

November 21, 2019 VCS board meeting

4:06 p.m.

Present: Karin Schmidt, Marit Kringstad, Jodi Summit, Dick Larmouth

Absent: Paula Herbranson (excused/other meeting), Kristin Krings (excused/snowed in)

Also present: Pam Zahn, Business Manager, Frank Zobitz

Motion to approve the agenda by Karin, second by Dick- all yes

Motion to approve consent agenda by Karin, second by Marit- all yes

Staff recommendation is to make Michelle Maki a full-time para (she was part-time) to fill part of the opening. Will see how things work before filling remaining half-time opening.

4.1 Budget vs. Actual through end of October. Need to hold a finance committee meeting to review budget and spending, and make any corrections needed. Set finance committee meeting for Thursday, Dec. 5 at 4 p.m. Pam Zahn will attend.

5.1 Financial reporting board training

Pam Zahn- I need to know what the reports need to communicate.

Does the board need a copy of the bank statement each month? Treasurer Dick Larmouth does do an in-office audit of the bank statement each month, so it is not necessary.

Board needs to see the bank balance each month, deposits, and withdrawals

Bank actuals vs Smart Finance- if there is a difference you need to understand why?

MDE pays at 90%, at end of the year they still owe us 10%

Aug/Sept- issues with recording data in smartfinance (fixed now)

It's important to make sure all the money in, and money out, is properly recorded in Smartfinance

Financial report has a box explaining any differences

Budget items to keep a watch on- notes from Pam

Discussed each page of the financial report, where the data comes from, how to get more information if needed

Would like to see more detail on deposits, where the money came from, what it is coded for
Payment by bank and check

July/Aug/Sept payroll checks all show up on the October statement, due to issues with Smartfinance, unable to record the Edvisions withdrawals

Does the board need to see the two pages of reconciliation worksheet? Probably not. Just a summary.

What is important on the balance sheet for the board? Mostly just for business manager
Income/Expense statement- gives board idea of where we are at budget wise- the most important report for the board to review each month

Pam plans to revise how the cash flow chart is done to make it more useful to the board

Finance Committee will meet on Dec. 5 to produce a revised budget if needed, and also come up with a better format for the financial report

6.1 Financial Reports

Motion to approve July, August, September, October financial report by Dick, second by Karin- Board discussed all four months with Pam

All in favor

6.2 Motion to transfer \$25,548 from the general fund to cover deficit in food service account to close out 2019- motion by Karin, second by Marit- all yes

Staff is working to make sure all eligible students are classified as free/reduced, and to encourage all of them to take advantage of the food service every day.

Close to 90-percent are eligible

6.3 Audit Report

Pam reviewed the audit report with the board

Noted food service write-offs of \$1,737 (unpaid lunch bills)

Fund balance is still healthy

Deficit for 18/19 was \$18,651, a little lower than projected

No deficiencies were noted by the auditors

Motion by Karin, second by Marit to accept the auditor's report- all yes

7.1 Frank reported on issues/successes

October newsletter published, next one in December

Activities- Halloween lunch and activities, Veterans Day program, TSAA Auction choir sang and volunteers, field trip to Bois Forte Heritage Museum, next few weeks- Northern Tier Base and Minnesota Discovery Center- field trips part of the EE curriculum

PCs for People- all computers are distributed, some went to VCS families

Winter Camping Trip planned in February- 10 are interested, 8 can go

Blandin Grant update- new phone/internet installed, high speed internet, every staff will have a direct dial number, voice mail goes direct to emails,

Frank will sell old phone equipment

Piano and Computer lab area is cleaned up, next step is to set up computers, and then work on programming

Smartboard fund- totally spent

Computer lab fund- have \$383 left

Music/Field Trip fund- \$6,200 left- but looking at other needs

Frank attended the Audubon Leaders Retreat in the Cities- focus is shifting to how the authorizer can help the schools achieve their goals. Looking at ways to collaborate with other Audubon schools to lower costs, bring in expertise, also perhaps securing grants

Audubon offered the opportunity to send our students/staff to the ELC in Sandstone, they will fund the cost and transportation cost. Will do this in February. A great opportunity to bring the kids overnight for four days. Haven't told the students yet. It will be a required activity.

School website- new website will go live next week, total redesign, optimized for mobile, feature news from school newsletter, automatically updating calendar, school menu, enrollment info, transportation info, student success services, handbook, policies, field trips, info for parents, links, special events, about us, board minutes, annual report, staff photos and contact info, employment info, and more to be added once the site is live.

Next meeting is Thursday, Dec. 19 at 4pm

Motion to adjourn at 6 p.m. by Karin, all yes