

## Finance Committee Meeting Minutes

### February 2021 – Virtual Meeting

**Meeting Date:** Monday, February 8, 2021

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

**Committee Members Not Present:** None

**Others in attendance:** None

Meeting started at 5:02 p.m.

**Purpose:** Review financial reports for the closing month of January 2021 that will be included in the February 2021 board packet. Discussed contract negotiations, open positions/new hires/resignations and creation of finance accounts for specific fund allocations. Discussed technology projects and facilities/grounds projects coming to BOE for approval.

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 January 2021. Financial reports included in the February 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/New Hires/Resignations:
  - a. Pre-School – None
  - b. Elementary – Teacher brought to BOE on 2/8/21 for hire, Para coming to BOE on 2/15 for hire, 1 – Para position still open.
  - c. Middle School – None
  - d. High School – Teacher position open
  - e. Administration - None
3. Contract negotiations - All contracts are up this year. Meeting with teacher's rep occurred on 2/3/21 with follow-up scheduled for 2/18/21. Custodial had meeting by phone call on 2/4/21 need to setup a follow-up meeting. Office/Transportation no meeting yet need to schedule.
4. Discussed creation of a reserved finance account for specific fund allocations. Finance director Carol Wahl will check district policies on this topic and get back to

Finance Committee. This could be something handled during 2<sup>nd</sup> revision of 2020-2021 budget coming BOE approval at March meeting.

5. Technology projects:
  - a. BOE approved projects still going on: None
  - b. No technology projects coming to February board meeting for approval at this time.
  - c. No technology projects coming to March board meeting for approval at this time.
  - d. District changing from our county E-School platform to Monroe County platform. That platform is more flexible and user friendly.
6. Facilities/Grounds projects:
  - a. BOE approved projects still going on: Bidding of upcoming projects.
  - b. Several facilities/grounds projects coming to February board meeting for approval:
    - New bus – 3 bids were received and recommendation from transportation director and finance committee is to accept bid from Holland in the amount of \$87,895.00 (General Fund).
    - Elementary school IT room cooling system – 4 total bids by 2 companies were received and recommendation from maintenance director and finance committee is to accept bid from JC Mechanical Service in the amount of \$6,205.00 (Sinking Fund). This project is on the district Master Priority List as budgeted project - Project #43 - Add split system to MDF room.
    - High school gym floor resurfacing – Only 2 bids were received and recommendation from maintenance director and finance committee is to accept bid from Floor Care Concepts in the amount of \$23,889.92 (General Fund – Rebranding project).
  - c. No facilities/grounds projects coming to March board meeting for approval at this time.
7. Other: No other discussion.

Meeting adjourned at 5:50 p.m.