

## Finance Committee Meeting Minutes

### December 2021 – In-Person Meeting

**Meeting Date:** Monday, December 13, 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 5:30 p.m.

**Purpose:** Review financial reports for the closing month of November 2021 that will be included in the December 2021 board packet. Discussed open positions/new hires/resignations, restricted funds, 2021-2022 district budget 1<sup>st</sup> revision, and 31O funds. Discussed technology projects and facilities/grounds projects.

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 November 2021 and all were answered. Financial reports included in the December 2021 board packet.
2. Open Positions/New Hires/Resignations:
  - a. Pre-School – None
  - b. Elementary – Paraprofessional (posted)
  - c. Middle School – None
  - d. High School – None
    - At-Risk Counselor 1.0 FTE position at high school – Included in 2021 – 2022 budget. (Posted)  
NOTE: This position was on-hold as LISD is providing an additional 2 days of in-district social work at no cost to district. See notes on this topic in item 5.
  - e. Administration – None
  - f. Bus Driver/Maintenance/Custodial – Substitute bus driver (posted), Custodian (posted – position offered)
  - g. Athletics – Competitive Cheer, Varsity Boys Track, Varsity Wrestling (All posted – All 3 positions have been offered to individuals.)

3. Brief discussion on moving money to restrict fund. Action was taken by BOE at September BOE meeting. There will be an agenda item prior to approving the 2021-2022 district budget 1<sup>st</sup> revision to clarify the motion passed in September.
4. Discussed 2021-2022 district budget 1<sup>st</sup> revision. Finance approved the 1<sup>st</sup> revision provided for BOE approval at the December BOE meeting.
5. Discuss 310 funds to be used for high school counselor position. Position for counselor to be posted and salary will be fully and partially offset with 310 funds. 2021-2022 year – 100%, 2022-2023 – 66.6%, and 2023-2024 – 33.3%
6. Technology projects:
  - a. BOE approved projects still going on: None
  - b. Currently no technology projects coming to December BOE meeting for approval.
  - c. Currently no technology projects coming to January BOE meeting for approval.
  - d. Other
7. Facilities/Grounds projects:
  - a. BOE approved projects still going on: None
  - b. Currently no facilities/grounds projects coming to December BOE meeting for approval.
  - c. Currently no facilities/grounds projects coming to January BOE meeting for approval.
  - d. Other
    - Bids being sought for HS auditorium seating replacement. Samples were provided at the November BOE meeting.
    - Bids being sought for HS auditorium carpet replacement.
    - Bids being sought for HS auditorium sound system.
8. 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. BOE needs to provide feedback.

Meeting adjourned at 6:15 p.m.