

## Finance Committee Meeting Notes

March 14, 2016

4:30 p.m.

In Attendance: John Gawarecki, Judith Darling, Shannon Froberg, Joyce Lawrence, Marsha Bunge, and Mona Hayashi

1. Financial Statements: We reviewed F/S and Invoices for February. The upcoming budget was discussed as well as surplus in the current budget. A wish list of possible repairs was discussed before June 30, 2016. Some items include the remodel (Building B) office, window repairs (Building A), permanent walls (Building A), Parking lot repairs and new signage, Elevator repairs (Building B), holes in floor of gym for badminton nets and heating repair. Majority of items will be coming out of repair and replace funds which has \$193,609. There is also a surplus of \$58, 922 which will also need to be used or it will roll into the general fund. John and Judith will be presenting a plan for the use of the majority of this surplus to be presented to the board for approval on the March 21, 2016 meeting. Possible stipend to teachers/staff based on MCA and ACT scores. John will also be presenting to the board possible options to add a counselor to next year's staff. Judith has added a counselor position in next year's budget projections.
2. Insurance/Property valuation: We increased the contents value from the current amount of \$300,000 to \$700,000. Judith felt the \$300,000 was too low with the new building. John will be requesting the teachers and staff take an inventory of their classroom and common areas by June 7<sup>th</sup>, so that we determine if we will need to adjust it more.
3. Annual Fund Balance/Expenditures: Reviewed expenditures from last July that were from the previous year. Judith/Joyce verified items taken in July were properly coded to the right area.
4. Special Teacher on Assignments/ EA benefits and Special Education Staffing. This item will need to be brought up at the next meeting. We currently have 33 kids on 504 plans between the two buildings. It is anticipated these numbers will be increasing by 10 kids or more. Marsha is requesting that we add a full time teaching position with a teaching degree to handle all of the 504 plans. Also, EA currently receive 6 PTO days. A request was made to prorate these days based on hours worked, which would be equivalent to 8 PTO days, which would equate to the same benefits that the teachers receive only prorated. EA's do not receive any time paid off at Christmas, Thanksgiving or spring break.
5. Pars/Semi-annual Certificates: Marsha has completed this paperwork.

6. Boys Volleyball Uniforms: Uniforms need to be purchased for next year team. Shannon requested these uniforms be purchased this year while there is a surplus in the activities funds and to eliminate a possible deficit next year. The finance committee approved this purchase.

7. Assistant Badminton Coach: Assistant coach is also needed due to the number of students that want to participate. There are approximately 40 girls that have committed to this sport. The assistant coach stipend would be \$1,000. This was also approved by the committee.

8. Background check policy was discussed as this policy is being brought to the board at the next meeting. Mona wanted to have a clear understanding of proper procedures with both Joyce and Judith's input before presenting to the board.

9. Activity Groups/Checking accounts: It was determine that Activity funds cannot have their own checking accounts. Activity group funds are either controlled by MSA or not. MSA has always controlled these funds. Having a separate account doesn't change control.

Next Meeting

April 11, 2016

4:30 p.m.

Building B – Room 103