

## January 13 Finance Minutes

**Called to order:** 3:33 pm

**Adjourned:** 4:44 pm

**Members:** Joe Aliperto, Jodi Schott, Annette Klang, Holly Amaya, Emily Stull Richardson, Christina Holmes, Ronda Veit

### Norms:

- Show up on time at 3:30pm
- 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

## Agenda Items:

1. Recommend monthly financials for Board approval: December

Joe will be moving staff bonuses and Covid PTO pay to separate lines for clarity.

2. Check register discussion: December.

No discrepancies.

3. Deici Agreement: expires June 2022

RFP required? (review CCS Procurement Policy/Procedure)

(RFP examples provided?)

4. Background checks: multiple bids needed?

Jodi has been shopping for quotes. A provider will be selected and recommended to BOE in February.

5. ESSER Funds:

Purchase Covid tests? Currently \$35 per 2-pack, 300 each = \$10,500. The budget has \$8,000 unaccounted for in the testing category to offset this expense, and likely more.

6. HRS Data: Mara needs the following:

Current Budget Line Amounts and Percentage of total budget for:

- Professional Development
- Curriculum
- Technology

Usable data must be specific to the seat-based program. We are also looking for a percentage of growth or increase in these areas over the past 3 years.

Joe will pull this information.

7. Unpaid staff lunch balance:

Committee moved to remove outstanding lunch balances from previous employees.

Committee recommends a staff handbook addition regarding unpaid lunch balances for current staff.