

# November 8, 2016 Finance Committee Agenda

1. Call to order
2. Approve Previous Meeting Minutes - October 11, 2016
3. Direct Inspections
  - 3.1 Financial Condition and Activities Policy
    - 2.5.3 Property (no pending transactions)
    - 2.5.9 Cash Balances:
      - Cash Flow – October 2016
      - Payment Register - October 2016
  - 3.2 Treatment of Staff
    - (2.3.10 Contracts)
      - Lisa Fisher - TrekNorth Tutoring (TNT) - \$15/hr, not to exceed 6 hrs/wk
      - Julie Ueland - TNT - \$15/hr, not to exceed 6 hrs/wk
      - Teresa Roscoe -TNT - \$15/hr, not to exceed 6 hrs/wk
4. Policy Development
  - 4.1 Finance Committee Job Description - Governance Policy quadrant
  - 4.2 Treatment of Staff policy amendment on contracts
5. Committee Logistics
  - 5.1 New Agenda Format
6. Audit
  - 6.1 Review Audit Report
7. Adjourn

## **POLICY QUADRANT: EXECUTIVE LIMITATIONS**

### **Policy Title: 2.3 TREATMENT OF STAFF**

With respect to the treatment of paid and volunteer staff, the Executive Director will not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Executive Director will not:

2.3.1 Employee Handbook Operate without written personnel rules which:

- Clarify Rules Clarify rules for staff,
- Grievances Provide for effective handling of grievances
- Wrongful Conditions Protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

2.3.2 Dissent Impose any negative consequences against any staff member for non-disruptive expression of dissent.

2.3.3 Policy Protection Allow staff to be uninformed of the Executive Director's interpretation of this board policy and their protections under this policy.

2.3.4 Health and Safety Subject staff to unsafe or unhealthy conditions.

2.3.5 Emergency Preparedness Allow staff to be unprepared to deal with emergency situations.

2.3.6 Staff Input Make significant operational or programmatic decisions without an intentional process that gathers and considers input from staff.

2.3.7 Performance Evaluations Allow any staff to operate without a consistent, comprehensive, and periodic performance evaluation that complies with State Charter Statutes.

2.3.8 Certification and Licensure Allow any staff to be in violation of State certification and licensure requirements.

2.3.9 Annual Report Allow the board to be without the Annual Report based on Authorizer's requirements.

2.3.10 Compensation Offer financial compensation packages that are out of alignment with appropriate, fair, and pre-determined compensation systems.

**POLICY QUADRANT: Governance Process**

**Policy Title: 4.? Finance Committee**

The finance Committee’s primary function is to perform closer inspections of the organization’s financial data on behalf of the board but not to the detriment of the whole board’s financial oversight obligations. Consequently, the committee’s role is one of gathering information and summarizing for the board rather than decision-making on behalf of the board. Accordingly:

**4.?1 Perform Direct Inspections**

Review organizational records, ledgers, etc. to determine organizational compliance to board policies as directed by the board and specifically for the following provisions of 2.5 Financial Conditions and Activities:

- #2.5.3 Property
- # 2.5.9 Cash Balances
- #

**4.?2 \_\_\_\_\_?\_\_\_\_\_**

Completes specific duties required by MN Charter School statutes and VOA requirements that have been delegated to them by the board:

- Annual review of accounting manual???
- ?
- ?

**4.?3 Annual Audit**

Recommend to the board the employment of, scope of, and the amount of compensation for an outside auditor, no later than (May?) of each year.

**4.?4 Whistleblower Point of Contact**

Serve as the board’s official point of contact for any complaints (including any anonymous concerns) about alleged accounting or auditing practices, internal controls, or financial practices.

