



Finance Advisory Committee

September 29, 2022 | 8:00 to 10:00 am

District Services Center

Community Members Roster: William Markert, Mackenzie Meyer, Sara Shower, Allan Ege, Gabriel Benson, Michael Hoban (Absent: Stephanie Williamson)

PLSAS Administration Roster: Tammy Fredrickson, Executive Director of Business Services; Emily Herman, Executive Director of Human Resources; Maureen Mullen, Asst Director of Operations; Transportation, and Health & Safety; Andrea Bradford, Controller; Joe Kuboushek, Principal of Twin Oaks Middle School; Stacey Ruelle, School Board Treasurer; Dr. Michael Thomas, Superintendent

MEETING MINUTES
Tammy Fredrickson welcomed all in attendance.
<ul style="list-style-type: none">• Introductions• Vision for the future• Review FY23 Budget Calendar• Upcoming Finance Dashboard• Expanded the Finance Advisory Committee membership for year 2• Next Meeting is December 15, 2022
Meeting Adjourn Tammy Fredrickson



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DSC - PDC (In-Person)

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PLSAS Administration Roster: Tammy Fredrickson, Executive Director of Business Services; Emily Herman, Executive Director of Human Resources; Maureen Mullen, Asst Director of Operations; Transportation, and Health & Safety; Andrea Bradford, Controller; Joe Kuboushek, Principal of Twin Oaks Middle School; Sara Sommers, PLHS Teacher; Stacey Ruelle, School Board Treasurer; Dr. Michael Thomas, Superintendent

Purpose:

To assist the Prior Lake-Savage Area School District in financial analysis, long-range financial planning and to provide valuable input as a community member. The purposes of the committee are as follows:

- To understand school district finances in order to properly evaluate and make recommendations to district administration.
- To monitor Strategic Direction #2: Continue fiscal accountability through operational excellence and the alignment of human, financial and physical resources to district goals.
- To review, study, and make recommendations regarding specific financial issues as identified by the school board or district administration.

	AGENDA ITEMS	ACTION
8:00 am	Welcome	Tammy Fredrickson
	TOPICS	
	<ul style="list-style-type: none">● Introductions● Vision for the future● Review FY23 Budget Calendar● Upcoming Finance Dashboard● Expanded the Finance Advisory Committee membership for year 2	Tammy Fredrickson
	Next Meeting is December 15, 2022	Tammy Fredrickson
10:00 am	Meeting Adjourn	Tammy Fredrickson

Timeline for FY 23-24 Budget Planning

Revised 8/3/22

Date	Action
August 8 – October 1	Monitor enrollment for possible staff adjustments
August 12	Update enrollment projections with MDE
August 22	Board Study Session updates for Audit, Levy, Enrollment
September 6 – September 30	Review levy data from MDE
Sept 12	Board Meeting to Begin Levy discussion, Audit & Enrollment updates
September	Prepare analysis of previous year revenue and expenses
September 26	Board Study Session to vote on approval to pre-certify the levy, review preliminary audit and enrollment update
September 29	Finance Advisory Committee meeting
Late September - November	Review Strategic goals and prepare budget process recommendations
October 4 - 16	Recommend any final staff adjustment changes
October 10	Board Meeting to review audit presentation
October 24	Board Study Session Enrollment update and effect on final FY22-23 budget
October - November	Discuss Class size enrollment data to prepare for SY 23-24 budget allocations
November	Prepare preliminary revenue forecast using projected enrollment for FY 23-24
November 7	Present 5 year Forecast memo to Superintendent
November 10	Truth in Taxation notices sent to all property owners
Late Nov – Early Dec	District proposes legislative agenda
November 14	Board meeting update
November 28	Board Study Session to discuss final 2022-23 budget and review any required budget amendment
November 30	UFARS data deadline for submission to MDE
November 30	State budget forecast released
December	Review revenue forecast and enrollment projections for any needed adjustments
December 12	Board Meeting for Truth in Taxation
December 12	Board Meeting to Certify final 2023-24 levy
December 12	Board Meeting to finalize Legislative agenda
December 12	Board Meeting to approve final 2022-23 budget
December 15	Finance Advisory Committee meeting
December 31	Final Levy submission to MDE deadline
January TBD	Community “Town Hall” meeting for budget presentation
January 9	Board Meeting updates
January 16 - 27	Senior Leader meetings to review budget plans
January 23	Board Study Session to discuss budget parameters based on enrollment projections, revenue, expenditure, staffing and legislative assumptions
January 23	Possible Discussion of Board budget priorities

January 31	Legislative Session begins
February 1 - 15	Budget planning with Senior Leaders
February 7	Learning Leader meeting to present budget assumptions
February 13	Board Meeting for enrollment update and preliminary kindergarten enrollment numbers
February 13	Board Meeting 2023-24 Preliminary budget update based on assumption
February 13	Board Meeting 2023-24 program and staffing reductions/additions discussion
February 27	Board Study Session 2023-24 staffing discussion
March 13	Board Meeting 2023-24 budget changes
March 23	Finance Advisory Committee meeting
March 27	Board Study Session 2023-24 updates on enrollment, staffing and budget
April 10	Board Meeting updates
April 24	Board Study Session updates on budget, enrollment, staffing and legislative session
April TBD	Community "Town Hall" meeting for budget update presentation
May 8	Board Meeting updates
May 22	Board Study Session review budget, enrollment, staffing and legislative session
May 24	Legislative Session ends
June 12	Board Meeting vote on 2023-24 preliminary budget
July 1	Any new funding appropriated by legislature will be available