

## Finance Committee Meeting Minutes

### January 2022 – In-Person Meeting

**Meeting Date:** Monday, January 10, 2021

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

**Committee Members Not Present:** None

**Others in attendance:** None

Meeting started at 5:32 p.m.

**Purpose:** Review financial reports for the closing month of December 2021 that will be included in the January 2022 board packet. Discussed open positions/new hires/resignations, and proposed Redwolves Healing Paws project financial plan. Discussed technology projects and facilities/grounds projects. Discussed central office staffing and plan.

Committee discussed the following topics:

1. Several questions were asked of Business Manager Carol Wahl and/or Superintendent Jim Cracraft related to the financial reports for the closing month of December 2021, and all were answered. Financial reports included in the January 2022 board packet. *[Strategic Plan: 2021-2026.4.6 and 2021-2026.4.7]*
2. Open Positions/New Hires/Resignations: *[Strategic Plan: 2021-2026.2.5]*
  - a. Pre-School – None
  - b. Elementary – Paraprofessional (posted), 3 teacher resignations will be coming to the BOE in January for approval - Valerie Wilson, Kim Staelgraeve, and Vicki Coscarelli
  - c. Middle School – None
  - d. High School – At-Risk Counselor 1.0 FTE position at high school – Included in 2021 – 2022 budget. (Posted)
  - e. Administration – None
  - f. Bus Driver/Maintenance/Custodial – Substitute bus driver (posted), 1 bus driver resignation will be coming to the BOE in January for approval - Debra Rickard
  - g. Athletics – JV softball (posted)
3. Discussed and reviewed proposed Redwolves Healing Paws estimated financial plan prepared and submitted Heidi Kutzley and Katie Bennett, see included proposal. Superintendent Cracraft is doing more research with insurance information and documentation requirements. That information will be provided for Finance to

review at February Finance committee meeting. *[Strategic Plan: 2021-2026.1.6 and 2021-2026.3.5]*

4. Technology projects:
  - a. Project(s) still going on: New Chromebook laptop for BOE. *[Strategic Plan: 2021-2026.2.1]*
  - b. Currently no technology projects coming to January BOE meeting for approval.
  - c. Currently no technology projects coming to February BOE meeting for approval.
  - d. Other
5. Facilities/Grounds projects:
  - a. Project(s) still going on: Ceiling in auditorium. *[Strategic Plan: 2021-2026.2.2]*
  - b. Currently no facilities/grounds projects coming to January BOE meeting for approval.
  - c. Planned facilities/grounds projects coming to February BOE meeting for approval – Bids received for HS auditorium seating replacement. *[Strategic Plan: 2021-2026.2.2]*
  - d. Other
    - Bids being sought for HS auditorium carpet replacement.
    - Bids being sought for HS auditorium sound system.
6. 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.
    - Superintendent Cracraft and Finance committee are evaluating the possibility of creating two new central office positions (Assistant Business Manager and Director of Curriculum, Instruction and Assessment). Superintendent Cracraft is working on job descriptions and proposal.
    - Superintendent Cracraft has job description created for Director of Curriculum and State and Federal Program. Finance committee plan is to add position to 2021-22 district budget at 2<sup>nd</sup> revision, tie position to strategic plan, and bring to March BOE meeting for approval along with budget 2<sup>nd</sup> revision. *[Strategic Plan – 2021-2026.2.5]*

Meeting adjourned at 6:30 p.m.

## **Redwolves Healing Pawz Funding Proposal**

### **Short Term/Immediate Costs**

- Breeder fees for puppy - \$1800-\$2500
- Veterans Service Dogs onsite Training & Handler Training - \$6500
- Vet Fees & Initial Supplies - \$1000
  - 3 puppy vet visits for exam, initial vaccines including rabies, and fecal exams - \$450
  - Heartworm & flea prevention medication - \$200
  - Supplies - food, treats, food bowls, bed, leash, collar/harness, toys, etc - \$350
- Total - \$10,000

### **Long Term/Annual Costs**

- Spay/neuter - \$300
- Annual vet visit & immunizations - \$500
- Annual grooming fees - \$600
- Annual supplies - \$300
- Annual food & treats - \$600
- Total annual costs - \$2000-\$2500

***\*All costs are estimates based on local averages***

### **Current Grants/application status:**

- Midwest Energy Grant - \$2500 - recipients will be notified January 2022
- Charlotte's Litter Grant - unspecified amount - recipients will be notified in Feb/March

### **Fundraising Ideas:**

- Healing Pawz promotional fundraisers
- MS or HS dances
- High School snack cart
- Community/corporate donations
- Sponsorship (ie grooming services, vet services, food, etc)

Submitted by Heidi Kutzley and Katie Bennett on January 10, 2022