

WLA Finance Committee Meeting- Agenda

Date: Week of 11/18/15

Time: 8:00AM - 10:00AM

Location: WLA

Planned Attendees: Ben Adamson, Dan Hurley, Judith Darling, Emily Mogren, Becky Kullman, Eric Jungmann

Agenda Topics:

- Meeting Logistics Select Standard Time- **ADAMSON**
- Review/Define Financial Calendar of Events- **ADAMSON**
- Financial Alignment with PTA (Erin Laboy Request)- **ADAMSON**
- Review October Financial Statements/Working Budget- **DARLING**
- Review "Proposed Budget"- prepare to present to BOD- **DARLING**
- Short Term Disability/Long Term Disability- **HURLEY/KULLMAN**
- Discuss Discounts for Before/After School Program (Taxable Benefit & Legality)- **DARLING**
- Discuss Literacy Funds and Additional Staffing- **HURLEY**

Meeting Notes:

-Meeting logistics- plan to meet one week prior to BOD meetings at 3:30 PM WLA; keep meeting to 60-90 minutes. Becky will schedule via Google calendar.

-Agreed to support hiring of a literacy coach using \$23,104 literacy funds plus \$9,000 from positive variance in salary fund. (On hold due to director resignation 12-7-15)

-Plan to adopt revised budget in January 2016.

-Open budgeting process in April for 2016/2017 school year. Must complete by June 2016.

-Plan to invite PTA to January meeting to discuss alignment on fund raising. Current "top needs" include 1. Furniture 2. Technology 3. Media Center, (teachers already receive \$100 stipend from PTA for supplies)

-Reviewed financial statements, check register, and enrollment. All look strong and compliant.

-Table short term/long term disability due to lack of clear quotation. Plan to review in December. Becky get new quotation.

-Discussed spending revenue generated by before and after school program on supplies for program.

-Dis-enrolled two students from before and after school program due to unclear staff benefit.