



Finance Subcommittee Report

Date: October 12, 2017

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, John Morang, Michelle Ritcheson, Michelle Lickteig

Guests:

Meeting Date: October 11, 2017

Agenda Items and Discussion:

Electricity Contract Renewal:

Michelle L. presented to the committee a new Electricity contract that reduces the KWH amount from \$.087 to \$.048 for the next four years. Michelle L. reminded the committee this is the electrical usage only, not the delivery of the electricity, so this does not mean the electric bill for all facilities will be reduced by 50%. It does mean a portion of the bill will be reduced by that much. Michelle L. and Dennis O. will be monitoring the buildings during peak hours/days in the summer when the buildings could go over peak capacity and potentially increase the rate for the following year. Dennis has a plan in place that will allow for an alternate energy source to be used during those times keeping the lower rate in place. This happens roughly 4-6 times during the summer months for about 2 hours.

Approval of Recruiting Software purchase at significant discount:

Michelle L. requested the purchase of a recruiting software that would help reduce the current labor-intensive process currently in place in the Business Office. Michelle L. told the committee that the HR Coordinator processed 780 applications manually in the last hiring season. This meant emailing each applicant individually if pieces of the application were missing, emailing each applicant if they were not chosen for an interview, and printing, scanning, putting into google docs and sharing of all those applications to the administrators. The new software will digitally do all of these processes with a one-time set up at the beginning of the job posting and will significantly decrease the lost documents and missed deadlines. The cost of the software will be \$3,622.50 for the first year, which includes installation and training and then \$2,550 for the following years. Michelle R. made a motion to approve the purchase of the software. Kate seconded the motion. The committee unanimously approved the purchase of the software.

Approval of Finance Committee Calendar of events:

Michelle L. presented the calendar of agenda items for the Finance Committee to consider for the school year 2017-2018. After review of the calendar, the committee added an item. The committee approved the calendar of items.

Next Meeting:

November 8, 2017 at Central Office.

Submitted by: Michelle Lickteig, Director of Finance