

**Sanborn Regional School Board
Finance Subcommittee
Minutes of April 21, 2021**

Attendees:

M. Angell / J. Baker / M. Bashaw / J. Fitzpatrick

Opening of meeting was Chaired by M. Angell.

J. Baker nominated J. Fitzpatrick for Finance Chair. 2nd by M. Bashaw.

Unanimous vote in favor. J. Fitzpatrick took over role of chair.

J. Baker moved acceptance of March Minutes. J Fitzpatrick 2nd.

J. Baker and J. Fitzpatrick voted to approved. M. Bashaw abstained.

M. Angell Reviewed the Business Managers Comments – Highlights below:

\$6.2M Cash on hand (~ 2.14 Months of operations)

Revenues at 31.2M 88.5% of budget. Also, we just invoiced Fremont. If this is counted, we are at 91.3% of budget.

We are now 100% collected for state funds as just received:

- \$978,635.10 in adequate aid.
- \$256,757.41 in school building aid.

General funds expended through March is \$21.6M. Encumbrances are an additional \$9.5M. (6.6% of the budget remains)

For health benefits we have expended \$2.8M. Encumbrances are another 1.5M. This leaves 12.3% of the budget remaining).

Key risks were identified as follows:

- Roof damage at Seminary Building
 - **Action - M. Angell to contact the buyer to review options.**
 - **Action - M. Angell also contact the insurance company to see if this will be covered.**
- Bakie Boiler – we received design plan on 4/20
 - **Action - M. Angell to provide this to Fin Committee members per J. Baker request**
- Memorial Playground Equipment
 - **Action - M. Angell has reached out to Insurance company to see what will be covered.**
- There are 4 new leaks found in the High School Roofing
- Dust collection system at HS needs to be replaced (it has failed again)
- Paving Quotes starting to come in. First one has
 - Memorial @ \$74,950
 - Bakie @ \$163,100
 - Total @ \$238,050 vs initial estimate of ~ \$60K

○

M Angell requested authority to make 3 line item transfers (listed below):

Item 1

- 11,000 PT/OT from Bakie to HS
- 2,000 PT/OT from Memorial to Pre-School

Item 2

- \$19,999 from Pre-K to Bakie for other professional Services

Item 3

- \$50,000 from MS to Bakie for Special Ed transportation

J. Baker motioned on each separately to approve. Each motion was seconded by M. Bashaw and each was approved unanimously.

Memorial School Estimate vs Actual Costs for Entry Way

Estimate was \$58.8 and actual was \$51.4. Benefit due to taking so much in house for labor.

J. Baker pointed out that the initial estimates was in the \$120K range when it was to be 100% vendor labor.

Status of 3 Audits:

Special Education – Difficult to assess while students are remote.

- J. Baker pointed out that the school has been open since October. And there are issues in from of School board regarding classroom disruptions. He believes that part of this could be done now.
 - **Action – Fitz to follow up on this issue with T. Ambrose**

Athletics – No Update

- **Action – Fitz to follow up with T. Ambrose as to what subset of the original; commitments in this area will be completed this school year.**

IT - IT Dept. has spent time on COVID related issues.

Trust Funds:

Special Education Trust Fund	\$241.2K
Capital improvement and Maintenance	\$223.0K
Unanticipated Educ Fund	\$150.2K

Revolving Facilities use fund	\$163.5K
Total	\$778.0K

Fitz asked about the current payment of \$2,625 was in March.

Action: M Angell to get back to Fitz on this amount.

Expenditures and Revenues:

Expenses

Health - \$612K is unencumbered and will be likely close to this for unexpended funds at the end of the year.

Non-Health – Approx. \$2.0M. Not as solidly likely to become Unexpended funds as we still have things to address in spending (like leaks for example) that will still need to be encumbered and spent.

Fitz asked about Covid costs, how much of the Covid costs are still embedded in the non-health spending.

M. Angell stated that all but ~ \$10K of the Covid spending that is associated with the \$1.1M in grants has already been removed from the general spending and is now being accounted for in the grant account.

J. Baker asked about uses and requirements of grant fund usage.

M. Angell confirmed that the money still in the fund is not Grant money and thus anything left over can be used for anything or even not used and left in unexpended funds.

M. Angell has approx. \$10K in costs not assigned to a grant yet.

Fitz asked for a Covid spending reconciliation.

- What were the total covid costs by category?
- What was applied against the \$1.1M in Covid grants that were taken from the general funds.
- **Action – M. Angell to provide total spending and reconciliation of Grant money.**

Revenues

Covid grants are not in revenues. They are reported in Grant accounts. Revenue file is all general budgeted revenue, not grants.

Meeting was extended an additional ½ hour to complete some open past due items:

Reorganization Actual vs Estimated costs:

Total Estimate	\$720.6K
Actual	\$639.2K
Savings	\$112.5K (rounding)

Main driver in savings was decision not to do new locker room Savings \$164K. The other line items were overspent by ~ \$40K

Software Usage Report

M. Angell provided usage report for BrainPop.

M. Angell also supplied an updated excel file that includes all subscriptions, as had been requested by Fitzpatrick, and showed the information that has been gathered to date.

- Fitz noted that the file does not have any dollars associated with it.
- That this would have been part of the audit and as not being completed, he will check the list against manifests and add the \$ amounts in himself.

M. Angell also reviewed differences between paid and Free versions of Flocabulary.

Manifest questions were focused on questions as to where we are spending money.

Some of the questions are about programs/subscriptions that we are spending money on. Example Aurora institute which wants to transform education. We need to focus on Math and English, we can “Transform education” once we master teaching Math and English and have proficiency levels above 20% and 56%.

M. Angell said that we don’t always use all the items from a website so we should discuss these items with the Admin.

Also discussed the \$80K for books. The question came up as to what books we will be targeting. What is the list of books? One of the manifest questions was about a book that teaches kids to be disruptive. I would not support that type of pf plan for the district.

Action – Fitz to review above 2 items with T. Ambrose.

Manifest questions we did not get into details on. We will review next meeting.

M. Angell noted that the audit of the Student recon account, would be provided at the next meeting.

