

**Finance Meeting Minutes**  
**June 12, 2017 @ 2:00 p.m.**  
**Building B, Rm 103**

Present: Mona Hayashi, John Gawarecki, Marsha Bunge, Tom Johnston, Ken Thielman, Jeana Albers, Shannon Froberg (arrived at 2:20 p.m.)

Absent: Judith Darling

1. PD Reimbursement (Balance \$12,021.00) - Mona
  - Discussed extra reimbursement for those who had professional development expenses over \$1000, as well as possible stipend for Maggie Burggraaff and Teresa Ward for their professional development leadership of non-fiction reading for the 2016-2017 school year.
  - \$1,400 will go to each of the individuals who requested extra reimbursement over the allocated \$1,000. This includes Tom Johnston, Molly Molitor, Tim Tydlacka, Jessie Heydt, and Amanda Froberg.
  - An \$850 stipend will be paid to Teresa Ward and Maggie Burggraaff (\$1700 total).
2. Financial Statements/supporting documentation - Mona
  - All corrections relating to AFC and Parent team has been corrected.
  - Discussed concern over high year-end balance. John G. is waiting for invoices to come in from recent expenditures. There were several outstanding invoices that John G. just approved, so an amount of \$3,300 was deducted from May financials.
3. Activities Funds Balances need to be spent down/carryover - Mona
  - Shannon Froberg arrived at 2:20 to discuss the activities balances. Still waiting on buses and other expenses.
4. Payouts for EA's or employees at end of employment (employee handbook ?)
  - Discussed that it would be helpful to have it clear in the handbook when benefits end for staff not returning the following school year in the handbook.
5. Pay Raise recommendation for John G.
  - Discussed that \$15,000 raise was budgeted for the 2017-2018 school year, with \$12,000 for salary and the remaining amount for other benefits.
  - Discussed a number of values to bring John's salary closer to the average of other charter school directors. No recommendation from the committee was set, but the committee is recommending the max amount be given to John with the possibility that a higher raise than what has been set aside in the 2017-2018 budget can be given to him. Going to discuss amount with Judith at June regular board meeting on Monday, June 19th.

Next meeting will be July 10th, 2017 at 2 p.m. at Acapulco's located at 1795 Radio Dr, Woodbury, MN 55125.

