

**FINANCIAL/PERSONNEL COMMITTEE
MINUTES
January 7, 2015**

DRAFT

Call to Order: The Financial/Personnel Committee meeting was called to order by Diane Fernichio, Co-Chair, at 6:02 p.m. on January 7, 2015. Members participated telephonically.

Roll Call:

Present:

Diane Fernichio, Board Vice-President; Co-Chair – Financial/Personnel Committee
Mike Sobieski, Board Member
Debbie Baca, Dobson Academy Assistant Principal
Gaye Garcia Leo, Hearn Academy Principal
Annie Gilbert, Director of Finance
Pam Rebel, Executive Assistant

Absent:

Marcus Harrison, Board Member; Chair – Financial/Personnel Committee

Others Present:

Taime Bengochea, Dobson Academy Principal
Ray Webb, Val Vista Academy Principal

Diane Fernichio requested agenda item 8 be moved to item 1 on the agenda. All agreed.

1. Student Services Coordinator Position at Dobson

The group discussed the following positions in detail: Student Services Coordinator, Assistant Principal, Registrar, and Office Administrative Assistant. Topics included job descriptions, duties, and needs of individual school sites.

Motion by Diane Fernichio to recommend the following action item be placed on the January 12, 2015 Regular Board Meeting agenda:

Eliminating the Student Services Coordinator position at Dobson Middle School effective June 30, 2015, and opening a new non-exempt, hourly, 10-month position Office Administrative Assistant available July 1, 2015 for the 2015-2016 school year. All in favor. Motion carried.

Taime Bengochea exited meeting.

2. Campus Safety

All three schools reported to the committee the efforts taking place to ensure campus security. A grant from Lowe's for \$2,200 was received by Dobson and is being used to make security improvements at the middle school.

3. Finance Reports

Annie Gilbert described the format of reports that will be in the Board meeting packet. There is a negative cash flow at all three schools. She asked for a timeline of when the Board would like to see next year's budget. Pam Rebel will check the operations calendar. Annie Gilbert updated the committee on state and federal tax issues that were identified for east valley schools as the ADP system was examined and how they will be resolved.

4. Copper State

Diane Fernichio updated the committee that paper testing will be used at all three schools. Outstanding issues were briefly discussed and it was clarified that Copper State Communications is our current IT vendor.

5. Holmes Murphy

The committee discussed the recent announcement that John C. Lincoln and Scottsdale Healthcare were added to Aetna coverage for west valley employees. Annie Gilbert will form a committee at the end of January to begin

looking at benefits for 2015-2016. Diane Fernichio asked for volunteers. Gaye Leo, Mike Sobieski, and Pam Rebel indicated they would volunteer for this committee. In addition, each school will have two representatives. Mike Sobieski asked if claim data could be provided by Holmes Murphy.

6. Dobson Academy Financial Plan

This item was tabled. The committee Chair to provide clarification on what information is needed.

7. Signatory Authority for Ball Charter

Annie Gilbert gave an update. She will get the final signatures from the Val Vista Principal and the two Assistant Principals. All other signatures have been received for banking documents. Pam Rebel will check with the Board President on the status of the State Treasurer's Office phone meeting.

8. Procurement

No large expenditures were reported by the schools and Annie Gilbert reminded the group the spending has been frozen at this time.

9. Future Agenda Items

- Holmes Murphy
- Finance Report
- Results of surveys regarding teacher payments schedule (Annie Gilbert)

10. Summary/Adjournment

Motion by Diane Fernichio to adjourn meeting at 7:01 p.m. Second by Mike Sobieski. All in favor. Motion carried.

The next meeting is scheduled to be held telephonically on February 4, 2015 at 6:00 p.m.