

Conway School District No. 317
Board of Director's Meeting Minutes
March 19, 2015

Call to Order

The Regular meeting of the Board of Director's of the Conway School District was held on Thursday March 19, 2015 in the Digital Commons.

Director Halliday called the meeting to order at 7:30PM.

Attendance:

Board Members Present: Director Bell-Hinderstein, Director Sicklesteel, Director Melton, and Director Halliday.

Director Sicklesteel moved and it was seconded by Director Melton to excuse Director Dalseg. Motion passed.

Communications:

1. CEA Comments: Teachers are working hard in their content area. Calendar for next year has been approved by CEA. Teachers are a little nervous about the new testing but are immersing themselves in learning the new testing. Bargaining Team has been put together Joy Patterson, John Townsend, Jason Rounds & Karen Talbert.
2. PSE comment: None
3. Student/ Staff Comments: None
4. PTA Comments: None
5. Public Comments: None

Consent Agenda:

Director Sicklesteel moved and the motion was seconded by Director Melton to accept the minutes of the February 23, 2015 regular Board meeting. Motion passed.

Director Melton moved to approve the check vouchers 8153-8250 in the amount of \$366,643.03 with payroll taxes of \$55,839.41 also with a voided warrants 8241 & 8254. Director Sicklesteel seconded the motion. Motion passed.

Director Sicklesteel moved and the motion was seconded by Director Bell-Hinderstein to approve a contract with Dave Burgess to serve as the district negotiator for CEA negotiations for up to \$9000.00. Motion passed.

Director Melton moved and the motion was seconded by Director Sicklesteel to accept the retirement of Richard Wicksnin and hiring of Kaylee Cram for the Migrant Bilingual Para-educator position. Motion passed.

Administrative Reports:

Financial Report –

Business Manager Beverley Collart reported on this month's financial reports:

- Report A : Enrollment 421
- Report B: Month end account balance amounts:
 - ASB: \$ 20,404.23
 - Capital Projects/Impact Fees/Bond Proceeds: \$ 35,040.65
 - Tech Levy: \$ 52,338.85
 - Debt Service: \$ 98,248.99
 - Transportation: \$122,143.74
- Report C: Month End General Fund Balance
 - Cash Balance with County Treasurer: \$ 1,071,352.77
 - Unassigned: \$309,386.01
 - Outstanding Warrants: \$178, 938.52
 - Accounts Payable: \$106.07
 - Committed Cash: \$365,490.00
 - Contingency: \$ 100,000.00
 - Restricted: \$ 72,302.02
- Report D: Revenues and expenditure amounts-general fund:
 - Revenues: \$ 316,614.08
 - Expenditures: \$ 372,089.64
 - Cash & Investments: \$847,284.10
- Report E: Warrants paid
 - Check vouchers 8153-8250 in the amount of \$366,643.03 including payroll taxes of \$55,839.41 totaling \$422,482.44 with voided vouchers 8241 & 8254.
- No Construction budget report for this month.
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Mrs. Collart also presented a report from Sue Curtis who was hired by the district to review the Conway School ASB Fund with Skagit County, which showed an error in deposits dating back to August 2014. Correcting entries were made to the General Ledger 240 (cash with County Treasurer) for the August, November and January issues and to the General Ledger 450 (investments) for the August issue. The district budget status report was then balanced with the February Financial (F197) which was reviewed by the district. (Report attached to the minutes)

Action Items:

Review of Conway SD ASB Fund

After an in-depth review of the district's ASB fund per the request from Beverley Collart, the following was observed:

August, 2014

The original County Treasurer (CT) report indicated two transactions that were not authorized by the district – selling the balance of the investments (\$7,310.08) and transferring \$9,267.95 from the ASB to the Capital Projects Fund. The district did not recognize either transaction. The district did also recognize the investment interest (\$.27) or investments purchased (\$.27). This caused GL 240 (Cash with CT) to be \$7,310.08 less than the F197 (ESD input of CT reports) and GL 450 (Investments) to be \$7,309.81 more than the F197 report. This error was not corrected by the CT until after the 13-14 school year books had been closed and the F196 finalized. The CT then reissued a correcting August report eliminating the transfer from ASB to CPF.

September, 2014

Once the August error was discovered, a revised September report was issued moving \$9,267.95 back from the CPF to the ASB. This took some investigation on our part as ending balances from the prior month were not carried forward correctly from the CT with the first September report. GL 240 and GL 450 balances are still not matching due to August issue.

October, 2014

Balance difference continued as is.

November, 2014

The CT reported \$7,793.08 in local receipts. The district deposited the correct amount in the local bank and transferred same amount to the CT but only recognized the transfer of \$3,999.34 in the GL, causing GL 240 to be \$11,103.82 less than the F197.

December, 2014

Balance difference same amount as November.

January, 2015

In balancing the local bank account with the deposits recorded in the GL, it was discovered by Beverley and Laura that \$308.00 had been receipted by the district, deposited in the local bank account and transferred to the CT but not recorded in the district books. This entry was made to GL 230 (bank deposits) correctly but was recorded again as transferring to the CT when the amount was already accounted for with the month end entry. This caused GL 240 to be out of balance with the F197 in the amount of \$10,795.82.

February, 2015

Correcting entries were made to GL 240 for the August, November and January issues and to GL 450 for the August issue. The district budget status report should be balanced with the February F197 which will be reviewed after the ESD enters the figures which should be completed near the middle of March. A review to verify all GLs balance between the district and the F197 will be done at that time.

There is absolutely no indication of any improprieties with district funds but rather transactions registered by the CT that were in error.

Respectfully submitted,

Sue Curtis

2/26/2015

Director Sicklesteel moved and it was seconded by Director Melton to approve Resolution 02-2015, which is the Asset Preservation Program. Motion passed.

Director Melton moved and it was seconded by Director Bell-Hinderstein to approve the calendar for 2015-16. Motion passed

Director Bell-Hinderstein moved and it was seconded by Director Sicklsteel to approve Policy 2030 and Procedure 2030P Service Animals in Schools. Motion passed.

Director Melton moved and it was seconded by Director Bell-Hinderstein to approve Policy 3420 Anaphylaxis Prevention & Response. Motion passed.

Board Comments:

Director Halliday brought up the Ham dinner hoping to see us all there.

Future Board Meetings:

March 23, 2015 Interviews in regular session to begin at 4:00 p.m. with an executive session to follow at 8:30 p.m.

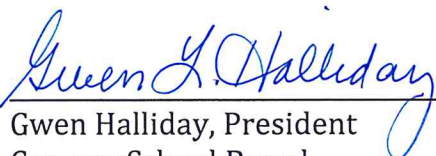
April 20, 2015 Regular Meeting 7:00 p.m.

May 18, 2015 Regular Meeting 7:00 p.m.

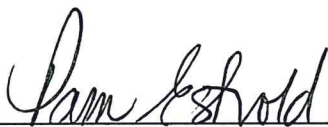
Adjournment:

The meeting was adjourned at 8:11 p.m.

This meeting has been recorded and the tape is available in the District Office. Submitted by Secretary to the Board, Pam Estvold.



Gwen Halliday, President
Conway School Board



Pam Estvold, Superintendent
and Board Secretary