

SHPA Finance Committee Meeting – February 28, 2023  
Via Google Hangouts video conference

x Lisa Barnidge  
x Mike Meyer-chair  
x Kate Docken  
Wes Whalberg

x Brent Peterson  
x Carolyn Farrell  
  
x Renson Anjere

Other Attendees: Ryan Grutsch, Nichole Schmidt,

### **Mission**

**Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.**

### **Finance Committee Charter**

**The Finance committee is a committee of the School Board of Directors. The purpose of this committee is to review the financial performance of the school, ensure that the school does not operate in a statutory deficit position, strive to achieve and maintain a 25% fund balance, and recommend and manage to an annual budget that accomplishes these goals and accounts for the long-term financial stability and health of the school. The committee shall be chaired by the SHPA School Board Treasurer and meet at a frequency as determined by its chair as necessary to accomplish its goals. This committee shall strive to secure membership on the committee of volunteers with financial management experience. This committee will also perform periodic reviews of the managerial controls regarding the handling of public funds and the record keeping of these activities.**

1. Nichole reviewed the January financial statements. All is on track for the year so far. Next year's budget will be prepared in March for review by the committee in April.
2. Executive director items:
  - o Carolyn updated the committee on the Bloomington campus move.
  - o Carolyn recommended that the committee approve a 2% adjustment to staff salaries with the flexibility to increase that if the legislature approves a higher adjustment to the per pupil formula. She also asked for approval of implementing the remainder of adjustments necessary to get all staff into the bands approved last year and she asked for approval of the adjustment of the salaries of recently hired EA's to make our starting salaries more competitive. The committee recommends these adjustments.
3. The committee approved the draft financial policies related to Electronic Fund Transfers and the fund balance. Those will be forwarded to the governance committee for review.
4. The committee reviewed the establishment of a 7 Hills foundation. Recommend hiring Craig Kepler at a cost of \$6,000 to establish the foundation.

5. Review of Board calendar finance items:

- Report on results of “periodic review” such as recommended changes in employee salaries/benefits after review of compensation of other schools; future contract language for teachers, Director, Curriculum Director; arrangements for purchased services; other changes in partnerships and/or ventures as well as possible 403B benefit. None recommended except as described above.
- Review IRS form 990. On the agenda for next month.
- Consultation with Business Manager as needed regarding Director’s contract for the following school year. Not needed.

6. Fist to five: 3X4 and 3X5.

Recommendations to SHPA Board of Directors for action at the March 2, 2023 meeting:

1. Recommend approving the minutes of the February 28, 2023 Finance Committee meeting.
2. Recommend approving the staff salary adjustments described above.
3. Recommend hiring Craig Kepler to establish a 7 Hills foundation at a cost of \$6,000.