



Finance Committee Meeting Minutes

February 6, 2024 | 3:30 p.m. – 4:30 p.m. | Pioneer Center

Members Present: Bob Maxwell, Diane Hodge, Joe Thornton, Arron Carter, Craig Nelson

Members Absent: NA

New Business:

HR/Payroll Technician Positions and Salaries

The committee reviewed the HR/Payroll Technician position and the possibility of adding a HR/Payroll Lead position to take over the full range of payroll tasks, including contracts, importing time off, and processing subs for payment. Diane informed the committee there are no other finance directors in a district our size that process payroll. There was discussion on the need for additional help in HR, especially with the increased public records requests, which are impacting the ability of HR to complete daily/weekly/monthly requirements and tasks. Committee members shared the concern as to how this would appear to the public with adding an additional position to the district office staff, since there seems to be a perception that we are always hiring district office staff. Bob informed the committee that positions at schools have been added over the years and the workload has increased. He noted that we are going to lose people, as the number of hours having to be worked are not sustainable. Joe added that Diane is here almost every weekend early in the morning and long after he leaves. Diane informed the group the hours she is working is not sustainable. We will be creating a presentation for the board to review the addition of a new position for transparency.

Unrepresented Salaries

The committee reviewed the cost of increasing the salary schedule steps for unrepresented staff from 3.0% between each step to 4.0% between each step to align with other groups. The question was asked where the money would come from, which brought up the discussion of reviewing various program budgets (such as co-curricular, curriculum, etc.) to identify efficiencies. For example, using Parent Square to notify students of their new teacher(s) rather than spending thousands on postcards. This will be reviewed again at a future finance committee meeting.

Long Range Facility Plan

Joe distributed the long-range facility plan. He explained it was a living document with a rolling plan on what projects have been completed and what will need to be updated. Joe reviewed the items at each district location as to what has been done and future projects needing to be done.

Surcharge Fees

We need to update our policies and procedures to include InTouch surcharge fees in with the cost of student fees and fines to be in alignment with new credit card requirements. This would not apply to food service purchases. We will start charging the minimum fee charge when purchasing items through InTouch online.