

Finance Committee Meeting Minutes

May 2022 – In-Person Meeting

Meeting Date: Monday, May 9, 2022

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

Committee Members Not Present: None

Others in attendance: Carol Wahl

Meeting started at 5:30 p.m.

Purpose: Review financial reports for the closing month of April 2022 that will be included in the May 2022 board packet. Discussed open positions/new hires/resignations and negotiations. Discussed technology projects and facilities/grounds projects.

Committee discussed the following topics:

1. No questions were asked of Business Manager Carol Wahl and/or Superintendent Jim Cracraft related to the financial reports for the closing month of April 2022. Financial reports included in the May 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 – At-Risk Coordinator (posted), Secretary (coming to BOE in May), Special Education Teacher (posted), Teacher (coming to BOE in May)
 - c. Middle School – Special Education Teacher (posted), ELA/Spanish 1.0 FTE (to be posted)
 - d. High School – Technology Assistant (coming to BOE in June)
 - e. Administration – None
 - f. Bus Driver/Maintenance/Custodial – Substitute bus driver (posted)
 - g. Athletics – 8th Grade Volleyball (posted)
3. Negotiations – Negotiations are on-going with each bargaining group. Ad-hoc committee to provide details to Board and Finance. *[Strategic Plan: 2021-2026.4.6 and 2021-2026.4.7]*
4. Technology projects:
 - a. Project(s) still going on: None.
 - b. Currently no technology projects coming to May BOE meeting for approval.
 - c. Currently no technology projects coming to June BOE meeting for approval.
 - d. Other – None

5. Facilities/Grounds projects:
 - a. Project(s) still going on: Auditorium and Summer projects. [*Strategic Plan: 2021-2026.2.2*]
 - b. Currently no facilities/grounds projects coming to May BOE meeting for approval.
 - c. Currently no facilities/grounds projects coming to June BOE meeting for approval.
 - d. Other
 - HS auditorium carpet replacement.
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.
 - No discussion

Meeting adjourned at 5:57 p.m.

An additional financial issue came to Finance after our monthly Finance meeting and before minutes were typed, see below. This will be coming to the Board for approval in May.

Hi Carol and Jim,

Attached is the invoice and students enrolled in the Clinton Jr/Sr Virtual School for the second semester 2021-2022 School year and the reasoning for the added cost.

CHS principal is looking for approval for the added cost for Jr/Sr Virtual School based on the pupil accounting manual (PAM) regarding Section 5-O-D regulation.

Here are the reasons for the added cost:

- The new PAM amends Section 5-O-D to remind schools that the “pandemic learning” exception does not apply for the 2021-22 school year. This means schools must return to meeting the more strenuous requirements for virtual learning. The pupil accounting requirements for virtual students are back to the way they were pre-pandemic. Some of the rules schools are familiar with from last year no longer apply. Some are less restrictive, some are more restrictive, some are both. The 5-O-D of the Pupil Accounting Manual (PAM) has the requirements for counting those pupils in membership.
 - Courses require an appropriately certified teacher of record and a mentor; the teacher of record can serve as the mentor if the person is both properly

certified and an employee of the district. If the district is a local education agency (LEA), either a traditional public school district or a public school academy, and the district plans to use third-party teachers from an entity other than Michigan Virtual, a permit may be required. (This permit also added additional costs)

- Completion of an assignment CANNOT be used to satisfy the two-way interaction requirement for virtual instruction. However, discussion of a completed assignment CAN be used to satisfy the two-way interaction requirement.
- Teachers at the HS level need to be certified by grade level subject or be content specialists in each course/class taken. In the past we had the mentor teacher fill this role, but not the case anymore. In essence there needs to be a content specialized teacher per student per course taken.
- We attempted to save the district money by not choosing Michigan Virtual this year for the Jr/Sr Virtual School. Their courses are \$399 each so that would be times 6 for each course/class per student. We elected to go with Edmentum (now Imagine Learning) at a cost of \$225 times 6 for each course/class per student.
- In January at the start of second semester, with the pandemic uncertainty, we had 12 students that needed to switch to a certified teacher per pupil accounting manual or elected to go to Jr/Sr virtual school

We are looking to streamline the online Jr/Sr Virtual Building and possibly go with one vendor that would meet the pupil accounting rules through MDE. We are currently looking at the 3 options we use and will determine which to use, based on cost and following pupil accounting.

If there are other questions, feel free to let me know.

Carol let me know if you would like me to put in a requisition from the Jr/Sr Virtual HS?

Thank you

Yours in Academics,

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Description	Quantity	Amount	Tax Rate
IS Teaching per Semester (18 week) Course (14 day drop/add grace period) - IS Overage Usage - April 2022 (1/24/22-2/08/22)	70	\$15,750.00	0%