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**PVPA Charter Public School
Finance Committee
Minutes: February 6, 2018**

Members Present: Charlie Heath, Bob Hann, Deb Jacobson and Owen Sordillo. Stephanie Burbine arrived at 8:35am.

Members Absent: Keith Black and Paul Wright. Bob Hann left meeting at 9:35.

Staff Present: George Simpson and Marcy Conner

Meeting called to order at 8:35 a.m. in room 410.

Approval of Minutes:

January 9, 2018 minutes.

- ❖ Motion to accept – Deb Jacobson
- ❖ Second – Charlie Heath
- ❖ Approved – vote count – 3 Yes – 0 No - 0 Abstention

Old Business

Collaborative Bargaining Unit

The Department of Labor Relations determined that one bargaining unit comprised of teachers and administrative support staff was not an appropriate bargaining unit. The attorney for the UAW was advised that the DLR would approve two units with one comprised of the teachers and apprentice teachers and the other the administrative support staff. The UAW amended their original petition to reflect the two units and was to be approved by the DLR on February 5, 2018. At the time of this meeting the official notification had not been received by PVPA.

FY 19 Salary Matrix Options

Committee members revisited the salary matrix option that created a uniform 3% increase between steps. The 3% increase would create a solid model that would provide stability and some forecasting for future salaries. It also gives staff raises that fall from 1% to 9%, with the average being 5%. With the current staffing, reducing the percentage to 2% would mean that some staff would not see an increase this is due to the uneven increase between steps at the higher end of the scale. The Committee asked Marcy to calculate the step increases at 2.5% to see if all staff would receive some increase. There was also discussion about tying step advancement to the annual tuition reimbursement made by the state. In this type of model, salary increases would take place in the spring of each year after the final tuition is determined based on the population of the student enrollment. If the tuition increase is not sufficient enough to grant either a step increase or cost of living increase or both then salaries would be frozen at the previous year's step.

New Business:

FY 19 Capital Budget

A listing of possible capital items was presented totaling \$949,200. Last year approval was given by the Finance Committee and the Board of Trustees to replace the roof on the East annex and all of the roof top HVAC units. The funding for this was part of the assets that were to be transferred from the Friends of PVPA to the school in July 2017. Since the Friend will be retaining ownership of the assets, PVPA would like to move forward with this project and will seek funding from the Friend's board. Also a part of this funding is the \$400,000 line item for the parking lot.

It is possible that a couple of the items on the list will come from the FY18 budget – they are still being evaluated at this time. There will also be a review of the theater needs. More discussion to come at the next meeting.

FY18 Financial Report

The Committee reviewed the Profit & Loss Budget vs Actual Report dated February 1, 2018. The only area of mention was the substantial increase in the facilities expenses from the report given last month. The factors that contributed were a \$5,000 deductible paid to Utica National Insurance for a deductible on a Massachusetts Commission Against Discrimination (MCAD) claim from FY2012 and the retroactive (to July 1, 2017) rent payment to the Friends.

There was some discussion over changing the financial reporting. Marcy was asked how difficult it would be to start including projections in the reporting - this is something that may be started with the beginning of FY19. It was also determined that the financial report should be done quarterly rather than monthly.

Other Business:

No other business.

The next meeting is set for March 6 2018 at 8:30 am in room 410.

- ❖ Motion to Adjourn at 9:45 a.m. – Deb Jacobson
- ❖ Second – Charlie Heath
- ❖ Approved – vote count – 4 Yes – 0 No – 0 Abstention

Documents:

FY18-FY19 Salary Matrix

FY18-FY19 Salary Matrix – Option 1

FY18-FY19 Salary matrix – Option 2

Proposed FY19 Capital Budget

Profit & Loss Budget vs Actual as of December 29, 2017