

**SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029**

FINANCE & OPERATIONS COMMITTEE MEETING February 12, 2016 7:30 a.m.

Present: John Stahl, Aaron Dentz, Darin Clark, Melissa Thompson, Jeremy Struss, and Jeff Grunwald

The Finance and Operations Committee Meeting convened at 7:32 a.m.

DISCUSSION

- A. Review of Capital Improvement Plan:** Administration presented the most up to date version of the comprehensive Capital Improvement Plan. Committee members reviewed the list, discussed the timing for the scheduling of some of the items, and determined that a meeting with the district's architect would be the best next step.
- B. Update on Timeline for Implementation of Budget Forecasting Model:** Jeremy Struss provided an update as to the commencement of 5Cast. Two trainings are scheduled later in the month once the district's data is uploaded and the district's account is created.
- C. Process for Approval of Accounts Payable:** Jeremy Struss shared ideas about how to better manage the accounts payable cycle to save money. A potential change in process will be discussed with the full board as this committee is favorable to paying bills as they are received rather than waiting for the monthly board meeting.
- D. Establish Next Committee Meeting Date:** The committee will next meet on Friday, March 11 at 7:30a.m. to review the capital improvement plan with the architect and discuss possible building solutions, as well as reviewing the implementation of 5Cast.

ADJOURNMENT

The Finance and Operations Committee meeting was adjourned at 8:07 a.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk