Board Finance Committee Meeting
Board of Education
Hesperia Community Schools
96 S. Division
Phone: 231-854-6185
7:00 PM
Tuesday, September 17, 2013
HIGH SCHOOL MEDIA CENTER
MINUTES

Present: Matt Joppich (Chairperson), Todd Jacobs, Jim Lavin, Pat Budde, Bryan Mey, Jeff Haase, Deb Craner

- **Finance (Jeff and Pat)**
  - **Membership Numbers**
    Jeff provided an update on enrollment numbers, which are down 42 students. The largest decline is in the elementary building and Providence Christian. There will be a recommendation for the board to consider reducing the instructional teacher assistants by 3 at the elementary level.
  - **Audit Review**
    Jeff and Pat provided an update on the audit and the suggestions provided by Karl. These suggestions are being reviewed with each committee and adjustments made.
  - **Staffing**
    Due to the decrease in enrollment a recommendation will be made to reduce three elementary classroom teacher assistants.
  - **Administrator Contract Extensions**
    Discussion took place on extending contracts for each of the district administrators. The Finance Committee will be recommending extensions be given for the administrators listed below:
    - Jeff Haase
    - David LaPrairie
    - Bryan Mey
    - Mike Fosburg

- **Other (Jeff)**
  - **School Parcels**
    Jeff provided a “draft” RFP for selective cutting of certain school properties. Discussion took place on whether we need to look at drafting an RFP for a broker that would manage the project and guarantee the district of a revenue amount. Further discussion will take place at the next meeting.
  - **Middle School Principal Vacancy**
    Discussion took place on the direction of this position. It was decided to stay the course of having 2 building administrators and not abandon this plan as this was a cost savings measure. In addition, the district added a Dean of Students and School Resource Office to assist. Jeff will be meeting with current administrators to discuss their roles and schedule along with a communication plan for the staff.
  - **Trust and Agency Internal Controls**
    Per the recommendation of our auditor the district will be instituting additional internal controls for these accounts. This is to protect the advisor and school district.
  - **WMJ Contract Extension**
    Jeff presented a contract extension for WMJ, which would extend our current contract for additional two years at the current price. This will be on the board agenda for approval.

Meeting Adjourned @ 8:18 p.m.