

## **FINANCE COMMITTEE MINUTES**

This meeting was held remotely via Google Meet  
May 15, 2023 at 7:30 a.m.

Members in Attendance: Chad Wolff, Jamie Bente, John Bellingham, Richard Olson, Roxanne Hill, Meghan Knutson, Scott Gerdes, Stacy Fox, Robert Dehnert, and Zach Pruitt.

Others in Attendance: Jada Lutterbach, Lexi Vanderlinde, Cathy Hammerschmidt, Brett Martindale, and Delilah Delgado.

Members Absent: Dave Campbell, Joel Olson, and Jason Engbrecht.

This meeting was called to order at 7:30 a.m.

1. Business Items
  - a. Motion by Chad Wolff to approve the minutes from the April 17, 2023 Finance Committee Meeting, second by Jamie Bente. Motion passed.
  - b. Introduce new Controller and Payroll Coordinator
    - i. Brett Martindale begins his new position as Controller effective 5/16/2023.
    - ii. Delilah Delgado begins her new position as Payroll Coordinator effective 5/16/2023.
2. Contracts, Agreements, Buds and Grants for Review
  - a. Cathy Hammerschmidt, Lexi Vanderlinde, and Jada Lutterbach introduce themselves and their role at Sodexo. Scott Gerdes goes over the Sodexo renewal contract. It is hoped with the renewal Faribault Public School's "bad debt" will be reduced. The rates increased by 8.5%. Motion to approve renewal by John Bellingham and a second by Jamie Bente. Motion passed
  - b. Renewal of custodial contract for Nerstrand for fiscal year 2024. The motion to approve the renewal by Jamie Bente and a second by Roxanne Hill. Motion passed
  - c. 2023-24 Nerstrand Charter School Lease; there are no changes to the rate moving into FY24. It is important to note that charter schools cannot own their building. Motion to approve the renewal by John Bellingham and a second by Richard Olson. Motion passed.
  - d. Mr. Gerdes describes the FY24 Nerstrand Tech Support Service Agreement. There are no changes to this renewal, other than it is a cost based contract. The motion to approve the renewal by Jamie Bente and a second by Roxanne Hill. Motion passed

- e. Renewal of the School Nutrition Programs Joint Agreement for food service. FPS receives no admin fee as we complete the billing and gets reimbursed for the difference between the cost of the food from Sodexo and from the cost Nerstrand pays. The motion to approve by Richard Olson and a second by Jamie Bente. Motion passed.
  - f. Mr. Dehnert went over the Nursing Contract for Nerstrand Charter Schools. Nerstrand would like to purchase some nursing services from FPS. The employee would spend 15 hours per year at the nurse's hourly rate and an administrative fee. The motion is approved by Roxanne Hill and seconded by Jamie Bente. Motion passed
  - g. Mr. Dehnert reviewed the contract for a Third-Party Billing Consultant for SFY 2023-2024. This contract will cost \$22,000 a year. The consultant will provide billing services and consultation to the FPS Special Education staff and students eligible for third-party billing reimbursement. Chad Wolff talks about the positives with this agreement. The motion is approved by Chad Wolff and seconded by Stacy Fox. Motion passed.
  - h. New Ten Year Transportation Contract for FY24. Mr. Gerdes is requesting to issue a Request for Quote (RFQ). Faribault has had a very positive relationship with FTS for 75 years. Mr. Olson asks why a ten year contract, Mr. Gerdes states it gives Faribault Transportation security and allows FPS to negotiate better rates. In the Big 9, Faribault Transportation is one of the cheapest, next to Austin Public Schools. FPS is very satisfied with Faribault Transportation, with Jamie Bente and Chad Wolff both giving kudos. The motion is approved by John Bellingham and seconded by Jamie Bente. Motion passed.
  - i. Mr. Pruitt went over "ECFE on the Go," this program is hoped to increase the percentage of FPS kindergarten students to meet grade-level benchmarks. FPS would hire a 30 hour/week bilingual ECFE teacher. This individual will visit home daycares and add eight additional evening and weekend ECFE program options per month. This is a two year pilot program. The motion is approved by Jamie Bente and seconded by Stacy Fox. Motion passed.
3. Financial Performance
- a. Mr. Gerdes shared FY23 Monthly Student Counts. Mr Gerdes shared the concerns with the billing issues with the new PSEO contract. After trying to complete the reconciliation without the State reports, we are still 4 ADM over the revised budget.
  - b. Mr. Gerdes shared the April 2023 Investments report. Our cash balance increased significantly from the end of March to the end of April 2023.

- c. Mr. Gerdes shared the April 2023 Comparative Financial Reports. The utilities continue to be over budget with a budget adjustment coming in the Final Budget revisions.
  - d. Mr. Gerdes shared the April 2023 Analytics with the Finance Committee. We continue to head toward a solid end of year.
4. Financial Strategies
  - a. Marketing the Falcons Online Academy. Discussion between Richard Olson and Scott Gerdes around how to market and grow the program. Mr. Olson hopes the new FOA coordinator will have a marketing background. Jamie Bente is hopeful the current Communications Coordinator, the marketing class at FHS and DECA will be very helpful.
5. Next Meeting June 19, 2023
6. Motion by Jason Engbrecht to adjourn the meeting, second by Stacy Fox. Meeting adjourned at 8:39 a.m.

*Respectfully submitted by Meghan Knutson*