

CAPS Collaborative  
Finance Sub-committee  
Meeting Minutes  
December 6, 2016

Members present: Pete Stephens, Sue Koehler

Additional attendees: Cindy Landanno, Murray Cox

The Finance Subcommittee approved the minutes from their November 15, 2016 meeting. Moved by Ms. Koehler and Seconded by Mr. Stephens voted unanimously

Committee reviewed updates on the 2016 budget and discussed a document presented to provide the board with information on overdue balances. Subcommittee discussed if there was a need to review the policy regarding overdue funds.

Mr. Cox the CAPS Collaborative Treasurer provided an overview of the draft Audit document. Mr. Stephens made a motion seconded by Ms. Koehler to accept the audit as printed and move the Audit forward to the board for a full board vote at the next meeting. Voted unanimous.

Subcommittee reviewed the new employee benefit of offering a 403(b) with matched funds to all employees. Potential language was reviewed outlining the criteria. Staff could participate after being employed for 3 years. Staff would enroll during open enrollment in February. Match up to \$1000. 00 would be dispersed at the end of each school year. Board will vote annually to determine match amount. Committee directed Ms. Landanno to have the Collaborative's lawyer review the language. Motion was made by Ms. Koehler and seconded by Mr. Stephens to move the proposal forward for whole board approval at the next Board meeting pending any language changes suggested by the lawyer. Vote unanimous.

Subcommittee reviewed a document that outlined the potential para professional pay scale merger. Ms. Koehler motioned that the pay scale merger be moved forward for board approval seconded by Mr. Stephens. The subcommittee recommended revisiting the pay scale steps at the next subcommittee meeting when all members would be present.

The subcommittee will review the CAPS fiscal policies as edited at the next committee meeting

Motion to adjourn at 5:00 PM

Respectfully submitted, Cindy Landanno, Executive Director