

Budget Finance meeting
Date: Monday 11/15/21
Time: 12-1pm
Where: OESU OFFICE & Via Zoom

Join Zoom Meeting

<https://zoom.us/j/98877801282?pwd=eXV6cTVJM3V6QlNuVEhuSndXVIRSdz09>

Meeting ID: 988 7780 1282

Passcode: 550474

One tap mobile

+13017158592,,98877801282# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

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Call to order: - called to order at 12:05 PM by Danielle Corti

Attendees: Katlin, Erin, Danielle, Linda, Randy, Tim, Marvin

Approve minutes from 10/26/21- motion to approve made by Kaitlin, 2nd by Erin. Motion passed unanimously.

Agenda:items:

- Financial report by Linda on OESU items over/under by \$10,000 (**detail report provided)
 - Current, unaudited year-end results show a \$600k surplus for OESU.
 - Most of the salary variances over/under \$10k relate to the year-end time study for special education activity. If a special education teacher has been doing general education work, entries are made to reallocate their salary expense to general education. This is done each year, and is normal for OESU. Unless otherwise noted, salary variances are related to this time study.

- Transportation to schools: pass through amounts - OESU receives the amount and then sends it directly to the schools

- EEE Program:
 - Purchased Services - Speech Pathologist: Increased use in 2021
 - PT salaries - no need for services in 2021

- Special Ed:
 - Generally, over/under budgeted amounts relate to program needs. Unless otherwise mentioned, variances in Special Ed either relate to the time study mentioned previously or program needs.

- Central Office:
 - Salaries - Staff: Favorable Variance - a portion of a position was reallocated to Business Office/HR
 - Maintenance - Copeland Move: Over budget for renovations at OESU office - Kitchen, Electrical, Security System, Partitions, Elevator Ramp
 - Telephone: New phone system installed in 2021
 - Electricity: Over-estimation of monthly usage (\$1,700/month vs. actual of \$900)

- Business Office:
 - Salaries - overage due to reallocation of employee from central off
 - Benefits - changes in employee elections from prior years caused overage in budget
 - Purchased Services - actuals allocated to another line item - not a savings.

- Update on Audit Status
 - Majority of Requests lists for Schools are complete and with the auditors. Business office is much further ahead of this process than in the prior year. Goal is to have audited financial statements back from auditors by end of December 2021.

- Update on Trust fund/scholarship fund project (Erin & Kaitlin)
 - Erin and Kaitlin have reviewed and summarized the various funds (Trust, Grants, Scholarships) available to the OUUSD
 - Next steps:
 - Speak with Tom Kidder regarding the information on the spreadsheets provided to the BF Committee
 - Speak with Principals and Skip Barrett about status/purpose of funds held at each school
 - Determine if investment committees already exist and their current procedures to help define the purpose of this sub-committee
 - Begin to define the status of each fund (restrictions, usage, etc.)
 - Determine if investment policies exist at any of the schools

- Discuss putting together a list of areas for details or comparison for the budget process. (Ie: Teacher pay rates in district compared to state average, Athletic department cost, Facilities planned projects.)
 - Randy and new Director of Facilities at OESU will be meeting with Principals and Facility Directors at each School to assess needs. Both Short-Term and Long-Term projects that need to be completed, and will help determine what will be included in the 2022 budget (and future budgets).
 - Waiting on ESSR Funds allocation finalization by OESU Board, which will help provide guidance on what money is available to fund projects at OUUSD schools
 - It was noted that OUUSD doesn't compare to other larger districts that skew the state average, so comparing salary levels to those numbers isn't overly helpful.
 - Committee members will continue to consider information needed to help assess budget, and will provide ideas at next meeting.

Meeting adjourned at 1:03 PM

** Please note that a detailed financial report will be provided if you have any questions please compile a list and Linda can get the answers. Due to only having an hour Linda will focus her report on the line items under/over by \$10,000.00.