

Finance Committee Meeting Notes

October 12, 2015 at 4:30

**In attendance: Judith Darling, Joell Pundsack, Marsha Bunge, John Gawarecki,
and Mona Hayashi**

Absent: Shannon Froberg

1. Judith presented the Financial Statements and check register for September 2015. State aid balance (overpayment) has returned to a positive on the financial statements. Payroll (less extracurricular activities payroll) is \$50,000 lower than budgeted, mainly due to new hires with lower salaries and also lower benefits payout. There were two checks coded in August and July for Paul Esperosa that seemed out of place due to the dollar amounts. Judith and Joyce thought these checks may have been miscoded and they will do some follow-up to verify that they came out of the appropriate fund location.

2. The homeowner's association will be starting maintenance on the berm landscaping. A main portion of the landscaping is being covered by the homeowner's association, nearly \$9,000 which will include mulch and skirting of tress. The landscaping company would like to some additional mulching on MSA's property and is requesting \$1,000 to cover the expense of the mulch. The finance committee has approved this amount and Judith will check to make sure this expense can be taken out of the repair and replacement fund. The landscaping company will submit a receipt to MSA for reimbursement. Jodi Miller, a parent of MSA, along with the parent team approached John about possible repair of the grass area on the west side of building A. There is a trench that is filling up with water and also in the ditch. Parent team may be willing to cover this cost. Jodi wants to fill in the trench and slightly level off this area. John will have someone check with the city to see if there are any restrictions with the city of Woodbury, if we decided to repair this area. Repairs could not be made until spring or summer.

3. Building A, Office Support. Vicky has given her resignation, and John is planning on shifting some jobs duties to Joell. Some of these duties would include Special Ed billing and MARSS assessments. Due to the shift in duties, John wanted to increase Stars hours to cover the office in Building A, while Joell is taking on these additional responsibilities. Star currently works 2 hours a day and her hours would increase to 4-6 hours a day. She will also receive an increase in pay with a chance to receive another increase the following year. We will also need to hire a receptionist to cover Vicki's office hours in Building B. Star has not

received a raise since she was hired over a year and a half. Judith indicated there was sufficient amount in the budget to cover this expense as well as the prorated benefits if Star elects to seek coverage at MSA.

4. MAC's (Minnesota Association of Charter Schools) membership was discussed and the current cost of joining is \$7290. Per Judith, we haven't paid our Charter School Partnership (CSP) dues. The finance committee was not aware of MSA receiving any benefits from this membership. Judith was wondering if we joined MAC's would the board consider dropping MSBA. If we were willing to drop some other memberships, we could possibly pay the higher amount for MAC's. MAC's membership runs either Jan – Dec or July – June. Mona is going to make contact with MAC's to see if they would prorated a membership fee for us thru June and bring this issue back to the board for more discussion. Judith thought CSP may have gone out of business or possibly had a name change, so this also needs to be researched.

5. We touched base with Judith in regards to how the Activity Funds were accounted for and also let Judith know what Dennis Hoogeveen response was from Clifton/Larson/Allen, from our last board meeting. The way we have transferred the money back to activity funds accounts is the correct handling and that if Judith had any additional questions she should contact him for additional assistance.

6. Other items brought up in discussion included the City of Woodbury was holding a security deposit when building B was built and someone from the City was supposed to come out and do an inspection on June 23, 2015 and determine if a silt fence and cedar sod and the slope was done correctly. We haven't heard back from the city regarding this inspection. Judith will make contact to determine if we will be receiving the deposit back.