

MEETING MINUTES
IDAHO PUBLIC CHARTER SCHOOL COMMISSION FINANCE COMMITTEE

September 22, 2022
514 W. Jefferson St, Ste 303
Boise, ID 83720

The meeting was called to order on September 22, 2022 at 2:01 p.m.

Brian Scigliano, chair – Present via Zoom
Alan Reed – Present via Zoom
Karen Echeverria – Present via Zoom
Jenn Thompson, IPCSC Director - Present
Jacob Smith, IPCSC Finance Manager - Present

I. FISCAL YEAR 2023 YEAR TO DATE

Finance Manager Jacob Smith reviewed the agency's fiscal year 2023 budget summary and year to date expenditures in depth. He noted that the increase in payroll over fiscal year 2022 reflects employee raises, increases in benefits, and the addition of a part-time temporary employee. He also noted that the increase in rents reflects the difference between the agency's previous location in the Borah building and its new location in the Capitol Annex.

The committee discussed some of the specific costs, such as the MOU for IT services with OSBE and Deputy Attorney General Fees during FY22.

II. FISCAL YEAR 2024 BUDGET SUBMISSION STATUS

Finance Manager Jacob Smith reviewed the agency's fiscal year 2024 budget request. IPCSC staff submitted this request based on the total budgeted expenditures approved for this fiscal year by the IPCSC in April of 2024. This request is currently under review with the Division of Financial Management and the Legislative Services Office.

III. FISCAL YEAR 2025 BUDGET PLAN

Director Thompson reviewed the agency's five-year staffing plan, illustrating the fiscal year 2022 request for two additional employees and noting that by fiscal year 2025, the agency is on-track to be staffed well. From that point, additional staffing will largely be based on increases in the number of schools served and funded by the fees paid by those schools.

The Committee discussed the size of program manager caseload and anticipated growth in the number of schools served, as well as the IPCSC's policy for making budget adjustments.

Director Thompson noted that staff will prepare a fiscal year 2025 budget plan based on the fiscal year 2024 budget approved by and two additional personnel as reflected in the staffing plan. This plan will be on the IPCSC's February agenda for first read and must be approved by the IPCSC in April.

The meeting adjourned at 2:40 pm.