Recommendations to the Board

None at this time.

Future Meetings:

Jan. 23, 2024

Feb. 20, 2024

March 12, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 23, 2024