ADVOCATES FOR INNOVATIVE SCHOOLS
Finance Committee Zoom Meeting
Wednesday, July 29, 2020
5:30 p. m.

Join Zoom Meeting
https://zoom.us/j/97632535504?pwd=aIlwUlhCTmNOYkVheWNUdGhneFlLZz09

Meeting ID: 976 3253 5504 Passcode: MOTON

AGENDA

Attendees:

Ora Wiley, Chair	_____
Stephen Goodly	_____
Marci McWilliams	_____
Cheryl Beaco	_____
Debra Adams	_____
Barbara Major, Bd. President	_____
Marlene Wade, SFO	_____
L' Tanya Randolph-Bruno	_____
Terri Williams, Principal	_____
Deidre Bradley	_____
Dr. Roslyn Smith	_____
Atty. Willie Zanders, Sr.	_____

Approval of July 6, 2020 Minutes

Old Business

I. Audit 2019 /2020 – Start date, Preparation, Readiness - Marlene Wade CFO

II. Financial Reports

III. End of Payroll Protection Plan Summer 2020
   a. PPP Funds used, Fund Balance
   b. Documented Evidence

IV. Status RFP Bus Transportation 2020-2021- Atty. Zanders
   a. Budget Cost for 2020 – 2021

V. Status of CEO Search Contract – Dr. Roslyn Smith, Consultant

New Business

I. Annual Budget 2020-2021 - Marlene Wade CFO

II. Budget Due Date
   a. Determine the funds that exceeds the balance budget (positions/costs)
   b. Support for a balance budget 2020-202
      1. No new hires
      2. Freeze on new positions
      3. Shift current employees to vacancies
      4. Changes to supplemental pay categories
      5. Phase out various positions transfer to needed instructional positions
      6. Curtail excess spending, work within the annual budget, with approved exceptions
      7. No matching salaries/ follow the prosed salary scale
      8. Use documented verification of all salary payments recognized by the salary scale (recognized yearly status)
      9. Adjust academic program to cover unbudgeted stipends

III. Proposed Changes to Supplemental Pay:
   a. Alternate or delete Supplemental payments
   b. Step Increases (every other year)
   c. State Certified Specialized Positions (Critical) (included in salary scale)
   d. Not to exceed the allocated amount for Specific Stipends 2020-2021 school year (recognize tasks at the beginning of the year)

III. Verified Salaries for Contract 2020-2021 year
(Verified Salaries reflects changes to supplemental payments)

IV. Procedures for School Opening 2020- 2021 COVID-19
   1. Communication - All Employees
      a. What/How - Virtual Reporting / What/How - In Person Reporting
      b. Work Schedules
      c. Sign in Procedures
      d. Absence Protocols

   2. Assigned Responsible Party –Transmit Daily Information from Staff to Finance department

   3. Employee Communication – Information related to Fringe Benefits
      a. Contracts
      b. Sick Leave
      c. Bereavement Days

d. Employee Insurance (80%)
e. TRSL Retirement (25%)
f. Step Increases
g. 26-Pay Plan
h. Grievance Policy

4. Employee Communication - Payroll Information
   a. No Fault/Sick Days
   b. After School Program Stipends
   c. Insurance and Time Problems
   d. Employee Responsibilities

5. Employer paid Disability Insurance
6. COVID-19 Sick Days

Meeting Adjourned