

Finance Committee Meeting: August 12, 2024

Called to order: 9:02 am

Adjourned: 10:46 am

Members: Jenny Abbs, Adam Hewitt, Kelly Bittner, Annette Klang, Jenna Leadbetter, Emily Stull Richardson, Ronda Veit, Molly Papillon, Jennifer Miller, Will Lyke

Norms:

- Show up on time
- Show up prepared as possible
- Stay on topic
- Assume positive intent

Mission Statement: To ensure sustainability and responsible fiscal management aligned with the CCS strategic plan.

Goals:

- To create and maintain a balanced budget
- Monitor monthly financial statements
- Recommend revisions to the budget when necessary

Priority Agenda Items

Monthly Financials:

1. ADM Report: (5 minutes)

Total ADM: 469.3 (for June 2024)

Current Enrollment: enrollment numbers for SY25 not available

2. Recommend monthly financials for BOE approval: June and July

Committee recommends June financials for BOE approval. July financials will be reviewed at Sept. meeting.

3. Monthly Supplemental Information: June

No findings.

Other Business: (25 minutes)

4. \$3,500 fee for Creative Planning tax preparation

This will be a new expense.

5. PTO/ESST: proposed increases

Tabled until a later date.

6. New Procurement Policy

Revisions completed. Seeking BOE approval.

7. Library: Budget, purchases

40K to spend this year.

8. Magill Invoice (ERC application)

[Magill Invoice ERC.pdf](#)

Amount will be applied to FY24 budget. Another invoice will follow when remaining ERC funds have been received.

9. CAREIALl Course Materials

No books will be purchased.

10. [Personnel Changes](#)

Budget can support increase in days for online social worker.

Executive assistant stipend is tabled until more information is available.

11. MN Summit Pay: \$125/day to \$150/day

Pay will remain at \$125/day

12. Paraprofessional: Lead position, PTO

Annette is working on a job description and possible stipend amounts.

13. STEM position

Looking into Tier 1 or instructional para.

Additional Agenda Items:

Next meeting: September 9 at 3:30 pm

Notes:

Latest ADM report.

District: 469.30

Seat Based: 149.72

Online: $291.15 + 28.43 = 319.58$

Personnel Changes to Finance Committee 8.12.24

~~Kelly Bittner:~~

~~Increase work days from 200.5 to 220~~

~~Increase salary to \$59,985.05 (based on current daily rate \$272.66)~~

~~Effect to budget: \$5,316.87~~

Amy Miller:

Increase work days from 175 to 185

Increase salary to \$43,248.03 (based on current daily rate \$233.77)

Effect to budget: \$2,337.70

Paula Green:

Hourly stipend for BOE prep

Rate: \$27.54 (\$44,167.56, \$220.28/day)

Monthly Hours: 30

Total per month: \$826.20

Total per year: \$9,914.40