

FINANCE COMMITTEE

January 10, 2019

Meeting Notes

Present: Liz Schott, Sara Killingsworth, Barbara Johnson, Sally Peck, Grant Althouse, Tim Lentini, Celeste Perez, Jason Hartka, Kristi Burlingame, Katharine O'Brien, Ashley Paff

Measure D Bond Update – With the bond project at Kent Middle School reaching its completion, Liz Schott explained that the security gate to enclose the Kent campus is in the design phase. Request for Proposals (RFP) bid packages for painting both campuses are being completed by legal counsel with painting slated for completion during the summer 2019. Color schemes will be consistent with the Kent campus (blue/taupe). QKA architects are conducting a restroom survey to assess the priority needs of the restrooms for replacement, upgrades, and/or modernization. The Bacich Elementary new classrooms and administration building is now in the vertical framing phase with the projected completion by fall 2019. RFP classroom furniture bid packets for both Kent and Bacich will go out to bid in the spring. The budget for the Kent Back 50 came in at 3 times the budget and is now in the process of scaling back the scope of the project.

Calendar - The 2019-20 calendar has been submitted to the Kentfield Teachers Association (KTA) with 4 possible choices all starting after Labor Day and will include the Jewish Holiday, Yom Kippur. Teachers are required to work 187 days, with students attending 180 days. KTA will meet next week to discuss and the calendar will be approved at the February board meeting.

Audit Reports – The annual audit reports for the fiscal year ending June 30, 2018 were presented at the January 8th board meeting by Stephen Roatch, Stephen Roatch CPA Accountancy Corporation. The audit reports for the District and Measure D Financial and Performance audit reports were discussed.

2018-19 1st Interim Budget Report – Barbara Johnson gave a summary of the 2018-19 1st Interim Budget report. The report is a snapshot of the budget from budget adoption as of July 1, 2018 through October 31, 2018.

Finance Board Committee Purpose – A subcommittee was established and will meet on January 22nd to discuss the purpose of the committee, timeline, stakeholder representation, length of service, and expectations. The sub-committee formed will be: Liz Schott, Sarah Killingsworth, Barbara Johnson, Tim Lentini, and Kristi Burlingame.

Budget 101 Schedule – Liz, Barbara, and Quoc will begin sharing Budget 101 presentations in February and March. Please see schedule included in the meeting notes.

Kentfield Schools Foundation (kik) – Jason Hartka reported the business campaign will begin in April with Holly and Steve Myers heading up the campaign. The spring event this year is **A Night in Hollywood** and will be held on May 11th at the Marin County Civic Center with an auction, dinner, and dancing.

Kentfield Schools Parent Teachers Association (KSPTA) – Katharine O’Brien said the Nominating Committee is meeting to discuss the slate for next years positions. The Book Fair was a complete success. Orders for the 2nd session of the lunch program has surpassed the 1st session. Approximately ½ of the Mini-Grants have been processed.

<u>Budget 101 Schedule</u>	<u>Date</u>	<u>Time</u>
KTA Leadership	February 14 th	3:45pm
Classified Committee	February 6 th	1:30pm
KSPTA	March 4 th	8:30am
Bacich Site Council	February 4 th	3:15pm
Kent Site Council	March 5 th	3:30pm
Finance Committee	March 14 th	3:45pm
Kent Staff Meeting	February 27 th	3:00pm
Bacich Staff Meeting	February 13 th	2:15pm
Kik	May 1 st	Time TBD
ELAC/DLAC	Date TBD	Time TBD

Future 2018-19 Budget Calendar/Finance Meeting Dates

March 14, 2019

June 13, 2019

Special Meetings - Scheduled as Necessary