



Finance Subcommittee Report

Date: August 18, 2019

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, Michelle Ritcheson, Michelle Lickteig

Guests: Erin Dow, Dr. Becky Foley

Meeting Date: July 30, 2019

Agenda Items and Discussion:

Student Lunch Negative Balances - options:

Erin Dow, Nutrition Director, talked to the committee about school nutrition negative balances increasing year after year and some ideas on how to encourage payment of accounts. The following was agreed:

SY20 Meal Debt Reduction Plan

1. Nutrition department will work with POS and payment system vendors to set automatic balance notifications to contact households with negative meal balances on a weekly basis until the account balance is brought current.
2. Nutrition department will notify all parents that milk and juice, unless it is selected as a component of a complete reimbursable meal, is considered an a la carte item. Milk and juice will only be available to purchase with cash in hand or if there is a credit on the student's account. Signage will be placed at all points of sale to instruct students to inquire about their account balance before purchasing a milk or juice.
3. Nutrition department will follow board policy as written in re: negative balance forgiveness upon the receipt of a completed application by the household. Negative meal account balance refunds will be paid with non-Nutrition Program funds.
4. Nutrition department will continue to provide paper and online applications and personal assistance, with targeted follow-up on households facing a reduction in meal eligibility benefit
5. Nutrition department will implement a three-tier outreach program to incentivize F/R application completion:
 - a. An early application incentive: the first 100 complete applications received will be entered into a drawing. Prize is a choice of an iPad6 with case, a \$350.00 credit toward a negative meal account balance or donation of \$350 toward a needy family's lunch balance
 - b. A targeted emailing/ mailing to all households with negative balances encouraging them to apply for the opportunity to have their meal debt forgiven
 - c. An email/ mailing to all households to encourage early application

Finance Committee Schedule of Dates:

Michelle L passed out the schedule of dates for the upcoming school year.

Warrant Schedule of Dates:

Michelle L passed out the schedule of dates for warrants to be signed by the committee.

Budget Transfer Approvals:

Michelle L explained that amounts would need to be transferred from Article 6 and 11 into Article 3 and 9, respectively. Article 3 went over because Mechanical Services billed a significant amount from the prior fiscal year in the current fiscal year. Because of this, the Finance Committee has asked that we go out to bid for a new contractor as soon as this contract ends. Article 9 went over due to in district transportation of Special Ed students that was coded in Article 3 in prior years. Michelle L advised the committee this may happen one more year, as the 19-20 budget was put together comparing information with the incorrect coding. However, the true coding will be captured in the 20-21 budget.

Year End Expenditure Update:

Michelle L handed out the current year end financials to the committee noting this is not the audited financials and that there likely would be some changes in the final financials to account for any accrued amounts necessary. Michelle L based the above budget transfers on these unaudited financial statements.

Next Steps on Cost Sharing:

The committee continued to work on the presentation slides that will be shown in a School Board workshop in the fall. They agreed another meeting will be needed in order feel like it is complete.

Next Meeting:

August 20, 2019 at 4p at Central Office.

Submitted by: Michelle Lickteig, Director of Finance