



Finance Committee Minutes
January 11, 2021
3:00 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/FR-y-NuZlxc>

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 (reviewed October 26, 2020).

Call to order: 3:07

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 December 14, 2020 minutes (Motion to approve by Doberstein seconded by Dover: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- II. Approve January 11, 2021 agenda (Motion to approve with changes to the month VI. C.-E. from November to December by Larson seconded by Johnson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- III. Old Business
 - A. FY20 Audit Update – The board approved audit has been uploaded to the shared finance folder.
- IV. New Business
 - A. Current k-6 student enrollment 345
 - B. Acknowledge receipt of December 2020 Financial Statement.
 - C. Recommendation from the Finance Committee to approve December operating receipts for \$323,861.07. (Motion to approve by Dover seconded by Doberstein: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
 - D. Recommendation from the Finance Committee to approve December checks 14066 to 14101 in the amount of \$148,236.74. (Motion to approve by Johnson seconded by Larson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
 - E. Recommendation from the Finance Committee to approve December EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$245,262.18. (Motion to approve by Dover seconded by Doberstein: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)

- F. Recommendation from the Finance Committee to approve December credit card transactions in the amount of \$ 4,868.93. (Motion to approve by Johnson seconded by Doberstein: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- G. Recommendation from the Finance Committee to approve December Scrip disbursements in the amount of \$ 3,435.74. (Motion to approve by Doberstein seconded by Dover: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- H. Recommendation from the Finance Committee to approve December Scrip receipts in the amount of \$ 3,836.30. (Motion to approve by Doberstein seconded by Larson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- I. Recommendation from the Finance Committee to approve December 2020 journal entries. (Motion to approve by Dover seconded by Larson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- J. Recommendation from the Finance Committee to approve December 2020 general checking and Scrip account bank reconciliations (Motion to approve by Dover seconded by Doberstein: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- K. Policy Review- Policy 431 Non-Exempt Employee Overtime Compensation (Motion to approve as written by Doberstein seconded by Larson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)
- L. Minnesota minimum wage rates increased on January 1, 2021 to \$10.08. The mandated labor law poster has been update. The labor law poster is located in the teachers' lounge.
- M. 2021 Budget Review- FY21 adopted budget to actual expenditures.
 Mike gave an overview of the FY21 adopted budget to actual expenditures. The school is in a good financial position with a small increase to the projected fund balance. Two budgets that the committee is watching are Tier One Care (Kids and Co) and Food Serves.
 Discussion was held regarding staff raises or stipend possibilities this year. We will continue to monitor the budget to determine feasibility.
 Mike, Shelly, Nikki and Jaron will be working on applying for a PPE Loan. If the school is approved for the loan the funds will be for payroll costs, rent and utilities.

Committee reflection- Helpful meeting, great discussion on budget, staffing and grants. The committee is enriched with internal and external members that bring different perspective to the committee.

- V. Motion to adjourn 3:57 (Motion to approve as written by Doberstein seconded by Larson: Johnson, Aye; Doberstein, Aye; Dover, Aye; Larson, Aye; Pierson, Aye; Stolp, absent)

The next Finance Committee Meeting Monday, February 8, 2021 at 3:00.