

TCGIS Finance Committee Meeting Minutes: May 11, 2010

Attendees: Debra Haessly (Chair), Christian Engelbrecht (GAI), Annika Fjelstad, Renee Moelders, Andrew Oxenham, Mike Shapiro (SBS), Mary Zellmer-Bruhn
Absent: Michael Dorneich, Kim Kompel

Meeting was called to order at 6:32 pm.

First item of business was approval of the April Finance Committee minutes; after motions and seconding, April 2010 minutes were approved.

Second item was review of April financials

- Andrew asked about revenues and ADMs and whether we should adjust our ADM with the State since our budget is based on 190ADM, our State numbers are 192, and we are actually at 190. Mike suggested that we check on EDRMS/MARRS to see where we are.
- Mike described the April financials. Nothing seemed to stand out. The budget looks pretty much in line with where we are at this point in the year. We still have a lot of FLAP funds to utilize.
- Regarding the FLAP grant, Annika has not yet sent the grants administrator at FLAP a written report for the extension. This was an action item last month but not yet done.

Action item: contact Mary-Fred for help getting the FLAP extension.

- Renee and Debra again asked about recoding for the GIEF grant. Mike could not say for certain that the items were recoded, but the \$5000 has been spent and Annika has given SBS the information on what should be expensed against the grant.
- Christian asked a clarification question about what exactly the fund balance is. IT is not just cash but also includes receivables. Christian then asked the ratio of cash to the fund balance and Mike replied there is no direct relationship between cash and fund balance. Holdback also affects the fund balance. It is also impacted by outstanding payables. Mike noted that a larger fund balance, though not cash, is an asset that can help with obtaining credit.

No further questions on the April financials.

Discussion moved to proposal for employee short term disability protection.

- Annika passed out a table comparing costs and pros and cons for sick leave pool, school-paid short term disability, and employee-paid STD.

- The committee determined that the option of the school paying short term disability is not feasible under the current budget conditions. Instead, the committee preferred that the school should offer employee-paid short term disability in a cafeteria plan with dental. Specifically, the school would pay \$35/month toward either dental or short term disability or both. In other words: 1) An employee could choose to have dental insurance only and not short term disability, in which case the school would pay \$35 toward the dental insurance with the remainder paid by the employee (this is what we currently offer). 2) The employee could choose short term disability, but not dental, in which case the school would pay \$35/month of the cost of the short term disability plan. Or 3) The employee chooses BOTH dental and short term disability, in which case the school would pay a total of \$35/month towards total cost and the employee would pay the remainder and be covered by both forms of insurance. This plan would be budget neutral and allow employees to decide if they prefer one type of insurance only or would like both types of insurance, and then pay the additional premiums on top of the \$35.
- The committee moved that we bring this proposal to the board in the May board meeting for approval. Renee agree to help Annika craft a written proposal that can be put in the board packet.

FLAP Grant: Mike Shapiro found out that the FLAP grant period actually goes into August 2010. This allows more time for a proposal for extension, but the finance committee urged Annika to continue with a fast track timeline to put together the extension.

The next discussion moved to a discussion of special ed teacher payments.

- There are questions about what the para and special ed teachers can and can't be paid for (e.g. breaks or doing other non-special ed activities like assisting with lunch or recess).
- There was also another question by Annika about how to keep annual contract employees on insurance over summer so we have continuity of benefits and don't have the risks associated with COBRA that we had this past year. We determined this could be done, but the employees would need to pay their co-pay/premiums for the entire year in the 10 months, while the school we would continue to pay over 12 months. Annika will continue to work on a package for how this could work. We will cover it on the June finance committee meeting.

Next the discussion moved to unemployment insurance. We decided at the start of FY10 that we would continue to be a cost reimbursing employer; i.e., not buying unemployment insurance. Andrew says that it is time to reconsider this.

Unemployment benefits used to last six months, but recent congressional and other measures have been extending unemployment benefits.

- Renee said that we have to initiate the change 30 days before the start of the calendar year – so nothing can be done now, but we must decide prior to December.
- Renee said 26 weeks is what employers currently have to cover out of up to a year of benefits available to employees who are terminated or not renewed. Extensions beyond the initial 26 weeks are covered by government funds. However, it appears we may be responsible for 13 weeks at the very end of the term if the individual is still not employed.
- In addition to clarifying the amount we are responsible for in benefits there were questions about how soon after getting the pool people start getting paid by the insurance rather than the employer and the amount of the “catch up” fee, and exact cost of the insurance, which is based on the amount of benefits paid in the past. The committee decided we need more information. Renee has volunteered to gather these details, do a comparison, and share them at an upcoming meeting.

Debra spoke for a few minutes about tying up loose ends before she steps down. She has a tool to share with the committee that she plans to update, but wants to see more specifically what services and reports are available from the new accounting service. She will contact Silke to post missing Finance Committee agendas and minutes on the School website. Debra also wants to share some information with Linda Michael – the new site administrative manager who will officially start on June 1 but phase in a little before that. Annika and Debra will meet with Linda to transition.

Debra moved to adjourn the meeting. Mary Zellmer-Bruhn seconded.
Meeting adjourned at 8:08 pm.