



Finance & Facility Committee Minutes

Tuesday, Nov 7 @ 4:45pm Aspen Academy – New Science Room

In Attendance:

Noah Levie – Board Treasurer, Committee chair, Misty Schutrop – Board Chair, Committee Vice Chair, Paula Foley, Executive Director, Diane Hummel, Business Manager, Julie Herman, Melanie Jiskra, Jennifer Halko, Stephanie Peterson, Angela Dunn, Maureen Finlayson, Kelly Smith, Diane Sterna, Angela Tuma, Robert Allison, Mike Pocrnich, Stephanie Smitley, Wade Phillips

Agenda

Call to Order: 4:45

1. Reviewed 2017/2018 Budget

The committee reviewed the revised budget reflecting all of the feedback and inputs from the October committee meeting. Student enrollment levels were revised to the most recent levels with update to revenue flows. Expenses were reviewed line by line and addressed additional expenses for pro-rated property taxes due for 2017, allowable expansion related expenses to be paid for by the community service fund, and confirmed that labor costs are aligned with the current staffing levels in the school. The modified budget as presented was consistent with the committee's expectation coming out of the October meeting and review. The committee will recommend the board approve the budget as presented at the November board meeting.

2. Authorize the addition of a pre-paid credit card for community development fund use

Discussion took place regarding a request for a prepaid credit card to be used by the Community Services Fund committee to buy pre-approved items at its discretion up to a pre-set spending limit in an effort to reduce the operational burden of the current credit card use approval and use procedure. Committee members advise staff to find an expedited process in lieu of adding a new card that would operate under a different procedure than what is currently in place. Committee members also stated a pre-requisite to changing the current credit card procedure is the adoption and approval of the pending credit card policy before consider board action to approve the addition of a prepaid card.

Adjourn: 5:50pm