

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

**Members Present:** Bob Hann, Deb Jacobson, Stephanie Burbine and Owen Sordillo. Charlie Heath arrived at 8:37am.

**Members Absent:** Keith Black

**Staff Present:** Brent Nielsen, Paul Wright and Marcy Conner

**Meeting called to order at 8:35 a.m. in room 209.**

**Approval of Minutes:**

February 6, 2018 minutes.

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

February 13, 2018 minutes.

- ❖ Motion to accept – Deb Jacobson
- ❖ Second – Stephanie Burbine
- ❖ Approved – vote count – 4 Yes – 0 No - 0 Abstention

Agenda clarification: FY19 New FTE should be listed under New Business

**Old Business**

**FY 19 Salary Matrix Options**

Salary matrix options were reviewed. Marcy shared a model that included a uniform 2.5% increase between steps. With this model staff raises would fall between 1%-5% with the average being 3%. Because the current scale has \$60,000 at BA step 15 and some inconsistencies in steps 12-14 there would be three staff members who would receive less than a 1% increase. This seemed unfair and another look was taken at the model with the 3% increases between steps. There was still some concern over being able to guarantee the step increases from year to year due to fluctuations in tuition reimbursements. The average increase in tuition over the last two to three years has only been 2%. Language was provided to the Committee that would limit step increases if tuition fell to a certain level and the possibility of using free cash if needed in a deficit year. The Committee felt that this type of language would be needed if PVPA entered into a union contract that was for more than one year. Marcy was asked to bring to the Committee in April a budget that includes the salary matrix with the uniform 3% step increase and a 2% COLA increase for non-teaching staff. The Committee wishes to evaluate the raises in the context of the budget as a whole to determine if it is affordable.

**FY19 Capital Budget**

The Committee revisited the \$949,200 list of items discussed at the last meeting. The Card Access System and the VoIP Phone system were identified as needs that could be met with FY18 funds.

- ❖ Motion to authorize FY18 funding for the Card Access System and the VoIP Phone System – Bob Hann
- ❖ Second – Charlie Heath
- ❖ Approved – vote count – 4 Yes – 0 No - 0 Abstention

Further discussions needs to take place with the new board of The Friends of PVPA in regards to moving forward with the roof and HVAC project that was set to take place the summer of 2018. At the present time the parking lot is deteriorating quicker than estimated and is becoming a pressing need that the Friends will also need to address. Funding for these projects was to come from the assets that the Friend's were originally transferring to the school. Since the transfer will not be taking place, an agreement between the Friends and PVPA will need to be discussed to move forward with these major capital projects.

The Committee felt that the capital items being requested for the theater should not be included in the FY19 capital budget but are items that could be identified for fundraising purposes.

- ❖ Motion to approve the FY19 Capital budget for \$94,500 which excludes items for theater upgrades– Deb Jacobson
- ❖ Second – Bob Hann
- ❖ Approved – vote count – 4 Yes – 0 No - 0 Abstention

### **New Business:**

#### **FY 19 New FTE: Speech Pathologist**

The Committee was presented with a letter from UMASS Department of Communication Disorders, our current contractor for speech pathology services. Per this letter, there have been too many obstacles in providing services to students so they are not willing to provide the services moving forward. This will be a new staff position for FY19.

#### **FY18 Financial Report**

The Committee agreed to skip report as it was determined in February that the report would be quarterly.

### **Other Business:**

Increase in FTE's required to provide student services for the remainder of FY18:  
MCAS Testing Coordinator  
Academic Support Apprentice Teacher  
Therapeutic Paraprofessional – 2

Total change to the FY18 budget for these additional FTE's will be approximately \$29,000.

- ❖ Motion to approve FY18 FTE increases– Deb Jacobson
- ❖ Second – Stephanie Burbine
- ❖ Approved – vote count – 4 Yes – 0 No - 0 Abstention

The next meeting is set for April 3, 2018 at 8:30 am in room 410.

- ❖ Motion to Adjourn at 10:00 a.m. – Charlie Heath
- ❖ Second – Deb Jacobson
- ❖ 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

FY18-FY19 Salary Matrix – Option 3

Proposed FY19 Capital Budget

Letter from UMASS Dept of Communication Disorders dated February 16, 2018

Profit & Loss Budget vs Actual as of March 2, 2018