

CROSBY-IRONTON SCHOOLS
FINANCE COMMITTEE MEETING SUMMARY
April 13, 2022

Item 7.2a

The finance committee met in the District Office conference room on April 13, 2022 at 3:30 p.m. with the following present: Barb Neprud, Tom Nixon and Kim Coughlin. Jamie Skjeveland and Bill Tollefson were also present.

Enrollment – The committee received a report that was a bit different than the report that would normally be received in April. The School District has set in place a process whereby enrollment counts are taken for each grade level and submitted to the business manager each week throughout the school year. Those counts are to be taken using a manual system and should not be based on information coming from the student information system (in C-I's case, JMC). The reason is that this allows for a point of reference where the data coming off the student information system can be validated to ensure that the student count being reported to MDE is as accurate as possible. April is the month in which end-of-year (EOY) MARSS files start to be reported to MDE. Attendance and membership calculation processes are done in JMC as part of that process and files are uploaded to MDE. An Average Daily Membership (ADM) report is then generated by MDE. The business manager uses this report to compare to the weekly and monthly average counts coming from the non-student information system data collection routine. The good news is that the process works. The unfortunate news is that the ADM counts being reported from the student information system are lower than the average of the monthly counts that have been reported to the Board each month in finance committee and at Board meetings. Armed with this knowledge, both the high school office and district office staff undertook different approaches to reconciling the data to see if a reason could be identified for the enrollment shortfall. The current ADM count at MDE is 2 pupil units higher than the enrollment projection used to calculate the 2021-2022 Preliminary Budget but is as much as 30 pupil units lower than the monthly enrollment reports based on manual counts received over the year. A reason has been identified and staff will now begin working on resolving the issue(s) that have resulted in what appears to be underreporting students on the student information system side of the house. This will mean that each student identified as not reported (will mainly be students enrolled for part of the year rather than the full year) will add to the counts reported to MDE. It is presently unclear if the count will return to the total of the monthly report average, but it will certainly not be a difference of 30 pupil units less.

2021-2022 Personnel Action Pending – The committee was updated on the technical need to bring several current long-term substitutes to the Board for non-renewal at year end in order to keep employment issues clean between fiscal years. Impacted staff will be notified prior to the Board meeting and informed that this is simply a technical requirement.

2022-2023 Planning – The committee received a number of items relating to the 2022-2023 school year.

Staffing Changes – The committee was updated on two staffing proposals for the 2022-2023 school year, as follows:

Additional Title I Teacher for 2022-2023 to Use Excess Title I Carryover and Some ESSER Funding – The committee heard a proposal for an additional Title I teacher to work in the first and second grades to help focus on reading and math so that students can recover from the impact of the COVID pandemic. This position may be for one year only – 2022-2023 – and would be funded using the excess carryover in Title I that will be available at the end of the 2021-2022 school year for carryover using a carryover waiver, if necessary, that is the result of not being able to charge current Title I teachers to Title I for the time that they have been substituting for other teachers when regular substitutes are not available to fill all vacancies. A three-year projection of ESSER funds leading to the 2023-2024 funding cliff will be completed to assess whether there will be sufficient ESSER funds to cover the balance of the cost of the additional position that cannot be paid for under Title I funding. If sufficient funding seems to be available, the committee recommendation was to proceed to approve the additional position and work to fill it for 2022-2023.

Revisit LPN Position in Nursing Department – Student(s) With Additional Health Needs

– The committee received an update regarding staffing issues in the nursing department and school building offices following the reduction of the LPN position for 2021-2022. A certain level of student need resulted in half the position needing to be restored for 2021-2022 and it is the administrative recommendation that the position be restored to full-time for 2022-2023 based on a combination of student need created by recently diagnosed student health issues and the impact of not having the position which has created stress on the building clerical staff. The committee recommendation is to restore the position to full-time as suggested by administration.

Change to State Competition Meal Allowance – Activities Committee – The committee received an update regarding a suggestion from the Activities Committee to increase the meal allowance from \$8 per meal during the time away at State competition to \$10 per meal during the time away at State competition. It is anticipated that the Booster Club will continue to provide a per meal funding match. The increase is necessary due to the increased cost of food, particularly in the Twin Cities metro area. The finance committee members supported the Activities Committee suggestion and the 2022-2023 Preliminary Budget will include budgetary estimates based on this increase.

Family Collaborative – The committee reviewed the latest information regarding the Family Services Collaborative funding, which continues to change almost daily. The Collaborative is still projected to have a structural deficit. With LCTS and ADSIS funding applied, the updated projection for Crosby-Ironton would be a cost of \$75,000 to be able to continue to support two collaborative service workers. Each of the three school districts are looking at the potential for increased costs and assessing it back against their own projected deficits. If the Collaborative continues to operate and generates a significant deficit, the concern is that any remaining school districts will be held responsible to fund the final deficit figures. There is a 180 day notification requirement in the out-clause provision of the Collaborative agreement, so time is potentially of the essence. The committee also received very preliminary information about a new program that Northern Pines is starting that will provide a similar service that will provide a full-time person who would perform billable services for approximately half the time and non-billable services the other half. The non-billable portion would result in a cost to the school district of \$25,000 each, so two position would cost \$50,000 instead of the \$75,000 cost estimated by the Collaborative. Additional information will continue to come in as both opportunities continue to be reviewed and investigated.

The meeting adjourned at 4:25 p.m.

Respectfully prepared and submitted by William Tollefson