



Finance Committee Minutes
October 19, 2020
3:05 Google Hangout Meet
Pending Approval

Due to the declared health pandemic and the declared state of emergency and pursuant to Minnesota Statute 13D.021, until further notice, all NSCS Finance Committee meetings will be held by teleconference or other electronic means. In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend this meeting due to the current health pandemic. The public is encouraged to watch this meeting online at <https://youtu.be/qvy7lGx4PuM>.

NSCS Mission: North Shore Community School excels in connecting our students' academics and learning with their natural and social environments in a nurturing community setting.

The purpose of the Finance Committee is to support the school mission through responsible fiscal management, guidance, and recommendations related to the **financial** interests and operations of the district. NSCS Board adopted on December 16, 2019

Call to order:

Members Present: Linda Johnson, John D Doberstein, John M Dover, Jaron Larson, Shelly Pierson, ~~Shane Stolp~~
Secretary: Nikki Carpenter
Ex Officio: ~~Mike Pocrnich~~

- I. Approve September 14, 2020 minutes (Motion by JMD second by JDD: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- II. Approve October 19, 2020 agenda (Motion by LJ second by JL: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- III. Old Business
- IV. New Business
 - A. Annual review of Policy 213 & 213C, Committees of the Board, Companion Document, and Finance Committee purpose. Reviewed by the committee, no changes to the committee purpose.
 - B. Current k-6 student enrollment 347. Enrollment as of 10.19.20 is 350 students, 6th and 1st grade are full and is accepting applications for a wait list.
 - C. Acknowledge receipt of August 2020 Financial Statement.
 - D. Recommendation from the Finance Committee to approve September operating receipts for \$ 475,549.53. (Motion by JMD second by LJ: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
 - E. Recommendation from the Finance Committee to approve September checks 13,927-13,988 in the amount of \$ 85,503.38. (Motion by JDD second by JMD: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
 - F. Recommendation from the Finance Committee to approve September EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$ 219,144.96.

(Motion by JDD second by LJ: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)

- G. Recommendation from the Finance Committee to approve September credit card transactions in the amount of \$ 6,404.83. (Motion by JDD second by JL: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- H. Recommendation from the Finance Committee to approve September Scrip disbursements in the amount of \$3,896.51, including check 1381 in the amount of \$2,996.49. (Motion by JDD second by SP: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- I. Recommendation from the Finance Committee to approve September Scrip receipts in the amount of \$1,071.92. (Motion by LJ second by JDD: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- J. Recommendation from the Finance Committee to approve September 2020 journal entries. (Motion by JMD second by JL: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- K. Recommendation from the Finance Committee to approve September 2020 general checking and Scrip account bank reconciliations. (Motion by LJ second by JMD: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)
- L. Transportation expense increasing for FY21
The committee discussed transportation for the current year. The school currently has six regular routes am/pm Monday, Tuesday, Thursday and Friday and two Tier One routes am/pm Monday through Friday for a total of eight bus routes, which is 1.5 extra routes in busing from last year. Voyageur is discounting the school for fuel cost on Wednesdays for the non tier one buses, so between the fuel discount our extra monthly expense is up about 1 route or \$5,000.00 per month. Now that we have a better understanding on how many Tier One students are on each bus the Executive Director, Business Office and Busing Coordinator are working with Voyageur to reduce the two Tier One buses to one bus. The Tier One bus will comply with all MDH COVID 19 recommended guidelines.

Committee reflection- Members feel they are serving the board well by following policy and procedure, providing the first level of scrutiny reviewing financial documents, and had a good discussion on COVID-19 and its impact on our finances. The audit is in progress.

- V. Motion to adjourn at 3:55 pm (Motion by LJ second by JMD: Aye, Johnson: Aye, Dover: Aye, Doberstein: Aye, Larson: Aye, Pierson: Absent, Stolp)

The next Finance Committee Meeting Monday, November 9, 2020 at 3:00.