



Finance Committee Agenda

Date: 11/21/18

Time: 9:00 a.m.

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

[Join Hangouts Meet](#)

meet.google.com/qee-chdi-sgq

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

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% of the budget year and our YTD expenses are 28% so we are still tracking slightly under budget. Brown noted that the committee could use the comparison of prior month percentage spend to determine if we continue to be on track. Since we are at 28% and last month was 20%, the 8% increase is consistent with about 1 month's worth of expenditures. This means that our spending is on track. Our last hold back payment from the state was received on October 31st. Brown has not heard any indications that the hold back amount will be changing in the coming years. The FY18 fiscal audit is complete other than TAG is waiting on one more thing from MMKR which is due to be reported by November 30th to the state. Pekarek noted that there has been quite a few conference expenses and asked if this was planning to slow down since we are almost at our budget for those expenses. Larsen stated that

the larger (more expensive out of state) conferences have been attended and later in the school year there will be less conferences. However, there are still Q-comp funds available which is separate from general professional development funds. Pekarek asked what the “report card plug in” expense was for. Ondich explained it was an add on software to our student information system that allows us additional features on our report cards. Pekarek also noted that Mizeur was reimbursed twice for the same amount and was wondering if that was a duplicate. Brown and Schoenthaler confirmed this was a duplicate payment. Larsen will follow up with Mizeur.

2. [Credit Card Statement](#)

Pekarek inquired about the stamps purchase. Larsen noted that Stamps.com was for special education case managers who do frequent mailings from their homes. Schoenthaler also noted that we had to purchase additional paper stamps when our office postage machine ran out of ink for a short time.

B. ADM/Enrollment Update (Amy Larsen)

Larsen noted that the last MARSS submission (11/5/18) shows 423 ADM. However, there were date overlaps that occurred and need to be cleaned up which would bring our ADM number up to about 445. In addition to the date overlaps, Ondich reported an issue with a recent PowerSchool update that caused some of our student files not to be reported through MARSS even though they are active in our system. IT is working with PS and our third party vendor to fix this error prior to our next MARSS submission. Our enrollment numbers are currently above our cap of 500 and have been slightly higher than last year’s enrollment numbers at this time. In addition, we are at our cap of 100 course enrollments for supplemental. The committee discussed waiting until December’s meeting to determine if a budget adjustment (decreasing the ADM from 485) will be needed. By this time, the issue with PowerSchool should be resolved and an updated MARSS report will have been submitted.

II. Other Business/Questions

A. Conflict with next month’s finance committee meeting

Next month’s meeting is scheduled at the same time the Curriculum Committee meets. The finance committee adjusted the time to 11:00 on December 13th (from 9:00).

III. Recommendations to the Board

None at this time.

Future Meetings:

Wednesday, November 21 9:00 a.m.

Thursday, December 13 11:00 a.m.

Thursday, January 24 9:00 a.m.

Thursday, February 14 9:00 a.m.

Thursday, March 14 9:00 a.m.

Thursday, April 18 9:00 a.m.

Thursday, May 16 9:00 a.m.

Wednesday, June 19, 9:00 a.m.