

**PVPA Charter Public School
Finance Committee
Minutes: April 23, 2018**

Members Present: Keith Black, Bob Hann, Deb Jacobson and Stephanie Burbine

Members Absent: Paul Wright and Owen Sordillo

Staff Present: Marcy Conner and Marc Kenen

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

Approval of Minutes:

April 3, 2018 minutes.

- ❖ Motion to accept – Bob Hann
- ❖ Second – Keith Black
- ❖ Approved – vote count – 4 Yes – 0 No - 0 Abstention

Old Business

FY 19 Budget

A FY 19 budget draft dated April 23, 2018 was given to Committee members.

This draft includes the following items:

1. Salaries for staff that includes a one step increase that was guaranteed during the FY 18 budget process. During the FY 18 budget process the salary matrix was changed to be a two year snap shot ending with FY 19 rather than the one year picture that it had provided in past years. The determination from a previous meeting was that without a union contract in place by July 1st that salaries would need to be static at the FY 18 level until the contract is approved. After an initial meeting with the Union it was recommended by the Administration to the Finance Committee that PVPA uphold the guarantee that was made with the FY 18 changes. Increases range from 1.5% to 5.25% this is largely due to the lack of uniformity between steps.
2. Non-teaching staff – no guarantees were made to non-teaching staff concerning raises for FY 19. This budget draft contains non-teaching staff raises of 2%.
3. New FTE's – 1.0 Facilities Technician, increase .10 for HS Adjustment Counselor, the addition of a .40 MS Adjustment Counselor and .60 Speech Pathologist. (Consulting funds were previously budgeted for a speech pathologist – the approximate increase would be from taxes and benefits).
4. Increase in the Board of Trustees expense lines – inclusion of \$12,000 for Board on Track and \$30,000 for legal fees associated with union bargaining.
5. Administrative positions – Interim Executive Director, Director of Academic Programs, Associate Director of Academic Programs, Interim Director of Academic Programs, Director of Arts Programs, Director of Student Affairs, Director of Student Services and Chief Financial Officer.

At this point this draft is not balance and has expenditures over revenue of \$340,990.20. The Committee requested the following changes and information for the next meeting:

1. Administrative salaries – remove one position.
2. More detail to the reporting to include the subcategories for salaries, benefits and all other for each category. Also if possible, to separate the Board of Trustees expenses from the administrative costs.
3. The creation of a column for the projected actual for FY 18.

This draft included an increase of 10% for employee health insurance. Notice was received on Friday that the actual increase will be 16.4% for health and 5.3% for dental. Out of pocket maximums on the policy are also increasing from \$4,000 for an individual plan to \$5,450 and \$8,000 on a family plan to \$10,900. Marcy is attempting to negotiate with Blue Cross Blue Shield for a reduction in the premium increases – there is a possibility that it can come down to 12% for health and 3% for dental. The steep increases are partially because that is what the market is demanding at this time and because PVPA has had some significant uses of the insurance this past year. This is also evidenced by the increased amount being paid for the health reimbursement account – FY 18 budgeted amount is \$50,000 and is on track to be over budget by the end of the year.

New Business:

Increasing Enrollment

A hand out was given showing the DESE tuition projection for the third quarter of FY 18. Some calculations were given indicating that the average per pupil tuition, based on the third quarter figures and an enrollment of 400 students, is \$14,132 per pupil. The rationale for increasing enrollment is that you can increase revenue with adding only minimal expenses. The only way to better support staff is by increasing revenue or decreasing costs. Currently the DESE website is showing PVPA at 10:1 teacher to student ratio. An increase in enrollment was requested a few years ago but was denied because of the conditions placed on PVPA. With those conditions having been lifted PVPA could move forward with requesting an increase in enrollment from DESE. The deadline to request an increase in enrollment for FY 20 is August 1, 2018 with approval by December for the lottery in January.

Consulting Contract for Public Relations

In the process of evaluating systems at PVPA, it has become clear that PVPA does not have a strong public relations, marketing or communications structure. Marc proposed to contract with Slowey McManus for two months. The firm would supply PVPA with advertising and outreach for all productions, editorial style articles for local newspaper and training for current staff on how to do this work.

- ❖ Motion to hire Slowey McManus for two months at a total of \$2,500 per month– Deb Jacobson

- ❖ Second – Bob Hann
- ❖ Approved – vote count 4 Yes – 0 No – 0 Abstentions

Other Business:

PVPA is currently out of compliance with providing services to English Language Learners (ELL). Currently enrolled are three students, two Spanish speaking and one Turkish speaking student, who's primary language is not English. It was agreed that .5 FTE ESL teacher would be included in the next draft of the FY 19 budget.

The next meeting is set for May 1, 2018 at 8:30 am in room 410.

- ❖ Motion to Adjourn at 9:35 a.m. – Deb Jacobson
- ❖ Second – Keith Black
- ❖ Approved – vote count – 4 Yes – 0 No – 0 Abstention

Documents:

FY19 Proposed Budget – April 23, 2018

PVPA 2017 – 2019 Proposed Salary matrix

MA DESE Preliminary FY 18 Charter School FTE and Tuition 3rd Qtr