

Green Local Schools

Business and Finance Committee Agenda Wednesday October 11th, 2023 at 6 p.m. Distance Learning Lab at Berkey Field House

Committee Members

Russ Johnson	Patrick Finn	Scott Thorn	Ian Kelbly	Jesse Rufener	Ron Hatfield
Scott Meech	Violet Lehman	Mike Davis	Brad Yochheim	Tom Poulson	Dean Frank
Erin VanMeter					

1. Welcome and Introductions
2. Update on Committee Members
3. District Revenue vs Expenses - Five Year Forecast
4. Grant talk -Ohio safety grants, ESSER and ARP
5. Transportation update - bus orders and replacement cycle
6. Tax Update and Emergency Levy

Green Local Schools
Business and Finance Committee Minutes
Wednesday February 8th, 2023 at 6 p.m

Attendees: Brad Yochheim, Mark Lightfoot, Erin VanMeter, Russ Johnson, Paul Kelby, Mike Davis, Dean Frank, Patrick Finn and Violet Lehman

1. Mrs. VanMeter welcomed everyone to the meeting.
2. Mrs. VanMeter shared a Fiscal Office update. Our Tax Budget for FY2024 has been approved by the Wayne County Budget Commission. We were able to roll our bond millage back from 4.7 mills to 4.1 mills for this year.
3. Our financial audit for Fiscal Year 2022 has been completed by Rea & Associates of Millersburg. The audit report is available on the Auditor of State's website.
4. Bus Purchase - We will be receiving \$46,881 this year from ODE to replace one of our route buses.
5. Facilities Update - Mr. Frank gave a short facilities update which included some information about the bus garage on Summit Street.
6. Ohio School Plan - Cyber Grant. Our school insurance is through Ohio School Plan and they are offering Ohio Schools grants that can be used for firewall installation/upgrades, system backups, Hardware upgrades, email filters, and MFA implementation. Our technology director and I completed the requirements and we've been awarded \$2465.00 to spend on qualified upgrades.
7. GovDeals - To date we've collected \$5,912 since September. Some of the things we've been able to sell include: an old bandsaw, rubber mats from the weight room, old weight rack and bench, 4 outdated AED's, and chromebooks that were end of life.
8. Levy Discussion - a worksheet was shared with the committee outlining the current levies for Green Local along with options for renewal. A short discussion took place amongst committee members.

Green Local Schools

Business and Finance Committee Agenda Wednesday February 8th, 2023 at 6 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson	Mark Lightfoot	Scott Thorn	Ian Kelbly	Paul Kelbly	Patrick Finn
Scott Meech	Violet Lehman	Mike Davis	Brad Yochheim	Dean Frank	Yasmine Saucedo

7. Welcome and Introductions
8. Fiscal Office update - 2023 Tax Budget (Bond Rollback)
9. Audit Completion - available at
<https://ohioauditor.gov/financial.html>
10. Bus Purchase - \$46,881 from ODE's School Bus Purchase Plan
11. Facilities Update - Mr. Frank
12. Ohio School Plan - Cyber Grant \$2,465
13. GovDeals Update - GovDeals.com
We've collected \$5,912 since September
14. Levy discussion

Levy Worksheet

Possible scenarios to decrease voter fatigue:

- A. A combination renewal levy would be keyed off of the \$500,000, as the first levy expiring, and thus could be on the primary election in 2025, the the general election in 2025, then any election in 2026. This levy would be for a maximum of a 10 year period of time.
- B. A substitute levy to take the place of either of both emergency levies could be on at any election before expiration of the emergency levy(ies). A substitute levy is allowed to be a reduced amount, but could not increase the total dollar amount substituted. This levy could be for a period of time or continual.
- C. Or we could leave the levy cycle as is and have an issue on the ballot in 2025, 2027, and 2030

Next Meeting Wednesday May 3rd, 2023 6pm

**Green Local Schools
Business and Finance Committee Minutes
Wednesday, November 30th, 2022 at 6 p.m**

Attendees: Randy Brillhart, Mark Lightfoot, Erin VanMeter, Russ Johnson, Ian Kelby, Paul Kelby, Mike Davis, Dean Frank, Scott Thorn, Scott Meech and Violet Lehman

1. Mrs. VanMeter welcomed everyone to the meeting.
2. The agenda from the Green Local Board of Education meeting on November 8th, 2022 was shared with the group. The work session revolved around district Finances.

Mrs. VanMeter shared the discussion topics of that work session with the committee.

- A. The Green Local Schools' Strategic Plan Vision was reviewed along with how the Business and Finance committee aligns with the mission and vision.
- B. General Fund end of year balances were shared for the prior seven years.
- C. Fiscal Considerations as far as opportunities, advantages and disadvantages were shared: inflation, transitioning off of federal grant dollars from the Covid epidemic, uncertainty with Ohio's Fair School funding Plan, the age of the K12 building, upcoming Daisy tax revenue, and the district's Five Year Forecast.
- D. Long-range Planning for Facilities
- E. Green Local's board transferred money from the general fund to the Classroom Maintenance fund to cover future building maintenance projects.
- F. Upcoming Levy options for renewal
- G. The balances of Green's Permanent improvement fund, as well as Classroom Maintenance funds were discussed.

H. Investment Accounts and the current interest rates of CD's were discussed as an option to generate additional revenue.

3. 4. Upcoming meetings will be held on:

Wednesday February 8th

Wednesday May 3rd

All upcoming meetings will start at 6 pm.

**Green Local Schools
Business and Finance Committee Minutes
Wednesday, September 28th, 2022 at 7 p.m**

Attendees: Randy Brillhart, Mark Lightfoot, Erin VanMeter, Russ Johnson, Ian Kelby, Paul Kelby, Mike Davis, Dean Frank, Patrick Finn, and Violet Lehman

1. Mrs. VanMeter welcomed everyone to the meeting and there was a brief round of introductions.

2. The mission/vision along with the committee charter was briefly reviewed with a focus on how the committee ties in with the district's strategic plan and the importance of using the committee as an avenue to improve public awareness of the district's financial status.

3. Mrs. VanMeter gave an update regarding the following spring and summer projects of the district and current financial issues.

- A. Curriculum - New math curriculum from K-5th grade was purchased with grant funds. Updates to the high school science lab occurred over the summer. A \$10,000 donation from a local business helped to defray the cost of the science lab upgrade,
- B. Weight room Campaign - New flooring, doors and weight machines were installed over the summer. Community donations paid for 75% of the project, a total of \$63,984 has been raised for the weight room to date,
- C. Berkey Field House - The Berkey got a small facelift over the summer. Asbestos was removed from the ceiling of the lobby and part of the board office. All outside doors were replaced along with all of the windows. This project was paid for with federal grant dollars.

- D. Bus Garage - Last fall the district was able to purchase the bus garage we'd been leasing from the Keith family. The district took ownership of the facility located on Summit Street last October. A second location in Marshallville housed 4 buses. The Marshallville location owned by the district was sold at auction September 1st. The auction brought in \$66,000 and the proceeds from the sale will be used to make some needed updates to the Summit Street garage and all buses will be housed at the Summit Street location moving forward.
- E. New Hires - Mrs. VanMeter shared with the committee some facts about the Tri-county Educational Service Center in Wooster and how the ESC supports our district. This led to an update about the district's classroom aides.
- F. School Lunches - An update was given to the committee regarding the school lunch program. The last two school years all of the district's students were able to eat breakfast and lunch for free. Low-income families will one again have to apply for free or reduced-price meals. At the September board of education meeting Mrs. VaMeter shared with board members exactly how this change in policy will affect our cafeteria fund this year.
- G. GovDeals - GovDeals online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Thousands of items are sold in a variety of categories including transportation, heavy equipment, industrial and manufacturing equipment. Green Local recently set up an account and plan on placing some items on the website to dispose of them. The first item listed, a bandsaw, sold for \$175, bidding had started at \$50.

4. Upcoming meeting will be held on:

Wednesday November 2nd

Wednesday February 8th

Wednesday May 3rd

All upcoming meetings will start at 6 pm.

Green Local Schools

Business and Finance Committee Agenda Wednesday September 28th, 2022 at 7 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson	Mark Lightfoot	Scott Thorn	Ian Kelbly	Paul Kelbly	Patrick Finn
Scott Meech	Violet Lehman	Mike Davis	Randy Brillhart	Dean Frank	Yasmine Saucedo

1. Welcome and Introductions
2. Review Mission/Vision of the Committee and how it ties in with the Strategic Plan

Focus Area #4 of the Strategic Plan:

- We believe resources are finite and we must use them responsibly
 - We will provide the best educational opportunities as we analyze the financial status of the district.
 - We will ensure availability of funding and resources.
 - We Will continuously evaluate district financial performance.
3. Update from Treasurer regarding District spring/summer projects
 - A. Curriculum

- B. Weight Room Project
- C. Berkey
- D. Bus Garage
- E. New Hires (aides)
- F. School Lunches
- G. GovDeals

4. Next Meeting (meeting times)
6pm or 6:30pm start time?????

Wednesday November 2nd
Wednesday February 8th
Wednesday May 3rd

**Green Local Schools
Business and Finance Committee Minutes
Wednesday, March 16th, 2022 at 7 p.m.**

Attendees: Randy Brillhart, Mark Lightfoot, Erin VanMeter, Russ Johnson, Ian Kelby, Paul Kelby, Scott Meech, Mike Davis, Dean Frank

1. Mrs. VanMeter welcomed everyone to the meeting
2. The committee reviewed the district's CUPP report and held a discussion regarding which information on the report would be helpful to showcase on the district's website.
3. Mrs. VanMeter shared an idea Mr. Frank had brought up that would convert the district's cash balance to calculate the number of days the district could operate.
4. Mrs. VanMeter presented some ideas she gathered from the Department of Education's website (report card and financial information), along with examples of other district website's that could be used as a benchmark of sorts.
5. A discussion took place regarding the use of Forecast Five to help with analytics and the possibility of the Impact Group to help design newsletters, the treasurer's website etc.
6. The group decided that a quarterly newsletter no more than two pages could be produced to help inform district residents about our fiscal office. Mrs. VanMeter will put together some visuals and send them out to the committee for review before the next meeting.

THE NEXT MEETING WILL BE HELD ON MAY 11TH, 2022 AT 7PM IN THE DISTANCE
LEARNING LAB

Green Local Schools

Business and Finance Committee Agenda Wednesday March 16th, 2022 at 7 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson	Mark Lightfoot	Scott Thorn	Ian Kelbly	Paul Kelbly	Erin VanMeter
Scott Meech	Violet Lehman	Mike Davis	Randy Brillhart	Dean Frank	Yasmine Saucedo

I. Welcome

- II. Review Cupp Report
- III. Days of Operation
- IV. ODE - Report Card, Finance
- V. District communication examples:
New Richmond, Treasurer's Page
Cary Furniss, Treasurer, Kettering
Ryan Jenkins, Treasurer - Pickerington
- VI. Forecast Five, Impact Group
- VII. Next Meeting - May 11th, 2022

**Green Local Schools
Business and Finance Committee Minutes
Wednesday, January 19th, 2022 at 7 p.m.**

Attendees: Randy Brillhart, Mark Lightfoot, Erin VanMeter, Scott Thorn, Russ Johnson, Ian Kelby, Paul Kelby

1. Mrs. VanMeter welcomed everyone and began the meeting by posing a question to the committee, “How do we best communicate the fiscal health of the district to our community?”
2. The following suggestions were made by committee members:
 - Create a pie chart that compares the yearly budget to actual expenditures. Charts and graphs can be an easy quick way for citizens to read and understand fiscal information.
 - Create a chart that compares our spending vs comparable districts
 - Really develop the treasurer’s page and add infographics and communication regarding project updates
 - Do a better job of communicating large capital expenses (ex: track project) and conveying how much of it was paid by the district versus community donations.
 - Using text messages from the school regarding fiscal information, (somewhat like the daily covid text) to relay important information. The text could include links to newsletter articles or information on the treasurer’s website
 - Pulling possible performance indicators found in the CUPP report and sharing those on the website
 - Sharing how the board decides on capital projects (ie: what criteria the board uses and how many students are served by various projects)
 - talked specifically about wanting to know more regarding our expenses related to maintenance, payroll, transportation, and new projects. (How much are we spending on utilities from year to year)
 - Explaining the “why” surrounding district financial decisions to create more community support
 - Calculating a “days of Operation” chart showing the amount of days the district can operate using our current cash balance.

Collectively the committee made a decision to look at the Cupp Report at the next meeting and decide which items would be helpful to share on the district website. Mrs. VanMeter will bring a copy of the CUPP report for members to review.

THE NEXT MEETING WILL BE HELD ON MARCH 16TH, 2022 AT 7PM IN THE DISTANCE LEARNING LAB

Green Local Schools

Business and Finance Committee Agenda Wednesday January 19th, 2022 at 7 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson	Mark Lightfoot	Scott Thorn	Ian Kelbly	Paul Kelbly	Erin VanMeter
Scott Meech	Violet Lehman	Mike Davis	Randy Brillhart	Dean Frank	Yasmine Saucedo

VIII. Introduction of Members

IX. Discussion of how the fiscal office communicates with the community

X. How do we turn these ideas into goals

XI. Next Meeting - March?

**Green Local Schools
Business and Finance Committee Minutes
Monday, November 1st, 2021 at 7 p.m.**

Attendees: Randy Brillhart, Mike Davis, Dean Frank, Mark Lightfoot, Erin VanMeter, Scott Thorn, Russ Johnson

1. Ms. VanMeter welcomed everyone and gave a short presentation to introduce herself to the committee.
2. Committee members introduced themselves.
3. A short discussion ensued regarding future meetings, how often the committee should meet, etc. It was decided that the next meeting will take place in January of 2022, the exact date and time to be determined.

4. Ms. VanMeter shared that Brandon VonAlmen has stepped down in anticipation of his election to the school board this week. We now have two openings that need filled and we will be placing the application on the website in the near future.

Green Local Schools

Business and Finance Committee Agenda Monday, November 1st at 7 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson x	Mark Lightfoot x	Scott Thorn x	Ian Kelbly	Paul Kelbly	Erin VanMeter x
Scott Meech	Violet Lehman	Mike Davis x	Randy Brillhart x	Dean Frank x	

Meet and Greet

1. New Treasurer introduction
2. Introduction of Members
3. Next Meeting - January/February

Green Local Schools Business and Finance Committee Minutes Thursday, April 8, 2021 at 7 p.m.

Attendees: Randy Brillhart, Mike Davis, Dean Frank, Ian Kelbly, Paul Kelbly, Violet Lehman, Mark Lightfoot, Barbara Markland, Scott Meech, Scott Thorn, Brandon VonAlmen

1. Ms. Markland welcomed everyone and asked that the committee table or carry forward to the next meeting the District Strategic Planning listed under Old Business, due to this meeting being for informational school finance purposes.

2. Ms. Markland shared a slide presentation with information on school finance, explaining that a school district's fiscal year is from July 1 to June 30. A school district's 5 year forecast is approved in November after the election takes place and updated in May of the following year. Ms. Markland provided a general overview of the 5 year forecast, including the fact that it includes operating monies of the school district, it does not include state and federal grants, and the importance of its accuracy. She highlighted the various revenue and expenditure line items for the committee.
3. Mr. Frank and Mr. Davis provided information on House Bill 1, which is the Fair School Funding initiative. The current school funding formula has consistently been declared unconstitutional. Green Local is struggling to support House Bill 1, as it currently stands due to losing \$300,000 per year in funding. The State price tag for House Bill 1 is a \$2 billion increase. Mr. Davis shared that the new formula is based on the amount actually needed to educate a student, as well as a teacher/student ratio, with monies following the student. There is potential for it to be implemented in July 2021.
4. Ms. Markland highlighted sources of district revenues, as well as a breakdown of district expenditures. Mr. Frank provided specifics on the school district's open enrollment revenues, explaining a bar graph of open enrolled students in/out and the net revenues amounts. Mr. Frank shared information about class sizes and teacher certification changes at the middle school. Ms. Markland indicated that if a school district has a large number of open enrolled-in students, but then has to hire more teachers, open enrollment becomes a losing situation.
5. Ms. Markland and Mr. Frank shared celebrations in terms of district finances over the past several years including the Wayne County Community Foundation grant which has provided for pianos; a sampling of many items purchased on behalf of the district from other sources, shifting expenditures away from the general (operating) fund; Bureau of Workers' Compensation grants to be used for the purchase a forklift and a Berkey door project; the establishment of a SALT fund with \$10,000 of seed money that has grown to \$30,000 with potential over the next 15 years to increase to \$1 million; a bond refunding saving approximately \$510,000 in debt payments, to name a few. It was mentioned that the revenue streams and savings examples discussed are not all-inclusive but a good model for a proactive approach in improving the school district's bottom line.
6. There was discussion concerning leadership turnover and the importance of retention and consistency. Mr. Meech shared that he has worked under 9 principals in 26 years and stressed the value of staff stability. It was mentioned the district definitely has consistency in its teaching staff.

NEXT MEETING: JUNE 3 at 7:00 PM – DISTANCE LEARNING LAB

Green Local Schools

Business and Finance Committee Agenda Thursday, April 8, 2021 at 7 p.m. Distance Learning Lab at Berkey Field House

Attendees

Russ Johnson	Mark Lightfoot	Scott Thorn	Ian Kelbly	Paul Kelbly	Brandon VonAlmen
Scott Meech	Violet Lehman	Mike Davis	Randy Brillhart	Dean Frank	Barbara Markland

Old Business

1. District Strategic Planning -- Focus Area 4 - Business and Finances
Development of Goals, Strategies, and Action steps

New Business

4. School Finance Topic --
How to read a Five-Year Forecast

Review Green Local's Five Year Forecast from November 2020
Revenues and expenditure breakdown
Millage and House Bill (HB) 920
2. Once around - Observations and feedback
3. Next meeting - June

Action Items/Homework

**Green Local Schools
Business and Finance Committee Minutes
Thursday, March 11, 2021 at 7 p.m.**

Attendees: Julie Besancon, Randy Brillhart, Mike Davis, Dean Frank, Russ Johnson, Ian Kelbly, Paul Kelbly, Violet Lehman, Mark Lightfoot, Scott Meech, Barbara Markland, Scott Thorn, Brandon VonAlmen

1. Ms. Markland welcomed all and introductions were made.
2. Members contributed their ideas of the following statement – “This will be a successful committee if _____.”
 - Transparency & communication with the district
 - Planning for long term success – anticipate the roller coaster of the economy and long term stability
 - Implement – don’t just talk about
 - Put in time between meetings
 - Reaching out to the community
 - Understanding what’s going on
 - Grow the base of the district
 - Work together
 - Talk and act on as a group
 - Move forward
 - Same vision
 - Collaboration and engaging sharing of ideas
3. Ms. Markland highlighted some things on the Committee Charter as follows:
 - To be aligned with Strategic Plan
 - Provide advice and enhance effectiveness

- Develop goals, strategies and action steps
- Serve as an avenue to improve public awareness
- Enhance communication
- Participation encouraged

Ms. Markland shared where items can be found on the district webpage.

Mr. Brillhart shared how the Charter was developed, stating that when the committee comes up with a proposal for the treasurer, the treasurer may take the proposal to the board. The treasurer is charged with oversight and governance of the committee, setting the agenda and taking the lead for committee actions. This committee will assist the treasurer in better serving the board.

Mr. Frank explained that at the meeting the two board members will report at the next board meeting, but at the meeting they are committee members. They are not here on behalf of the board, etc.

4. Mr. Frank highlighted the District Strategic Plan on the website and reviewed its content. Focus Area 4 is Business and Finances. Mr. Frank mentioned that we want to do it better than anyone else. Mr. Frank talked about the Mission Statement, the 5 “We Believes” and the “We Wills”.

The Committee will develop the goals, strategies, and actions. Mr. Davis mentioned that the goals and action steps will change but long-term, we will continuously be setting new goals.

5. Discussion about the development of goals and strategies.

It was mentioned that it would be helpful to know how the district receives revenue and how communication is being handled to provide suggestions on how to improve.

A strategy example may be in educating the community on how the district receives funding. Currently this is being shared on the website and in the newsletter. Board meeting minutes are on the district website and include the monthly Financial Report inclusive of a check register of expenditures.

A question was asked if the district can track user activity on the website.

Discussion was made about the district newsletter such as what age group is reading it and ideas were provided of how the younger generation wants to receive information.

Newsletter reports the amount spent per student but how are the students doing academically compared to other districts.

What are the district's current financial reserves?

What are the district's immediate and long term needs?

At the next meeting the Treasurer will be providing information on:

- Five year forecast and a School Finance 101 topic

Mr. Frank explained how the agenda and minutes would be available and laid out.

NEXT MEETING: THURSDAY, APRIL 8 at 7:00 PM – DISTANCE LEARNING LAB

Green Local Schools

Business and Finance Committee Agenda Thursday, March 11, 2021 at 7 p.m. Distance Learning Lab at Berkey Field House

Russ Johnson X	Mark Lightfoot X	Scott Thorn X	Ian Kelbly X	Paul Kelbly X	Brandon VonAlmen X
Scott Meech X	Violet Lehman X	Mike Davis X	Randy Brillhart X	Julie Besancon X	Dean Frank X
Barbara Markland X					

Attendees **Old Business**

New Business

1. Welcome and Introductions
2. "This will be a successful committee if _____."
3. Committee Charter, Structure, and Commitment
4. District Strategic Planning
- Focus Area 4 - Business and Finances
5. Development of Goals, Strategies, and Action steps
6. Once Around - Observations and feedback
7. Next meeting - Special

Action Items/Homework