

Finance Committee Meeting Notes

September 12, 2016

4:30 p.m.

Building B, Rm 103

Present: John Gawarecki, Mona Hayashi, Romelle Pornschloegl, Cheri Howe, Ken Thielman, and Judith Darling

Absent: Amanda Stout and Shannon Froberg

1. **Math Stipend** - John presented documentation on the number of hours Bronwen Williams and Noah Langseth put in over the summer. 61 hours were put in for testing of incoming students. This had always been done in the past without any compensation. This had not been built into the budget but it was determined that Science Bowl had been and this program would not be using there stipend this year, so going forward it has been determined that the math department would be able to utilize \$1525 as a stipend for these services. The stipend was based on the 61 hours put in this past summer at \$25 an hour.
2. **Admin Stipend** - John requested that Joell receive a stipend of \$2000 to bridge the gap in pay due to the change in FSLA law that will occur at the end of November. Joell will be changing from salary to hourly based on this law and, because of this change, she would not receive a check on December 15th. The justification for his request was to compensate Joell for additional time spent for training the new administrative staff along with the creation of a Skyward training manual for all administrative staff. There was a question if these duties should be considered as "other duties as assigned", under her current job description. There was also a discussion concerning if Joell would be considered exempt or nonexempt and if she could receive this pay legally. The stipend was not approved at this time. John will check with Kelly Roos, our human resources advisor, for additional clarification on whether Joell could be classified as Salaried Non-exempt and check with other schools to see if they offer anything similar to their admin staff. John will bring his findings back to the finance committee for review.
3. **CPI Training** - Crisis Preventive Intervention is training for staff to create a crisis team. The SPED department has received this training but also need a refresher course on a yearly basis. Tim Tydlacka, Molly Molitor, and Romelle have also received this training. Marsha recommended that additional staff should be trained including some of the General Ed teachers John and Marsha will work to see if a class could be setup over MEA and determine who might receive the training. If any additional training is needed for the SPED department the funds would come out of their budget. The General Ed training could come out of professional development funds. The cost is approximately \$200 per person for 8 hrs training. An off-site location, possibly the YMCA could be utilized for the training. If additional people had this training a solid Crisis team could be created at MSA.

Commented [1]: Is there talk of a Spanish stipend too because they are/will test for Spanish during the summer?

4. Financial Statements/supporting documentation were reviewed with Judith. Cash flow remains strong. Overall the student head count is lower than we budgeted but our ADM is right on because more 11th graders are remaining at MSA and not utilizing PSEO. Judith will also be working on additional training items for the board at a future meeting regarding the financial statements.
5. Audit - reviewed audit with Judith from Clifton Larson - no significant findings found. Audit to be presented to board at the September board meeting.
6. Next meeting scheduled for October 10th at 4:30, Building B, Room 103