

MID VALLEY SPECIAL EDUCATION COOPERATIVE
FINANCE COMMITTEE MEETING
MINUTES

NOVEMBER 20, 2014 – 1:00 p.m.

- I. Present: Julie Ann, Mike, Kris, Seth, Donna, Anne, Lisa, Fran, Nancy, Carla
- II. Finance Committee Purpose, review of last year
 - a. Program Locations were reviewed.
 - b. A sample program budget (for last year) was reviewed for a discussion of presentation format.
 - i. Average salaries should be used in budget creation.
 - ii. Columns should include: FY14 Actual, FY15 Budget, FY 15 Year to Date and FY 16 Budget
 - c. The final budget for FY 15 and its accompanying memo was reviewed.
- III. FY14 Tuition Invoices – Final After Audit
 - a. This year, final bills were requested early in order to keep accounts in the correct fiscal year. This process resulted in a final, final bill after the audit, which was confusing. In the past, final bills were distributed after the audit. Going forward, only one final bill will be sent after the audit. (October)
- IV. IDEA Excess Costs (Maintenance of Effort)
 - a. The state is requiring each district to document Maintenance of Effort using a new process. This requirement is due on January 30, 2015.
 - b. The cooperative is required to record all federal expenditures to each of the districts. This report should be out to the districts by early December.
 - c. For shared professional development costs, it was recommended to use the formula in the Articles of Agreement.
 - d. Nancy distributed information about completion of this requirements, webinars and upcoming trainings provided by the state.
- V. Personnel Reimbursements – Senate Bill 16
 - a. Although SB 16 was not called for a vote, it was discussed regarding its impact on special education.
 - b. A report regarding the anticipated personnel reimbursement for each district was distributed.
- VI. Medicaid – Fee for Service and Administrative Outreach
 - a. Collected on behalf of Districts (fee for service). Various methods to increase consistency and accuracy with these claiming activities were discussed.
 - b. Admin Outreach. It was suggested that the roles of individuals on the rosters be reviewed.
 - Estimated Revenue was distributed.
 - Anticipated use of Medicaid Outreach Funds: Shelby rent, curriculum, and technology.

VII. Free Lunch Program

- a. Nancy distributed a report of eligible students by district and attendance center.
- b. For the next meeting, we will provide the number of students in MJC that are not D303 F&R
- c. It is possible for Mid-Valley to credit or bill each district, but a final decision is yet to be determined.
- d. Seth will decide if they want to claim the students or bill districts.

VIII. Budgeting for FY16

- a. Budget calendar (We will find some budgets to present as drafts in January to the Finance Committee. It is very early to make most decisions.)
 - February 2015: All program budgets will be presented: Admin/ Improvement of Instruction, O&M, Psych, Health, Assistive Technology, Adapted PE, Vocational, Hearing, Vision, Speech, Social Work, OT, PT, ECHI, New Pathways, ELS, CLASS, ABLE, SAIL, Twelve +, New Directions, ALOP, Safe Schools, and Professional Development
 - March (likely that the Finance Committee will meet)
 - April 22, 2015: Board & Finance Committee Workshop with recommendations
 - May 6, 2015: Tentative Budget to MVSEC Executive Board for discussion
 - June 8, 2015: Final Review of Budget, Changes to MVSEC Executive Board
 - June 25, 2015: Tentative budget to D303 Business Services
 - June 2015: Budget on Public Display & Schedule Public Hearing
 - June 29, 2015: Publish notice for budget hearing (no less than 30 days prior to Public Hearing)
 - August 10, 2015: Public Hearing & Adoption of Final Budget D303 Board of Education

IX. Budget Parameters/Considerations

- a. Parameters from districts – any limitations? None.
- b. Known retirements by fiscal year were shared. There should be an estimated savings of \$130,299 with retirements.
- c. Salary and benefits. Salaries 2.5%; Benefits estimated at 14%.
- d. Debt Service will be retired this year. This will be a savings to the O & M budget of approximately \$282,678. There was a brief discussion of the cap plan and future building maintenance.
- e. Legal Fees are expected to be lower, but will need to include bargaining for FY15.

X. ALOP Program

- a. FY14 budget and expenditures were reviewed.
- b. The FY 15 anticipated revenues and expenditures were reviewed. The only major difference is that the vocational facilitator position has not yet been hired. And, the second round of vans have not been bought/leased.
- c. We are obtaining specific information from the architect regarding the lift in Shelby. We may need to move this activity from FY16 to FY15 due to student need. We may be able to cover the expenses with ALOP funding with Board approval.

- XI. 5-year Capital Plan (MJC)
 - a. Items on the Capital Improvement Plan were briefly reviewed. There are two more years on the plan. It was suggested that we have look at adding items past the original five years.
 - b. More specific information will be brought to the Finance Committee at a later date.

- XII. Technology
 - a. We anticipate that there will be some technology purchases for FY 15. The donated iPads will need to be replaced. We are reviewing the laptop needs as well. But, the purchases should be far fewer than they were this year.
 - b. This year has been particularly difficult with the technology deployment and tech support. We are analyzing the support received by D303 and are suggesting that we have an individual (TA) on-site who can support the staff and administration after hours. The current model of help-desk tickets for simple requests is not the most effective model for D303 or for Mid-Valley.
 - c. Over the years, the need for tech support has increased and changed. Once all the information is gathered, it will be summarized and presented again to the Finance Committee.

- XIII. Other Items/Issues
 - a. At our next meeting, we will present the trend data that was shared with the Board at the fall workshop.

XIV. Confirm Meeting Dates

November 20, 2014 1:00 p.m.
December 18, 2014 1:00 p.m.
January 22, 2015 1:00 p.m.
February 25, 2015 1:00 p.m. – Revised
March 19, 2015 1:00 p.m.
April 22, 2015: Board Workshop with Finance Committee 8:00 – 11:00 a.m.

