

MEETING AGENDA
The Grove School Board Financial Committee
Thursday, December 2nd, 2021 at 12:00 pm
At the Grove High School Office_200 Nevada Street, Redlands CA 92373

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
 - 3.1. Items appearing on the Agenda
 - 3.2. Items not appearing on the Agenda
4. **Agenda / Minutes**
 - 4.1. Approval of the Agenda as presented or amended
 - 4.2. Approval of Past Minutes (See Page 2)
 - 4.2.1. Sep 24, 2021
 - 4.2.2. October 29th, 2021
5. **Open Session - Discussion and Action Items**
 - 5.1. Selection of Secretary-
 - 5.2. Financial Review
 - 5.2.1. [October Snapshot](#)
 - 5.3. Discussion of 2021-2022 Budget
 - 5.3.1. ELO Revise
 - 5.3.2. [October Revise Budget](#)
 - 5.3.3. DRAFT Budget Projections Revise
6. **Reports**
 - 6.1. Chairperson's Report

ADJOURNMENT AND ANNOUNCEMENT OF NEXT GROVE FINANCE COMMITTEE MEETING: It is anticipated that the next meeting will be at 12pm.

Time Allotments and Procedures for Public Speakers

- a. A total of 10 minutes is allotted for public comments on items not on the agenda. Within that time allotment, each speaker is limited to 3 minutes.
 - b. Members of the public who wish to speak before the Board on a specific agenda item are limited to 3 minutes per agenda item.
 - c. Time allotments per speaker may not be given to other speakers for the purposes of increasing the time allotment for any one speaker.
2. No action or discussion will be undertaken on any item not appearing on the Agenda, except that members of the Board or its staff may respond briefly to statements made or questions posed, ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Subject to the Board's rules and procedures, the Board or members of the Board may provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting, or recommend placing a matter of business on a future agenda. Any other Board member response, including discussion, deliberation, action, or any other similar attendance, to any public comment offered on an item not on the Agenda is not permitted, subject to provisions of California Government Code §§ 54950, *et seq.*
 3. Agendas for all meetings of the Board of Directors will be posted 72 hours in advance of each meeting on the glass doors leading to the administrative offices of The Grove School, located at 200 Nevada Street, Redlands, CA 92373.
 4. Americans with Disabilities: The agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To obtain disability-related accommodation for participation at meetings of The Grove School Board of Directors, a written request for accommodation must be received by the Chair of the Board no later than five (5) business days before the scheduled meeting. Please direct

your written inquiries to: Chair, Board of Directors, The Grove School, 200 Nevada Street, Redlands, CA 92373.

5. If you have any questions, please free to contact the Board of Directors of The Grove School at: *The Grove School, 200 Nevada Street, Redlands, CA 92373, Phone: (909) 798-7831*

Finance Committee Meeting Minutes September 24, 2021

September 24, 12:00pm, via Zoom

1. Meeting was called to order at 12:08pm by Andrew Christopherson
2. Attendees: Andrew Christopherson, IAimee Austin, Jay Munoz (board member), and Connie Brown.
3. 3.1 A request for public comments on items appearing on the agenda was made; there were no comments on items appearing on the agenda.
3.2 A request for public comments on items not appearing on the agenda was made; there were no comments on items not appearing on the agenda.
4. 4.1 The agenda for the meeting was approved without amendment, Connie motion, Aimee 2nd, unanimous.
4.2 Minutes from the prior meeting were approved. Connie motioned to accept, 2nd by Aimee, and passed with three votes, Jay abstaining.
5. 1. Connie continues to act as secretary pro tem until a permanent secretary is found.
5.2.1 T August financials were reviewed. There were no surprises. The different funding sources (State Aid, Prop Tax, EPA) and their relationship was briefly discussed; Connie reviewed the Prior Year income adjustment amount of -\$321,888 due to the vast overpayment of State Aid funding from 2020-21. Andrew asked about the composition of the deficit funding for 2021-22 to be included as part of the updated budget process; Connie asked him to email the request.
5.3 There are no official changes to the revised 2021-22 budget that was passed by the board at the June 2021 board meeting. Jay commented on the drop in classified salaries from 2021-22 to 2022-23; this is due to the positions that are being funded by ELO funds received in 2020-21. The revised budget will be voted on in either October or November.
6. Chairperson's report--Margaretann was not present, so there was no chairperson's report.

The next Finance Committee meeting will be October 29th, 2021 at 12:00pm. The meeting will be via Zoom if the State extends the legal permissions for government agencies to meet remotely, and in person at the high school if not.

Motion to adjourn was made by Connie, seconded by Jay, passed unanimously, and the meeting was adjourned at 12:30 pm.

Connie Brown, September 24, 2021

Finance Committee Meeting Minutes October 29, 2021

October 29, 12:00pm, in person

1. Meeting was called to order at 12:01pm by Jay Munoz
2. Attendees: Andrew Christopherson, Aimee Austin, Mark Sigman (board member), Jay Munoz (board member), and Connie Brown.
3. 3.1 A request for public comments on items appearing on the agenda was made; there were no comments on items appearing on the agenda.

- 3.2 A request for public comments on items not appearing on the agenda was made; there were no comments on items not appearing on the agenda.
4. 4.1 The agenda for the meeting was approved without amendment, Connie motion, Andrew 2nd, unanimous.
- 4.2 Minutes from the prior meeting were tabled until the December 3rd meeting so the committee could spend more time reviewing them.
5. 1. Connie continues to act as secretary pro tem until a permanent secretary is found.
- 5.2.1 The September financials were reviewed. There were no surprises. The absence rate (currently 6%) and the impact that COVID has had on the absence rate was briefly discussed; Andrew and Connie reviewed the Prior Year income adjustment amount of -\$321,888; Jay suggested that the required reserves (3%) were very low, and Connie and Andrew and Mark explained that these are the percentage reserves set by the State. Connie explained the upcoming audit adjustment to the ELO funds, (Grove does not qualify for the federal portion, although the State still lists it as part of Grove's apportionment).
- 5.3 The October 2021 budget revision was passed at the October 2021 board meeting. The budget was briefly reviewed; Jay had questions about the BSH rental, and Mark explained that as a government agency Grove is required to seek reimbursement of costs and can't seek a profit. Aimee noted that most of the income was to offset the salaries of employees who had to be at the BSH to open it up and lock it, and Andrew gave an overview of its intended use as a business education tool for students. Andrew and Connie are working on a new step-and-column pay scale that will be presented at the next finance committee meeting. Jay requested a file identifier on the 5-year budget projection.
6. Chairperson's report-- no chairperson's report.

The next Finance Committee meeting will be Thursday December 2nd, 2021 at 12:00pm. The meeting will be in person at the high school.

Motion to adjourn was made by Connie, seconded by Aimee, passed unanimously, and the meeting was adjourned at 12:39 pm.

Connie Brown, October 29, 2021