

October 10, 2017 Finance Committee Minutes

5:30 p.m.

Members present: X Darryl Holman
 X Bruce Banta
 X Chance Adams
 A Tiffany Happel

Ex-Officio Members Present: X Nicole Thompson, Business Manager

1. Call to order: 5:30 p.m.
2. Roll Call: (results above)
3. Quorum: Confirmed
4. Changes to the agenda
 - No changes
5. Approve Previous Finance Committee Meeting Minutes - September 12, 2017

Motion: Approve the finance committee minutes from 09.12.17. By: Darryl Holman.

Second: Chance Adams. Vote Results: Unanimous.

6. Direct Inspections

6.1 Financial Condition and Activities Policy

Property (2.5.3) *(Shall Not) Dispose of real property valued over \$1000.00 per individual item w/o board approval.*

- (no pending transactions)

Cash Balances (2.5.9 Cash Balances) *(Shall Not) Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.*

- Cash Flow – September 2017
- Payment Register - September 2017
- Invoice pertaining to expansion expenses: Best & Flanagan
\$36,768.70 - Discussion concerning validity and payment.

Motion: Move September 2017 Cash Flow, Payment Register and expansion invoice to the Board. Including additional discussion on invoice payment. By: Darryl Holman. Second: Chance Adams. Vote Results: Unanimous .

6.2 Contracts

6.2.1 SPED Service Contracts

- Holly Nelson, Autism Consultant
\$55/hr

6.2.2 Internal Contracts (in addition to annual contract)

- Mountain Bike Head Coach - Jerry Smith
 - \$2000.00/year
- Mountain Bike Assistant Coach - Mark Larson
 - \$1000.00/year
- Leadership Team - Greg Moen
 - \$3000.00/year
- District Wellness Director- Elizabeth Mathews
 - \$6500.00/year
- Student Council, Sr. High - Jodie Olson
 - \$1000.00/year
- Student Council, Jr. High - Elizabeth Mathews
 - \$1000.00/year
- Quiet Study Supervisor - Chance Adams
 - \$1200.00/seminar/semester
- Soccer Assistant Coach - Don King
 - \$1000.00/year
- Envirothon - Jennifer Aakre
 - \$2000.00/year
- Athletic Director - Dan Gannon
 - \$1000.00/year

6.2.3 New Hires

- Quiet Study, Teacher Assistant - .6 - Brenda Cecena
\$15,140.13/school year

Motion: Move contracts to the Board. By:Chance Adams. Second:Darryl Holman . Vote Results: Unanimous .

7. Policy Development

7.1 Accounting Manual and Procurement Procedure - Proposed updates by Finance Committee

- Discussion concerning if needed for annual approval or considered delegated. Per business manager, the most recent finance committee review and approval has been referenced repeatedly not only throughout the audit, but also for the authorizer VOA.
- Will move to the board as an annual consent agenda item.

Pg 5 - Updated the responsibility section to reflect practice per position and added word “reviews” to 4.

Pg 6 - Updated to reflect Business Manager prepares deposits. Updated to reflect Assistant Executive Director confirms and takes to the bank. Updated to reflect Business Manager codes to system.

Pg 7 - added language “within the cash flow statement”.

Pg 9 - Updated Special Ed from Coordinator to Director. Cleared up when PO created by adding "Post Executive Director Signature". Added Operations Manager/Requesting Staff placing the orders or arrangements. Cleared up when check is prepared by adding "post executive director/assistant Director/SPED Director signature". Cleared up signatures are manual. Added step of Operations Manager reviewing payment accuracy and signatures and getting in the mail.

Pg 10 - Cleared up that Operations Manager maintains record of time available and used. Added Executive Director step of reviewing all time sheet and sub entries prior to system entry and issuance. Added Assistant ED reviews payroll register and timecard entry.

Pg 11 - Added "and monthly expenditure matrix. A quarterly expenditure matrix is also prepared for board review. All documents detail expenses, which include" and "approval on a monthly basis".

- Fund Balance Policy - No Changes
- 2017-2018 Board Authorizations: will reflect most recent approvals found in the 08.08.2017 minutes.
- List of Financial Reports and Due Dates - No changes
- Chart of Accounts: will be updated to reflect all accounts as of 09/13/2017
- Forms: No Change
- Insurance: will be updated to reflect 08/2017-08/2018
- Procurement Procedure - No Change

Motion: Bring to the board as an annual consent agenda item. By: Chance Adams. Second Darryl Holman. Vote Results: Unanimous.

8. Committee Logistics

8.1 No Agenda Item

9. Audit

9.1 No Agenda Item

10. Adjourn

Motion: Adjourn at 5:56 p.m. By: Chance Adams . Second: Darryl Holman . Vote Results: Unanimous.