

## Finance Meeting Notes

April 11, 2016

4:30 p.m.

In Attendance: John Gawarecki, Judith Darling, Shannon Froberg, Joyce Lawrence and Mona Hayashi

Absent: Marsha Bunge

1. Financial Statements/Invoices – Review F/S and Invoices: There appeared to be duplicate invoices entries but Judith checked into this and followed up with via email indicating the reversals on page 3 and 4. MSA continues to have a strong financial position. John and Judith are finalizing the budget and should be completed by the April board meeting. John is working on the last section of the budget which is for instructional supplies/text books.
2. Special Ed Teacher Assignments/New Hires/EA benefits from last month will be carried over to the May meeting when someone from the SPED department will be there for representation of that department.
3. Water Softener: John presented two different options from Kinetico Water Softeners. The two options included a single tank vs a double tank in both the new and old building. The single tank option cost would be \$13,752 and double tank would be \$18,252. All the softeners have a 4 year part warranty and 2 year labor warranty and include installation and tax. Salt cost would be extra and Paul would handle refilling the softeners. This amount would come out of the existing budget and the finance committee approved to proceed with the two tank option. Single tank may cause some water pressure issues at peak times. This would eliminate the continual changing of rusting hardware and also pipe issues in the future.
4. Security System: John has also received two bids for the new security system. This money was earmarked out of the Annual Fund. He received two bids from City View and Quality Lock. The bids were significantly lower than we had earmarked. City View bid was for \$23,440.00 and Quality Lock was for \$21,000. Both bids included cameras/monitors, access buzzers and also key fobs. The Finance Committee approved the Quality Lock option as they have proven to have excellent customer service on projects that have been done in the past. They are also working on the Handicap access on the new building and have offered to give us a significant savings, if they do both projects at the same time. They will start prepping in May and begin repairs as soon as school is out and submit invoices before the June 30<sup>th</sup> cutoff. The annual fund currently has raised \$54,000 this year but a portion of expenses came out last July in the amount of \$10,000. John will now focus on getting bids for additional lockers and determining a location for these new lockers to accommodate all students. Mona will look for previous forms used so that teacher grants can be submitted ASAP.

5. Balance carried over from year to year in the Activities Funds. It has been determined that we don't have to carry over balances on activity funds but will offer carry over to select groups. Those groups include Student Council, NHS, Parent Team, Prom, Ex-Curr Theatre, First Robotics, Music, and any "Class Balances" for example Class of 2016. All other funds balance as of June 30<sup>th</sup> would roll over to the fund balance.

Next Meeting

May 9, 2016

4:30 p.m.

Building B – Room 103