

## **Southgate Community Schools**

### **Finance Committee**

#### **Meeting Minutes**

Meeting date: May 24, 2017

Location: Southgate School Board Office

Meeting was called to order at 5:30 PM

Attendees: Jason Kupser, Darlene Pomponio, Jason Craig, Theresa McLachlan, Leslie Chretien

- I. Call to Order - Meeting was called to order at 5:30 PM
- II. Old Business
  - a. Jason Kupser provide a draft of the paragraph to be placed under the graph that will be displayed showing the millage spend assignment. There were some small edits from the committee. This item is closed with edits. The paragraph now reads:

“The chart shown above is a representation what the millage fund is expected to be spent on and is being provided for transparency to the community. The graphic representation should not be considered a commitment, but understood as an expectation of the Southgate Board of Education. Changes made to spend allocations that are represented in the chart may be due to several reasons to include, but are not limited to: variances in tax collection, corrections to budget estimations, and/or reallocation of spending as determined by the school board or district. Please note that if/when changes occur, the chart will be updated to represent those changes.”

- III. New Business
  - a. The topic of “Tracking and sharing board development” was brought to the Finance committee by Jason Kupser. Darlene Pomponio asked that if there was going to tracking of the board development, than there should be tracking of the development of each of the other areas in the district. Darlene Pomponio stated that the development needs of the board are dynamic, specifically in changes that are occurring in legislation at the state and federal level. Jason Kupser stated that the purpose and for the topic was due to a potential large increase in development, specifically of the newly elected board members needing the 100 level train courses, which may cause an increase to the district’s budget related to board development. Darlene Pomponio stated that the board development budget has not been tracked like this in the past. The committee agreed that the development of the board would continue to have a budget line item without the need for forecasting the level of activity. This item is closed.

- b. The topic of “Tracking and sharing board compensation” was brought to the Finance committee by Jason Kupser. He sent a possible tracking sheet for this topic to the board prior to the meeting. Darlene Pomponio expressed that she would like to see the Finance Committee focus on other larger items that are in the budget and that tracking the board compensation would be a waste of time since it is a small budget amount. Jason Kupser stated that the reason that he brought this as a topic to the Finance Committee was because this is a new policy that impacts the budget and therefore may wish to be tracked by the finance committee because the board does not know what the financial impact is of this decision. Darlene Pomponio stated that this does not need to be tracked monthly. Jason Craig stated that this does not need to be tracked monthly, but would like to see the financial impact of this in the future. Jason Kupser stated the MS Excel sheet provided via email prior to the meeting was a suggested tracking mechanism and it would not need to be tracked monthly. Theresa McLachlan stated that the compensation information could be provided at any time to the Finance Committee from the district accounting system. The Finance Committee agreed to table this topic until later, in to the next school year.

Leslie Chretien stated that the conversation of the first two “new business” topics brought some “healthy” direction how the Finance Committee may wish to proceed with agenda items and focus. The Finance Committee agreed. Moving forward the committee will be looking at the specific budget items that the Finance Committee and board feel need attention, thus conducting a deeper dive in to these budget items for scrutiny. The Finance Committee will use the July committee meeting to select the initial budget items.

- c. Theresa McLachlan reviewed the Draft 2016-2017 Final Amended Budget with the Finance Committee. The discussion revolved around the major changes to the budget as compared to the Audited budget from earlier in the year. Jason Kupser asked for a column to be added to the accounting report schedules to include the difference between the previous and current budgets. This was also asked to be done on the new fiscal budget compared to the previous year’s final budget as well. Theresa McLachlan stated she could do that. This item is closed.
- d. Theresa McLachlan asked that the June Finance Committee meeting date be changed, as the main purpose of the meeting is to review the ’17-’18 budget and that it is expected that the board will potentially approving the budget the week prior to the Finance Committee meeting. The Finance Committee agreed that the June meeting will be canceled and that Theresa McLachlan shall provide the ’17-’18 budget to the committee for review prior to the June 20<sup>th</sup> board meeting. The committee will provide comment to Theresa McLachlan as needed via email prior to the board meeting. This item is closed.

IV. Adjourned meeting at 7:20PM