

**ADVOCATES FOR INNOVATIVE SCHOOLS**  
**Finance Committee Zoom Meeting**  
Friday, April 24, 2020  
12:30p.m.

**MINUTES**

**Meeting Call to order:** 12:51p.m.

**Roll call of Zoom Attendees:** Ora Wiley-Chair, Cheryl Beaco, Debra Adams, Deidre Bradley, Marcia McWilliams, L' Tanya Randolph, Dr. Roslyn Smith, Marlene Wade, Terri Williams-Principal

Atty. Willie Zanders, at the opening of the meeting, informed the committee that the employee has been notified, in writing of the board action to rescind the position of Dean of Student Affairs. Issue is resolved. Attorney Zanders also reference legal guidelines (Bulletin119) for charter schools from the Louisiana State Attorney General which addressed the Student Bus Transportation contract, states a provision which allows a charter school to aid in the purchase of student bus transportation insurance with a specific payback agreement included in the contract.

M. Wade, School Finance Officer informed the committee that the Small Business Administration, Payroll Protection Plan COVID-19 (P.P.P. loan) application was submitted. Information included in the application was based on year-end numbers, for employees and salaries. The number stated in the application was seventy employees. The funded, P.P.P. loan program would offer an opportunity to pay a portion of employee salaries. The loan will be forgiven if the current number of employees are retained for the length of time specified in the application. If due to circumstances, employees are laid offs than the loan must be repaid. If required to re-pay P.P.P. loan, the re-payments would amount to 1% added to the actual SBA-P.P.P. award of \$866,967. Notification of approval could come as early as April 24<sup>th</sup> or April 25<sup>th</sup>, 2020.

Credit card transactions for the month of April was reviewed, a small number of transactions. Committee had no questions related to the purchases. The concern remains, to ensure that the proper steps before and after each transaction are followed and that the documentations to accompany each transaction are attached to support the purchase. The committee members D. Adams and C. Beaco suggest that a review of the transactions and supporting documentation should occur when entry to the school is allowed. Agreed, by the committee to review credit card transactions soon after re-entry to the school is allowed.

M. Wade acknowledge the receipt of Hancock-Whitney bank statement, the statement reflects cashed checks, except for two. M. Wade will contact the two employees involved to remind them to cash the outstanding checks as soon as possible. It was also noted the Hancock-Whitney bank will work to eliminate fees and reimburse the monthly fee of \$55.00 for checking account use. The financials were not available for the committee, the financials will be presented to the board at the May 4, 2020 meeting.

Federal Reimbursements: M. Wade informed the committee that all grants balances were current, reimbursements received. Louisiana State department also approve the carryover of budget balances to the 2021 school year due to COVID-19 pandemic, which required the closure of schools. Education Excellence Fund and Direct Student Services were not implemented, the funds will carry over to the 2021 school year. M. Wade, T. Williams, L'T. Randolph, A. Sonnier will hold a virtual meeting next week to review budgets and adjustments. The committee was reminded that the Title I-ESSA application was approved earlier, with minor corrections that followed. Student Activity report found no questions in reference to purchases, with approx. \$53,000 or more remains in the account.

LA-4 Pre-K allocations for the year has been received, but \$20,000 over the allocation was budgeted, Ms. Wade will research the origin of the funds. There is also a question on the division of state and federal monies received in reimbursements. Contacts will be made to the state department to clear up the matter. The committee was reminded that the LA4 application for the 2021 school year was approved with no change to allocation, award was based on the previous year.

Enrollment at present counts the loss of 17 students, kindergarten to seventh grade, and the enrollment of twenty-six new students. Enrollment numbers will not be final until mid-July. T. Williams will contact the parents, to find out the reasons for not returning or student's intent to return to Moton.

Dr. Smith reminds the committee, due to COVID-19 the amount of MFP funding is uncertain. As stated in previous meetings, that salary increase, additions to support staff and to hire staff to support a performing arts school were necessary to ensure annual academic growth with a productive stable staff. Now is the time to stabilize our budget with no new hires, no salary changes except for the fulltime nurse as previously stated, in order to balance the school's annual budget. A request to put a "Freeze on New Positions" was called by C. Beaco and second by D. Adams, with a unanimous full committee yes vote to freeze hiring of new staff.

The Louisiana department of education has no guidelines presently, on how education will be conducted in the summer and in the future. Summer Program 2020, waiting on decisions whether we will have in-school or virtual teaching and learning. Tentative plans for the

implementation of a “Summer Intensive Program” will continue in discussion with the leadership team. To select the number of staff, identify the number of students, and decide on the curriculum, with a possible start date of May 26 with the program ending on June 26.

COVID-19 Promotional Policy – Highlights conditions which identifies students’ ability to pass or fail this school year. Urgent, mandatory, attendance in the “Summer Intensive Program”. The policy outlines the provisions applied to low academic performance, students with the possibility of failing and Tier 3 students before COVID-19 Pandemic occurred. Parental approval is required, parents will be notified through phone calls, virtual meetings and letters to explain the details of the promotional policy.

Attorney Zanders reported legal guidelines for employee compensation during the COVID -19 Pandemic, from the Louisiana State Attorney General. Employees will continue to be paid and sick days will be issued as stated in the employee annual contract.

L’ T. Randolph reports that all employees were notified of pay dates; outlined for 10-month, 11-month, and 12-month employees. L’T. Randolph will use the information acquired from the school before closure, due to COVID-19 to ensure accuracy. T. Williams, states that Ms. Horne has a journal for review to assist with accuracy.

T. Williams announced plans for Teacher Appreciation- to celebrate teachers with gift cards \$25.00 and “Home Yard Sign Announcement”, purchase with funds from the P.T.O. account and funds from the school’s reserve funds. Attorney Zanders was asked to research the use of reserve funds to support teacher appreciation activities plans. Committee member, C. Beaco acknowledged that teachers, staff should be celebrated without restrictions on how the gift cards are used.

T. Williams informed the committee, activities for Eighth Grade Promotion. are being considered such as: “Yard Sign Announcements” and a “Virtual Ceremony” with more to be announced in the coming week. Use of reserve funds and student activity funds will be used to cover expenses. Waiting for additional information to support the use of the specific funds.

**Meeting Adjourned - 2:40p.m.**