

LTCS Finance Committee Meeting Minutes
11.11.2020; 11:30am - noon
Esther, Todd, Melissa, Jennifer, & Celesta
Zoom link

Old Action Items:

All action items from prior meeting considered Ongoing

New Business (with no related action items):

- Reviewed Budget vs. Actual –
 - Under budget due to:
 - Lower power billing
 - Janitorial supplies are not available for purchase
 - Oct bill from Connect was not received
 - Received \$10k from EMC (due to donation from Brooks)

Ongoing Business and New Business with Action Items:

- Potential expenditures from prior month/ongoing:
 - Access point, new cables, etc. -appear to be helping
 - Noted potential expenses for additional B/M students on 10/19:
 - Prepare for additional teachers if need (dedicated to virtual)
 - Additional plexiglass dividers needed
- Discussed a cloud environment due to recent power outage. (LTCS Admin to discuss with Scott.)
- Celesta to research variance on YTD Budget to Actual vs YTD P&L Net Income.
- Jenn to suggest alternate for check writing & credit card, while maintaining compliance and division of labor.
- PPP –Eric’s email will remain open to get forgiveness app info (Celesta to monitor)
 - Celesta contacted Eric to change signer to Todd
- Received Grant of \$56k for 2 years (used for assessment software)
 - Jenn to address form SF1199A needed for bank (direct deposit)
- Need to look at new chrome books due to condition or fully depreciated (Scott to report to Melissa)
 - Look at rental/outsourced to cycle more efficiently
 - Discussed depreciation policy on Chromebooks
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- Melissa to provide statistics on grades (virtual vs in person, and compare to pre-Covid) for 11/16 meeting, if possible
- Melissa to handle/delegate contact with Insurance People on bonding requirements (per 10/20/2020 Monitoring visit). If they are unable to provide bond, Esther with connect them with Travelers.
- Planning for January 7, 2021 100% in-person (firm push for 100%)
- Celesta to present revised budget in January, if deemed necessary
- Next meeting on 12/9/20 at 11:30am.

12:16 – meeting adjourned