

Finance Committee Meeting Minutes

January 2021 – Virtual Meeting

Meeting Date: Monday, January 11, 2021

Committee Members Present: Steve Clegg, Chad Erickson, Superintendent Jim Cracraft

Committee Members Not Present: Kevin Ward

Others in attendance: None

Meeting started at 5:01 p.m.

Purpose: Review financial reports for the closing month of December 2020 that will be included in the January 2021 board packet. Discussed contract negotiations, open positions/new hires/resignations and creation of finance accounts for specific fund allocations. Discussed couple technology projects coming to BOE for approval and direction on facilities/grounds projects. Discussed next steps on bond project, Covid-19 10 day leave expiration, district staff vaccinations 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 December 2020. Financial reports included in the January 2021 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. Open positions - MS counselor, paraprofessionals, ES teacher and HS teacher. Offer going to candidate for MS counselor position. HS resignation submitted by – Carlos Garcia.
3. Contract negotiations - All contracts are up this year. Meeting with teacher’s rep scheduled for January.
4. Discussed creation of finance accounts for specific fund allocations. Superintendent Cracraft to research/discuss with Finance Director and Thurn on language and restrictions.
5. Technology projects:
 - a. BOE approved projects still going on: Chromebook purchase and prep
 - b. Technology projects coming to January 2021 board meeting for approval –

- Additional Edgenuity expense (87 seats and workbooks) due to initial increase of virtual students - \$38,225.00. Original purchase of 100 seats and workbooks was \$72,000 plus PD.
 - District-wide wireless upgrade – 5 bids were received. Recommendation to approve and accept bid from Elevate Technology Partners for \$66,799.22 will be coming to BOE meeting. This is an eligible eRate project, which means up to 50% of the cost is available for a discount. District could be responsible for approximately \$33,399.61 that would come out of Sinking Fund. This is an estimate, once USAC reviews cost and determines if certain line items are eligible or ineligible it could change.
- c. No technology projects coming to February board meeting for approval at this time.
6. Facilities/Grounds projects:
- a. BOE approved projects still going on: Maintenance working on some HVAC issues.
 - b. No facilities/grounds projects coming to January board meeting for approval.
 - c. No facilities/grounds projects coming to February board meeting for approval at this time.
 - d. Meetings with IDI and Wolgast taking place for bond planning and campaign materials. Special call meeting planned for February 8, 2021 for Board to approve bond election for May.
7. Other:
- a. COVID-19 10-Day Extended Leave Expiration – This will be coming to the Board for approval to extend through a period in time or to not. This 10-day leave allows staff required to quarantine, be out of pocket for 10 days paid and not account for us of sick days. The use of this 10-day extension is a one-time use and if another quarantine time required affected staff needs to use their sick days.
 - b. Staff COVID-19 vaccinations will be handled through Lenawee County Health Department.

Meeting adjourned at 5:43 p.m.