

**Finance Committee Meeting: 2/12/25 at 11:15am**

**Called to order:** 11:15 a.m.

**Adjourned:** 12:02 p.m.

**Members:** Adam Hewitt, Kelly Bittner, Annette Klang, Jenna Leadbetter, Rose Bierce, Mindy Glazier, Ronda Veit (SB), Gena Jacobson (OL) **Not present:** Jenny Abbs

**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)

District: 491.6

Online: 355

Seatbased: 147

2. Recommend monthly financials for BOE approval: [January 2025](#)

Adam presented the January financials. Enrollment is tracking very close to revised budget ADM. Currently 58% through year. Revenue and expenditures both running slightly low. The budget reflects an anticipated year-end deficit of \$98K based on ADM of 490. Local revenue running low mostly due to E-rate. Anticipated loss of \$8K in community service.

*Committee recommends January 2025 Financials for BOE approval.*

3. Monthly Supplemental Information: [January 2025](#)

*Committee reviewed. Some coding changes highlighted.*

**Other Business: (25 minutes)**

4. Clarification: Finance Committee Members (please see above)

Members are listed on agenda. Others report to committee as needed per department.  
Presentations will be placed early in agenda.

5. Acting Online Director Retro Pay \$4,909.05 (\$72,000/220\*15)

Rate of pay based on calculations used in an earlier scenario.

6. Emergency & Call In Pay (see below)

Brief discussion about which positions/roles to include. Sending to BOE for review.

7. Read Act PD Compensation Draft (see below)

Abi Swenson presented current budget for compensating staff participating in READ Act PD. Staff will be compensated for approximately 50% of time. (see READ Act Compensation in Notes) Compensation will be tied to 80% success on course assessments. Messaging will be shared with participating staff for clarification. (Abi)

6. [Financial Policies](#)

**Additional Agenda Items:**

**Next meeting:**

March 12, 2025 at 11:15am

**Notes:**

**Attachments:**

DRAFT: Emergency & Call-In Pay Policy

1. Emergency Conditions Maintenance, custodial, and technology staff required to work during emergency conditions (e.g., e-learning days, severe weather, building systems failures) will receive emergency pay at 1.5x their regular hourly rate for all hours worked.
2. Call-In Response Staff called in outside regular hours for emergency response (e.g., HVAC issues, security alarms, technology failures) will receive:
  - Minimum 3 hours pay at 1.5x regular rate
  - Full emergency rate for actual hours if exceeding 3 hours
  - Additional \$50 per incident for calls between 10pm-5am
3. Holiday/Weekend Coverage Emergency work during holidays/weekends: 2x regular rate, minimum 4 hours.
4. Authorization Emergency work requires approval from Facilities Director or designee except for immediate safety threats.

**READ Act Compensation**

Notes from FY25 Budget Meeting in April 2024:

*Staff 640: Increase Catalyst by \$2K, Quality Matters, no change*

*Professional Development: No change*

*(\$22,900 for each program, \$6K district wide, \$2K both directors)*

***NOTE: Funding for READ Act training will come from this area at \$20/hour.***

CAREIAL

\$20/hr

About 48 hours of online work between 8 modules

Compensate for half of that time

3 hr \* 8 modules = 24 hours of online compensation time

Live sessions during the school day w/ compensation for outside school agreement hours

LETRS Early Childhood

\$20/hr

About 24 hours of online work between 4 modules (10 sessions)

4 modules \* 3hr= 12 hr

Live sessions during the school day; internal sub coverage

Total Compensation Amounts for Phase One

Seat Based: 16 staff = \$10,020 total

Online: 9 staff= \$6,660

Online Director: \$740

Seat Based Director: \$740

Other Bucket Amounts

Literacy Incentive Aid (on-going appropriation based on qualifying grade level test scores)

- Amount Received:
- Uses include
  - Evidence-based training
  - Literacy lead position
  - Interventionist
  - Screeners
  - Materials
  - Substitutes
  - Eligible stipends
- What has been used
  - Fastbridge
  - UFLI Manuals

Literacy Aid (on-time funding, with allowance to be put in a reserve fund)

- Amount Received:
- Uses include
  - Advancing the requirements of the MN READ Act

Teacher Compensation for READ Act Training (one time finding, with reserve balance for unspent funds)

- Amount Received:
- Uses include
  - Stipends, hourly wages, or eligible trainings as agreed upon in the MOU