

**PVPA Charter Public School
Finance Committee
Minutes: May 1, 2018**

Members Present: Bob Hann, Deb Jacobson, Stephanie Burbine, Charlie Heath and Owen Sordillo

Members Absent: Keith Black and Marc Kenen

Staff Present: Marcy Conner and Paul Wright

Meeting called to order at 8:39 a.m. in room 410.

Approval of Minutes:

April 23, 2018 minutes.

- ❖ Motion to accept – Deb Jacobson
- ❖ Second – Stephanie Burbine
- ❖ Approved – vote count – 3 Yes – 0 No - 1 Abstention – Charlie Heath

Old Business

FY 18 Capital – RFQ Review

The bids for the VoIP System and the Card Access System have been received. All of the bids were all over the funds allotted by the Finance Committee: \$20,000 for VoIP and \$15,000 for the Card Access System. The deadline for awarding the bid to a vendor is May 4, 2018. There are a couple of options:

1. Put aside the Card Access System for now and move forward with the VoIP as it is a more concerning need at the moment. The Finance Committee would need to authorize \$55,000 for us to move forward with choosing from two bids that will meet our needs.
 2. Move forward with both bids with the Finance Committee approving a total of approximately \$85,000.
 3. Fail the bid search. Vendors would need to be notified on Friday that PVPA will not be moving forward with the bids at this time. We could then re-evaluate the specifications and move forward with a better scope of work that might net a more realistic/affordable cost.
- ❖ Motion - to fail the search for a VoIP and Card Access System and re-examine the scope of work – Deb Jacobson
 - ❖ Second – Bob Hann
 - ❖ Approved – vote count 4 Yes – 0 No - 0 Abstention

FY 19 Budget

As requested at the last meeting, a new report format was developed showing a column for projecting the activities of FY18 and new rows that show the salaries and benefits under each main heading within the expense categories. This version of the budget contains the advancement of one step on the salary matrix (with no changes being made to the FY18 matrix) for teaching staff, a 3% cost of living increase for non-teaching staff and a 1% cost of living increase for administration. The advancement of one step, without making any other changes to the matrix, was guaranteed as being the least that teachers could expect when changes were

made last year that created a two year matrix. There was no guarantee made to non-teaching staff however, a cost of living increase feels like the appropriate step.

This version of the budget also has all of the increases in FTE's that have been discussed:

1. 1.0 FTE Facilities Technician
2. .50 FTE increased to .60 FTE Adjustment Counselor for the High School
3. Increase of .40 FTE Adjustment Counselor for the Middle School
4. Increase .60 FTE for a ESL teacher
5. Move funds from consulting line to increase .60 FTE for a Speech Pathologist – net increase will be approximately \$16,000 for taxes and benefits.
6. Decrease of 1.0 FTE for Administration – removing the salary for the Interim Director of Academic Programs

The health insurance increase in this version is slated for 10%. The renewal quote from Blue Cross Blue Shield was received on Friday containing a 16.4% increase in health insurance and a 5.3% increase in the dental coverage. There are two options that can be sought to negotiate a smaller percentage on the increases; a non-market quote and a non-compete notification. The reason given for the higher increase is that this is what the market for health care is currently demanding based on our demographics. We could choose to move away from market demands and have a review that would evaluate our risk based on a census of the staff and the usage in the past year. Our broker did not advise to go this route as we have experienced some high usage of the health insurance this year. The other option is to give notification that PVPA is not soliciting competing bids from other carriers. If this notification is given there is a possibility that the rate could drop to 12% on the health insurance but the dental is predicted to stay the same.

More analysis will need to be done as this version of the budget has a \$241,287.08 deficit. The Board has required the Finance Committee to present a balanced budget. There was some discussion of the possibility of a deficit budget and what that might look like. It was determined that a complete budget packet will be compiled and sent to the members of the Board of Trustees for review prior to the June meeting.

The next meeting is set for May 15, 2018 at 8:30 am in room 410.

- ❖ Motion to Adjourn at 9:48 a.m. – Deb Jacobson
- ❖ Second – Charlie Heath
- ❖ Approved – vote count – 4 Yes – 0 No – 0 Abstention

Documents:

FY19 Proposed Budget – April 23, 2018