

October 9, 2018 Finance Committee Minutes

5:30 p.m.

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

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

1. Call to order: 5:37 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 11, 2018
 - Note: missing check numbers from 201902 payment register (12980-12985) addressed in 201903 payment register. Checks had been voided, but did not print on the 201902 payment register - was addressed at the meeting, but now reflected accurately in the payment register.
 - Motion by Darryl Holman . Second Tiffany Happel . 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.*

201903:

 - Cash Flow Statement
 - Payment Register (see odd check number above)
 - Expenditure Matrix
 - Balance Sheet
 - Budget vs. Actual ADM

Motion: Move September 2018 Cash Flow, Payment Register, Expenditure Matrix, Balance Sheet and Budget vs Actual ADM to the Board. By: Darryl Holman . Second: Tiffany Happel . Vote Results: Unanimous.

6.2 Contracts

Contract(s)[citation: 3.3.3 Executive Director Authorization]:

6.2.1 Internal Contracts (in addition to annual contract) -

- Teresa Roscoe - amended contract Para 80% and Teacher 20% - Science
- Tami Worner - amended contract: error in initial by business manager that did not reflect the adjustment to pay post probationary
- Chance Adams - Thinking Maps Trainer
- Jodie Olson - Sr High Student Council
- Jennifer Aakre - Envirothon
- Jennie Lanz - National Honor Society (NHS)
- Elizabeth Mathews - Jr High Student Council
- Jennifer Aakre - TEAMS Advisor
- Tara King - Yearbook
- Lisa Fisher - Speech
- Leslie Drimel - Leadership Team
- Chance Adams - Leadership Team
- Greg Moen - Leadership Team
- Dan Gannon - Athletic Director
- Dan Gannon - Soccer Coach, Head
- Nicole Friend - Track Coach, Head
- Michael Meehlhause - Nordic Ski Coach, Head
- Lisa Fisher - Tutor
- Stephen Peterka - Tutor
- Dan Gannon - 6th grade Phy Ed
- Elizabeth Mathews - Breakfast Program
- Russ Perrson - Vehicle Coordinator

6.2.2 External Contract - New Hires

- Paul Ekhoff - Soccer Coach, Middle School
- Karen Bradley - Gen Ed Classroom Monitor
- Karen Bradley - 6th grade play
- Karen Bradley - 6th grade robotics assistant
- James Owen - 6th grade robotics
- Ben Rudnick - Treknorth Tutor
- Anna Johansen - SPED Speech - maximum \$33,000
- Doug Anderson - SPED Psych - maximum \$9,000
- Malisa Van Masdem - Dishwashing service - \$30/day
- Angela Fossen-Jensen - SPED Para - PT
- Michael Meehlhause - Academic Structured Quiet Study
- Jeff Harmsen - Custodial
- Claire Hansen - SPED Para - PT

Motion: Move contracts to the Board. Recommendation to pull out Jodie Olson. By: Darryl Holman . Second: Tiffany Happel . Vote Results: Unanimous .

7. Policy Development

7.1 Annual Review of Accounting Manual

Annual review of the accounting manual and all inclusions

- Changes as Listed:
 - Accounting Manual: Purchases - Change amount from \$50,000 to \$100,000 per Minnesota Legal Compliance Manual
 - Accounting Manual: Financial Statements - Update list of financial statements reviewed each month by the Finance committee to include: cash flow statement, balance sheet, payment register, expenditure matrix and budget vs actual ADM
 - Procurement Procedure: Purchase Thresholds - B. and C. update amount to reflect the \$100,000 limit as referenced above
 - Procurement Procedure: Procedures for Disposition of Equipment less than: Update amount to reflect \$1,000 amount instead of the \$5,000 currently listed. This change in line with the board policy change in 17-18 to EL 2.5.3 dollar amount
- Inclusion of TrekNorth Fee Policy and Information Request Forms

Motion: Move FY19 accounting manual to Board for approval. By: Darryl Holman Second: Tiffany Happel. Vote Results:

8. Committee Logistics

8.1 No Agenda Item

9. Incidental Information

9.1 No Agenda Item

10. Adjourn

Motion: Adjourn at 5:50 p.m. By: Darryl Holman . Second: Tiffany Happel . Vote Results: Unanimous.