APPROVED

F.W. Parker Charter Essential School

Minutes

Finance Committee Meeting

Date and Time
Tuesday October 7, 2025 at 6:00 PM

Location
REMOTE ONLY

http://parker.school/financecommittee

Committee Members Present
B. Harrigan (remote), E. Sturgis (remote), M. McKenna (remote), N. Odekirk Hatlevig (remote), R. Egan (remote)

Committee Members Absent
J. Appleton

Guests Present
Craig Peacock (remote)

I. Opening Items

A. Record Attendance and Introductions if needed

B. Call the Meeting to Order

E. Sturgis called a meeting of the Finance Committee of F.W. Parker Charter Essential School to order on Tuesday Oct 7, 2025 at 6:01 PM.

C. Approve Minutes

R. Egan made a motion to approve the minutes from Finance Committee Meeting on 05-06-25.
E. Sturgis seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

J. Appleton	Absent
E. Sturgis	Aye
N. Odekirk Hatlevig	Abstain
B. Harrigan	Aye
R. Egan	Aye
M. McKenna	Aye

II. Finance

A. Audit presentation

Craig Peacock, partner from CBIZ, presented the results of the FY25 financial audit. Highlights are below:
- Ellen mentioned appreciating the Management Discussion and Analysis section written by Michelle as a start to the audit
-there were not required changes in rolling out a new GASB standard
-Biggest area of focus - capital, cash, related parties - no changes needed
-Auditors need to be independent
-no disagreements, adjustment, or unusual transactions found
- midyear helped as a start in completing some preliminary work
-draft was ready 10/1 and final send out 10/3
-the presentation of the Board Designated reserves in the statements was changed and a footnote was added instead of listing out the reserves
-Unmodified opinion issues - no material weaknesses, no significant deficiencies, no errors to school or Sizer that required changes to the general ledgers

B. Annual planning and goal setting

Committee was in agreement with remote meetings and the adjusted calendar as attached. Next few meetings dates:
Nov 10 at 6PM
Jan 22 at 7PM - for Parker Finance 101 not mandatory
Feb 2 at 6PM

The committee set the following annual goals to be reported to the Board:
-Search and hire auditor for the next three years

-Continue towards salary parity vs. top seven sending districts for all faculty and staff as we balance staffing to meet growing student needs

C. Audit Firm RFP

E. Sturgis made a motion to instruct Michelle to issue RFP after removing information about the mid year review procedures.
R. Egan seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

E. Sturgis	Aye
B. Harrigan	Aye
J. Appleton	Absent
M. McKenna	Abstain
N. Odekirk Hatlevig	Aye
R. Egan	Aye

E. Sturgis made a motion to In lieu of a midyear review, require the Treasurer, to review and report out to the committee on findings the bank statements, credit card transactions, and payroll registers no less than quarterly for unusual items.
R. Egan seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

J. Appleton	Absent
N. Odekirk Hatlevig	Aye
B. Harrigan	Aye
R. Egan	Aye
M. McKenna	Abstain
E. Sturgis	Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:28 PM.

Respectfully Submitted,
M. McKenna
N. Odekirk Hatlevig made a motion to adjourn the meeting.
R. Egan seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Documents used during the meeting

- FWP Charter Essential School 319015 FS24 final Draft.pdf
- FY26 agenda planning.doc
- Thoughts on why we should skip the mid year audit -ellen.docx
- audit rfp.docx