

Finance Committee Meeting Minutes

September 2021 – In-Person Meeting

Meeting Date: Tuesday, September 14, 2021

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

Committee Members Not Present: Dale Wingerd

Others in attendance: None

Meeting started at 5:30 p.m.

Purpose: Review financial reports for the closing month of August 2021 that will be included in the September 2021 board packet. Discussed transferring funds from General Fund to Restricted Capital Outlay fund, contract negotiations - CESPAs office/para/transportation, open positions/new hires/resignations, rebranding activities, elementary office help proposal, district memorial money contributions and accounting redistribution, and central office roles and responsibilities. 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 August 2021. Financial reports included in the September 2021 board packet.
2. Discussed transferring funds from General Fund to Restricted Capital Outlay fund. Support from Finance Director, Superintendent, and Finance committee to transfer an additional \$1M to Restricted Capital Outlay fund. This will be an agenda item for approval from BOE at the September 2021 BOE meeting.
3. CESPAs contract negotiation – Tentative agreement (TA) reached and awaiting ratification by union groups.
4. Open Positions/New Hires/Resignations:
 - a. Pre-School – None
 - b. Elementary – None
 - c. Middle School – Special Education 1.0 FTE (posted)
 - d. High School – None
 - At-Risk Counselor 1.0 FTE position at high school – Included in 2021 – 2022 budget.
NOTE: This position is on-hold as LISD is providing an additional 2 days of in-district social work at no cost to district.
 - e. Administration – None

- f. Bus Driver/Maintenance/Custodial – Substitute bus driver (posted), district currently has enough drivers and substitute drivers for now.
5. District rebranding:
 - a. Signage projects were approved by BOE at July meeting and are in process with priority given to highly visible signs.
6. Elementary office help proposal – Temporary solution in place and no official proposal made or presented.
7. District memorial money contributions and accounting redistribution – \$2,700 in memorial money with no specific designation for use will be placed into a district activity fund.
8. Technology projects:
 - a. BOE approved projects still going on: None
 - b. Currently no technology projects coming to September BOE meeting for approval.
 - c. Currently no technology projects coming to October BOE meeting for approval.
 - d. Other
9. Facilities/Grounds projects:
 - a. BOE approved projects still going on: None
 - b. Currently no facilities/grounds projects coming to September BOE meeting for approval.
 - c. Currently no facilities/grounds projects coming to October BOE meeting for approval.
 - d. Other
 - Discussed moving HS HVAC replacement bond project up in the schedule to summer of 2022. District will be working with IDI/Wolgast to get that planned.
 - Bids being sought for HS auditorium seating.
 - Bids being sought for HS auditorium carpet.
10. Other:
 - a. Central office employee roles and responsibilities (district, county, state, and federal) – Discussion has begun and will continue. Superintendent Cracraft to work on job descriptions for central office positions and central office needs.

Meeting adjourned at 6:35 p.m.