

Meeting Minutes for the Finance Committee

The Experiential School of Greensboro

Thursday, May 4th, 2023

5:30pm

Virtual/Zoom Join: Meeting ID: 879 9117 8910, Passcode: 497065

Attendance: Leila Villaverde, Greg Bush, Joanna Lower, Tinisha Shaw

Leila Villaverde called the meeting to order at 5:34 pm.

Approval of Agenda

Leila Villaverde called for a motion to approve the agenda. Greg Bush motioned to approve the agenda, Joanna Lower seconded, all were in favor and the motion carried unanimously.

Public Comment

There was no public comment.

New Business

1. Preliminary budget discussions

Leila Villaverde asked for thoughts about the budget for next year and asked about any lines that may need to increase. She noted that we must focus on making sure we have the enrollment. This was the first year back post pandemic that we didn't have the luxury of being held harmless, that the last two years the state held schools harmless for enrollment, and this year we felt that change. She noted we must focus on retention of students. Although our numbers are set for the state after the 20th day, local funds are dependent on continued enrollment. Ms. Horton sent Tinisha Shaw and Leila Villaverde intent to return forms that had been responded to by grade and Leila Villaverde juxtaposed that data with lottery of students coming in and seats available. It was noted that further study was needed because not all families had returned their intent to return form. Joanna Lower suggested follow-up phone calls. Leila Villaverde suggested including this in House newsletters. Tinisha Shaw agreed and indicated she would include it in her newsletter as well as asking the Houses to include it in their newsletters, and calls could follow. Joanna Lower noted that the lottery was looking close. Greg Bush asked about the format of the intent to return form. Tinisha Shaw responded that a google form was used. Joanna Lower noted another mode could be paper with a QR code. Joanna Lower also indicated personalization such as handwritten name for the family on the outside of the form may be helpful. Personal emails were also mentioned. Leila Villaverde suggested mutli-pronged approach, first personal email, then paper, then phone call, etc.

Leila Villaverde shared that there was \$5K that Acadia needed receipts for. Tinisha Shaw indicated that she would follow up with our Business Manager. Leila Villaverde shared after the meeting they had with Acadia, we were assured those would be forwarded on. It went from \$15K to \$5K so the remaining receipts need to be submitted to Acadia. Leila Villaverde reiterated that as soon as a purchase is made, the receipt must be forwarded to Acadia.

Leila Villaverde suggested earmarking additional funds for field trips for next year's budget. If prices stay and field trips that are not as local are roughly \$2K, and we budgeted 2 per House, that yields \$14K. It is a significant amount to keep in mind and we should consider fundraising to speak to that need. With the new nutrition program, we should have a savings. However, the concerning part is the health department permit. That process is complicated. But, if that comes through in time, we would have some savings there so that may be a bucket where funds could be shifted. Tinisha Shaw added that some funds are earned from lunch purchases.

Joanna Lower asked about any deferred furniture needs. She noted that the furniture in 7/8 was original from year 1. Cafeteria chairs have been distributed to other classes, with several moved to 7/8. Are any of the white chairs needing to be replaced. The bench in the lobby needs recovering. The K-2 resource room uses small folding tables. Joanna Lower noted these needs can be further assessed with end of year walk through with Mr. Gary.

Tinisha Shaw indicated that she spoke to the security system company and given the security system was installed 5-years ago and may need updates. Leila Villaverde asked that she get a write up for recommended upkeep/maintenance or estimate for replacement from the company.

Leila Villaverde asked if there were any other budget areas that needed attention for next year in terms of equipment or supplies. Tinisha Shaw responded that staff that have older laptops need new ones. She noted a need for 4-5 new laptops to replace the Acers. She noted that projectors were getting older but likely have another year or two. Leila Villaverde noted that IT indicated that it is about \$600 per laptop for staff. She noted those were refurbished but durable. She noted the cost, given the number needed, and asked that be clarified so funds can be appropriately earmarked. Joanna Lower asked why they have been left without a computer and asked about the system for turning computers in. Tinisha Shaw indicated that our Business Manager collects equipment from staff. Leila Villaverde suggested we prioritize staff that do not have one at all and get that order in as soon as possible and then we can figure out replacements for next year.

Leila Villaverde indicated she was working with Acadia to wrap up this year's budget and to forecast for next year.

2. Leila Villaverde called for a motion to go into closed session to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. Joanna Lower motioned to go into closed session for the reason stated, Greg Bush seconded, all were in favor, and the motion carried unanimously. We entered closed session at 6:09 pm and returned to open session at 7:19 pm.

Announcements

There were no announcements.

Adjourn

Leila Villaverde called for a motion to adjourn. Greg Bush motioned to adjourn, Joanna Lower seconded, all were in favor and the motion carried unanimously. Leila Villaverde adjourned the meeting at 7:24 pm.