APPROVED

Vida Charter School

Minutes

Finance Committee Meeting

Date and Time
Monday June 20, 2016 at 3:30 PM

Committee Members Present
C. Maldonado, S. White

Committee Members Absent
N. McGowan

Ex Officio Members Present
M. Turner

Guests Present
A. Kittelberger (remote), L. Leonard, Ryan Schumm

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

L. Leonard called a meeting of the Finance Committee of Vida Charter School to order on Monday Jun 20, 2016 at 3:35 PM.

C. Approve Minutes

C. Maldonado made a motion to approve minutes from May's finance committee meeting. Finance Committee Meeting on 05-16-16.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. New Business

A.

Call to Public

No members of public were in attendance nor made any comments.

B. Enrollment Report (May) & Projected Enrollment for SY 2016-17

Enrollment remained steady at the end of the school year. Next year's enrollment numbers are currently projected as follows:
K - 45, 1 - 63, 2-46, 3-36, 4-40, 5-19, and 6-19, for total enrollment of 268.

C. Lease Renewal Update

The committee asked for clarification on several items including the exact location of the building, whether there would be co-tenants, how much janitorial service would be included with the rent, and signage restrictions.
A. Kittelberger made a motion to recommend the approval of the new 5 year contract with GASD for the lease of the Eisenhower building, pending clarification of the items listed above by the lawyer.
S. White seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Change Broker of Record

L. Leonard made a motion to recommend that the board approve changing the broker of record to BMC Services.
S. White seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Health and Dental Insurance Quotes for SY 2016-17 & Changing Broker of Record

The committee discussed multiple options provided by BMC Services. All options will provide savings in monthly premiums. A few outstanding questions remained regarding option #3 and #4.
L. Leonard made a motion to recommend approval of health insurance option #3 or #4 at the discretion of administration after clarification from BMC Services about benefits included in the plans.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

F. Approve HRA Arrangement

A. Kittelberger made a motion to recommend that the board authorize administration to design and implement an HRA plan providing reimbursement of up to $750/plan to defray costs associated with deductibles.
S. White seconded the motion.
The committee **VOTED** unanimously to approve the motion.

G.

Review Charter Choices Contract

Charter Choices provided a one year option for $70,000 or a 3-year option for $65,000 each year. In light of the transition to a new director, committee members felt a one year contract would better suit our current situation to allow the new director more flexibility in choosing how to structure and meet our business needs.
L. Leonard made a motion to recommend that the board approve a new one year contract with our current business management firm Charter Choices in the amount of $70,000.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

H. Discuss Transition/Onboarding between Charter Choices and New Ex. Director

Ryan outlined several steps Charter Choices will take in onboarding the new director at Vida.

I. May Financials

The end of year operating budget looks healthy with a $14,000 deficit. Legal expenses were our biggest increase, with a 250% increase. Mandy Kittelberger will make note of the increase and prepare a statement regarding our use of legal services at an upcoming board meeting.
A. Kittelberger made a motion to recommend that the board approve the May financial statements.
L. Leonard seconded the motion.
The committee **VOTED** unanimously to approve the motion.

J. Approve Changing Committed Funds Designations

In light of the intentional spending down of our fund balance, Charter Choices is recommending that we dissolve the old resolutions reserving our funds for various purposes and create a new resolution which better reflects how we intend to use the fund balance in the future. He will work with Cynthia to draft a resolution to be put forth at Wednesday's full board meeting.
A. Kittelberger made a motion to recommend that the board approve realignment of fund balance assignments as explained in the forthcoming resolution.
S. White seconded the motion.
The committee **VOTED** unanimously to approve the motion.

K. Discuss Monitoring Pay-as-you-Go contracts

Committee members discussed ways to better provide oversight of contracts that are on-going and pay-as-you-go. Ryan explained that initial oversight of this spending lives with administration, but in many schools, policies are in place requiring board approval if budget amounts for specifics vendors or budget line items are exceeded.

Additionally, when negotiating contracts, Ryan suggested adding a not-to-exceed clause and requiring vendors to bill within 60 days of services rendered in order to provide better oversight.

Finally, he mentioned the idea of a "retainer" instead of pay-as-you go so that costs would not be so variable and unpredictable. All options will be considered moving forward as new contracts are negotiated this year.

L. Convert monthly Treasurer's Report to ED monthly Financial Report

Committee members discussed converting the monthly treasurer's report to an administrative office responsibility in an effort to provide better oversight of spending and budget monitoring. The office would create its own format based on examples provided by previous treasurer's reports and templates.
L. Leonard made a motion to convert the monthly treasurer's report to an ED monthly financial report to be prepared by the administration and provided to the board at each monthly meeting beginning July 1, 2016.
S. White seconded the motion.
The committee **VOTED** unanimously to approve the motion.

M. Add "Review Staff Reappointment Letters" to Annual Finance Committee Calendar (April)

Lynn will add this item to the finance committee annual calendar and it will be approved in the fall once new committees are formed.

N. Streamline Bank Accounts

Ryan recommended consolidating bank accounts in an effort to create efficiencies in their office with regards to tracking our spending and reconciling accounts. Vida currently has 3 accounts at PNC: General Operating, Petty Cash, and Student Activities. CC tracks all fiscal activity with the accounting software, isolating programs and associated expenditures and revenues. It is not necessary to have separate bank accounts for these purposes because CC already isolates the activity with the accounting.

L. Leonard made a motion to recommend that the board approve consolidating our current 3 bank accounts into one general operating account at PNC Bank.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

O. Executive Director buyout of computer

Cynthia will purchase her school laptop at her own expense. The fee will be the original purchase price minus depreciation (roughly $2000 - $800 = $1200). This will allow Vida to purchase a new laptop for the incoming director that suits her needs and preferences.

P.

Executive Session: Personnel matter related to budget

S. White made a motion to enter executive session at 5:30 for the purposes of discussing personnel matters with budget implications.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Q. Exit Executive Session

L. Leonard made a motion to exit executive session at 5:50pm.
S. White seconded the motion.
The motion did not carry.

III. Old Business/Updates

A. Review and Recommend Special Ed and Gifted Proposal for SY 2-16-17

The committee did not have final information on quotes and will table this for a future meeting.

B. Janitor Bids

The committee did not have final information on quotes and will table this for a future meeting.

C. Review Finance Committee Annual Goals & Brainstorm Goals for SY 2016-17

IV. Closing Items

A. Next meeting - August 15 @ 3:30

B. Adjourn Meeting

L. Leonard made a motion to adjourn the meeting.
A. Kittelberger seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:10 PM.

Respectfully Submitted,
L. Leonard