

## Finance Committee Meeting Minutes

### December 2020 – Virtual Meeting

**Meeting Date:** Monday, December 14, 2020

**Committee Members Present:** Steve Clegg, Kevin Ward, Superintendent Jim Cracraft

**Committee Members Not Present:** Chad Erickson

**Others in attendance:** None

Meeting started at 5:05 p.m.

**Purpose:** Review financial reports for the closing month of November 2020 that will be included in the December 2020 board packet and 1<sup>st</sup> revision of 2020 – 2021 budget review. Discussed Elementary staffing, contract negotiations, open positions/new hires and creation of finance accounts for specific fund allocations. Reviewed bond project spreadsheet and sinking fund project plan, technology projects, facilities/grounds projects, and other.

Committee discussed the following topics:

1. No questions asked of Business Manager Carol Wahl and/or Superintendent Jim Cracraft related to the financial reports for the closing month of November 2020. Financial reports included in the December 2020 board packet.  
Note: Finance report layout has changed to a comparison report of years 2019-20 and 2020-21 budgeted and actuals. Finance committee has reviewed this layout and feels it provides the board with a good view of the district finances and will use this layout this year.
2. 1<sup>st</sup> revision of 2020 – 2021 budget will be coming to December BOE meeting for approval. Fund balance at proposed original budget was 26.11% and 1<sup>st</sup> revision reflects 32.45%.
3. Elementary school to add back .5 FTE position, expecting of more face-to-face students.
4. Open positions - MS counselor and paraprofessionals. No new hires.
5. Contract negotiations will begin in early 2021. All contracts are up this year.
6. Reviewed bond project spreadsheet and sinking fund project plan. Superintendent Cracraft noted Maintenance director Jack Hartung wanted to discuss a couple projects on the list.
7. Discussed creation of finance accounts for specific fund allocations. Superintendent Cracraft to research/discuss with Finance Director and Thurn on language and restrictions.

8. Superintendent Cracraft will bring amended Finance Director Carol Wahl's contract to December BOE meeting for approval.
9. Technology projects:
  - a. BOE approved projects still going on: Engineering Lab in process
  - b. Technology projects coming to December board meeting for approval – Replacement of current 9<sup>th</sup> grade Chromebooks. 6 bids were received and recommendation to accept Trinity3 Technologies bid of \$41,860 coming to December BOE meeting for approval. \$33,460 coming out of sinking fund and \$8,400 coming from device insurance fund.
  - c. No technology projects coming to January board meeting for approval – Upgrading of wireless network district-wide. This will be an eRate project, which means the district will get up to a 50% discount and remaining cost of project will come out of sinking funds.
10. Facilities/Grounds projects:
  - a. BOE approved projects still going on: Engineering Lab in process
  - b. No facilities/grounds projects coming to December board meeting for approval.
  - c. No facilities/grounds projects coming to January board meeting for approval – Potential for a couple projects could come to board for approval.
  - d. Meetings with IDI and Wolgast taking place for bond planning and campaign materials. There are several dates coming up for preliminary qualification application (PQA), Treasury and board approval of PQA.
11. Other:
  - a. District needs during these times can be fluid and evolving day-to-day. There may be needs to have special call meetings to approve expenditures that come up.

Meeting adjourned at 5:40 p.m.