

ADVOCATES FOR INNOVATIVE SCHOOLS
Finance Committee Meeting
ZOOM Meeting
Thursday, April 2, 2020
12:53p.m. (Re-start 1:30p.m. technical difficulty)

MINUTES

Zoom Attendees: Ora Wiley-Chair, Cheryl Beaco, Debra Adams, Deidre Bradley, Barbara Major-Board President, Marcia McWilliams, L' Tanya Randolph, Dr. Roslyn Smith, Marlene Wade, Terri Williams-Principal, Atty. Willie Zanders, Sr.

Meeting Call to order: 1:30p.m. due to technical difficulty of attendees joining the meeting. Opening discussion to add to the agenda be brief on the status of Federal reimbursements, a major concern.

Federal Reimbursements: M. Wade, School Finance Officer informed the committee that a grant reimbursement analysis document was submitted by e-mail to the committee and attendees. M. Wade states that the school is current with reimbursements requests as of March 27 for Title I, with \$18,255.00 outstanding.

Funds Remain for Reimbursement: Title I- \$131,958.00, Title II – \$25,638.00, Direct Student Services- \$15,590.00 (no reimbursements requested), Safe & Drug Free Schools -\$9,610.00, E.E.F.-\$21,537.00 (no reimbursements requested), IDEA- \$25,034.00, IDEA Preschool \$6,010.00 outstanding,

LA4- \$ 20,266.00 and \$30,233.00 outstanding,

Ms. Randolph states that LA4 reimbursements align with student attendance and timely reporting to receive full reimbursement.

Financial Reports for February and March: M. Wade is checking with vendors to make sure of payment and coverage, also reviewing contracts. There is a process in place for purchasing, (policy and procedure) and reimbursements. Monthly process will be adhered to as funds are recouped from grants, reconcile bank statements, confer with Ms. Randolph to validate information. Reports are to be submitted for signature and review, to T. Williams and to the committee for review.

M. Wade stated that an email was sent related to information concerning the Student Activity Account, from the State department. 1. Student Activity funds does not allow schools to purchase monogramed items, such as jackets, etc. 2. The school can receive monogramed items from outside groups, individuals, etc.

Quarterly External Audit Deficiency Review: Dr. Smith summarized the findings of the 2019 Annual Audit, as credit card transactions irregularities, and payroll time and attendance deficiencies. It was stated that the problems will be resolved by following the Annual Audit

Correction Action Plan, which will ensure that there is a policy in place for purchasing and that the policy and procedure will be followed in each transaction. An electronic bi-metric clock is in place to ensure accurate sign-in. Human resources consultant's recommendations will be implemented.

Debriefing on Charter Renewal Meeting: Ms. Williams highlighted the Renewal cycle for Sept-October 2020. A waiver was assigned for the 2019-2020 school year, no testing, no school performance scores will be assigned. OPSB will assign new timeline for the renewal, proposals offered to support renewal reviews:

1. A one yr. extension: Have a review in the next cycle, June 30, 2022.
2. Base renewal on 2018-2019 school data, the progress index is reviewed, conduct a comprehensive evaluation.
3. Allow schools to choose the appropriate proposal.

2020-2021 Budget Timelines: Dr. Smith has been meeting with T. Williams, planning for 2020-2021 school Other Concerns agreed upon: COVID-19 School Disinfection Company T. Williams expressed concerns about the health and safety of the staff, in regards to cleaning and disinfecting the school, preferred not to use the school's custodial staff. Has requested that a professional company be hired to clean and disinfect the school. Also, that entry into the school would be prohibited until the building has been professionally cleaned and disinfected. Presently, OPSB has requested entry in the building to repair/replace a chiller. T. Williams has not allowed entry in the building. Through a unanimous yes committee vote a decision was made that entry would not be allowed at this time because of the circumstances that the school has experienced, the deaths of staff members families (COVID-19). Not sure if OPSB has another means of gaining access to the building.

Questions discussed by committee members: Must gain more information before hiring a company. Identify the chemicals can or will be used to clean and disinfect? Is there federal funding available? Is an RFP required? How soon would the services begin? What services would the administration require of the company? Select a company, Cost? Presently, Ms. D. Bradly has obtained information from four companies. The services and cost varied and the quotes for services went from \$4,000.00 to \$12,000.00. The information from the companies must be reviewed as soon as possible to allow the board to select a company. After discussion about the importance of obtaining a professional company to clean and disinfect the school, it was suggested that we establish an amount that could be paid for cleaning and disinfecting the school. Several amounts were offered, and the committee agreed on a motion offered by Ms. C. Beaco not to exceed \$15,000.00, and second by Ms. O. Wiley., a unanimous yes vote of committee members (D. Adams, C. Beaco, O. Wiley).

Board Action Required:

Recommend: To the board to hire a company to clean and disinfect the school, COVID-19, not to exceed \$15,000.00, or monies required by RFP, (if an RFP is needed).

Other Concerns, included: COVID -19 and Families

B. Majors inquired about how do help our families, kids during this pandemic? Do we have an emergency fund to support our families? M. Wade states that all funds are restricted, only educational purposes. In response, Dr. Smith states that possible support could be gained through an amenities fund, but at present there is not an Amenities fund available. In response, the committee, notes that there is a need for an amenities fund, and the issue will be reviewed.

Dr. Smith, discussed the changes that have occurred in jobs descriptions, functions among the employees highlighted by the human resources consultant. In the movement of responsibility L' Randolph has been assigned new responsibilities but has not been paid for extra work that was not stated on job description. When the board offered additional pay to another employee for extra work. B. Majors, states the board believes in fairness, it is unfair to pay some and not all. It was recommended that L' Tanya Randolph be paid retro-active from January 6, 2020, the committee agreed on a motion offered by D. Adams, second by C. Beaco, received a unanimous yes vote of committee members (D. Adams, C. Beaco, O. Wiley).

Board Action Required:

Recommend: That the board provide retro- active pay from January 6, 2020 for L' Randolph to adjust the salary to the duties assigned.

Also: in discussion was the position of Dean of Student, or the change of title to Dean of Student Affairs. Why? Work assigned outside of the job description. Bus Transportation monitor. The committee recommends that the board revisit the decision to increase the Dean of Student Affairs salary by \$1,000.00. The discussion at the previous board meeting, to increase the salary was brief, with a decision made without a review of the budget (hr. rate), could another staff member perform the task, check the functions or reorganize the positions based on current information obtained from the human resource consultant. We need to fix the job descriptions, pay to the end of contract, after review. The committee agreed in an unanimous vote that the appropriate actions were not taken to increase the employee salary. A motion to recommend to the board to rescind, review the increase of pay of the Dean of Student (Affairs) was offered by C. Beaco and second by D. Adams, received a unanimous yes vote of committee members (D. Adams, C. Beaco, O. Wiley).

Board Action Required:

Recommend: The board to rescind, review the decision to increase the pay of the Dean of Student Affairs as it relates to the Transportation contract.

Questions proposed for response by Attorney Zanders:

1. Explain the need for the increase in pay for the Dean of Student Affairs.
2. What responsibilities will be assigned?
3. Was the SFO contacted to ensure the funds were available in the annual budget?
4. How was the increase of \$1000.00 determined?
5. Why was the Dean of Student the position selected for this increase?
6. Who was involved in the decision for the selection of Dean of Student?
7. Did you, or anyone review the job descriptions (responsibilities) of other employees to determine if another person/position could be available?
8. Has a contract been signed for the additional pay?

Adjourned: 3:29p.m.