APPROVED

F.W. Parker Charter Essential School

Minutes

Finance Committee Meeting

Date and Time
Tuesday November 14, 2023 at 5:30 PM

Committee Members Present
B. Harrigan, B. Muldoon, C. Soderman, J. Appleton, L. Clarke, M. McKenna, R. Madamba

Committee Members Absent
None

I. Opening Items

A. Record Attendance and Introductions if needed

B. Call the Meeting to Order

C. Soderman called a meeting of the Finance Committee of F.W. Parker Charter Essential School to order on Tuesday Nov 14, 2023 at 5:31 PM.

C. Approve Minutes

L. Clarke made a motion to approve the minutes from Finance Committee Meeting on 09-12-23.
R. Madamba seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

B. Muldoon	Aye
J. Appleton	Abstain
L. Clarke	Aye
R. Madamba	Aye
M. McKenna	Aye
C. Soderman	Aye
B. Harrigan	Aye

II. Finance

A. Q1 FY24 Results and Projections

Michelle presented Q2FY24 results. Tuition variability and reduced student headcount were discussed. Christine noted the need to monitor this very closely in the next few months.

B. Enrollment Update and Planning

Christina reintroduced the need for more information and a plan for using some reserve funds to work toward marketing and enrollment based on conversations from last spring. Brian shared a document as attached with some information of the marketing plan for enrollment for the lottery for the 24-25 school year and the January 2024 lotter for the current school year. Brian noted that he has made DESE aware of the enrollment projections. Christina noted that we should ask the board for a first read tonight on releasing funds from reserve to be allowed toward some of the noted marketing plan items.
J. Appleton made a motion to recommend to the board to release reserves for enrollment and marketing as described in plan in the amount of $40,000.
R. Madamba seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

R. Madamba made a motion to to adjourn.
J. Appleton seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,
M. McKenna

Documents used during the meeting

- dashboard.pdf
- Parker Enrollment Strategy 23-24.docx