

Meridian CUSD #223
Finance Committee Meeting
December 9, 2010
6:30 p.m.
Meridian Junior High Board Room
Summary Report

The Board Finance Committee met on Thursday, December 9, 2010 at 6:30 p.m. in the Meridian Junior High Board Room.

Present: Ron Steenken (Board Member), Barb Reeverts (Board Member, left 7:40 p.m.), Bruce Larson (Board Member), Tim Jagielski (Board Member, arrived 8:35 p.m.), Jennifer Porter (District Administrator for Business/Human Resource), Jon Mickle (Director of Buildings and Grounds) and Bob Prusator (Superintendent)

Ms. Jennifer Porter began the meeting by providing a brief review of the community meeting held in November regarding the District's finances.

Next, Ms. Porter reviewed the status of last year Fiscal Year 2010 (FY 10) funds that were expected to be dispersed to the District prior to December 31, 2010 of the current Fiscal Year 2011. She relayed that of the nearly \$400,000 expected, all but approximately \$74,000 arrived and the District should expect the remaining amount to be dispersed by the end of the year.

Ms. Porter reviewed the first quarter financial report of the District. Ms. Porter reported that all revenues and expenditures in all funds are on track and in good shape.

Next, Ms. Porter reviewed the Treasurer's Report and the list of December bills. Ms. Porter provided an overview of the revenues and expenditures through October 31, 2010 and the beginning and ending fund balances in all funds. Mr. Porter also reviewed with the Committee the Activity Funds for the District and explained the processes that will be implemented for more effective monitoring and oversight of those accounts.

Ms. Porter also reviewed her recommendation to consider altering the process by which board members do the monthly review of bills. She suggested that, instead of having one board member assigned to review the bills each month, two board members be assigned and meet at 6:00 p.m. prior to the board meeting where bills are scheduled for approval. At this meeting, Ms. Porter would review the Treasurer's report. Additionally, Board members would review the monthly summary of cash receipts and disbursements of the student activity accounts. Additionally, board members would be presented with a summary list of all of the month's bills which would include the vendor and check amount. From that list, board members would determine which bills need further explanation and/or additional detail or documentation on the purchase process. Once completed the accounts payable and Treasurer's report would be consent agenda items for the regular board meeting. The committee discussed the process and agreed to utilize the system. Ms. Porter next went through the process with the committee to demonstrate what would occur during the monthly review.

Next, Ms. Porter provided a review and information regarding the 2010 tax levy. The projected Equalized Assessed Valuation (EAV), tax extensions and the tax potential tax rate were discussed. Ms. Porter relayed that she expects the EAV to increase .87% and the tax rate to be \$5.03 per \$100 of assessed value. The EAV and tax rate is expected to generate nearly \$200,000 of additional local tax revenue from the 2009 levy. Ms. Porter also shared that the amount of money requested in the levy reflects higher than

expected amounts in case there is a significant increase made the appeal process. Consequently, the Truth in Taxation notice published reflects the higher amount. If there is a significant adjustment made in increasing the value of parcel of property, the tax rate would actually decrease.

Mr. Jon Mickle, Director of Buildings and Grounds, provided a report which included a review of major projects undertaken by the department. Additionally, Mr. Mickle provided a summary of the status of the five year facility plan in conjunction with the required Health and Life Safety study. He also reviewed the major repair projects facing the district's facilities. Mr. Mickle also shared with the committee the process by which he and Ms. Porter interviewed architect's to determine which one would best serve the District in the Health Life Safety study and recommended that the District utilize the services of DLA. The committee agreed with the recommendation to use DLA for the Health and Life Safety project. Next, Mr. Mickle relayed his desire to form a Facility Committee composes of board members, community members, staff and students to provide the framework for keeping a facility plan updated and current with the educational needs of students. He anticipates the committee would meet approximately four times per year. Finally, Mr. Mickle provided a status and recommendation report on the vehicles used in the Building and Grounds Department.

The next Finance Committee meeting is scheduled for Wednesday, February 2, 2011 at 6:30 p.m. in the MJH board room.

The meeting adjourned at 9:25 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Bob Prusator". The signature is written in a cursive, slightly slanted style.

Bob Prusator