

ADVOCATES FOR INNOVATIVE SCHOOLS, Inc.
Robert R. Moton Charter School
FINANCE COMMITTEE MEETING

1:00 p.m.

Tuesday, September 29, 2020

MINUTES

Attendees:

Ora Wiley, Chair, Cheryl Beaco, Debra Adams, Debra Gould, Louvinia E. Wallace Ph. D
Marlene Wade, CFO

Meeting Call to Order 1:15p.m.

Roll Call

Approval of July 29, 2020 Minutes

Approval of September 29, 2020 Agenda

Old Business

I. School Bus Transportation Contract 2020-2021 - M. Wade, CFO Reports the status of the Transportation contract, the contract has been signed by the board president. Daily transportation is in place. Two buses increased to three buses for daily transportation. School site personnel are of the opinion that one of the buses should be eliminated until the student rider number increases.

Calvin Transportation Company made requests for a weekly check for services, the company was informed by Ms. Wade that checks are processed on the 15th or the end of the month, no changes will be made at this time.

Presently, Ms. Bailey is on a personal leave not available to sign checks, no one has been assigned to be a temporary replacement for Ms. Bailey.

Question: The finance committee express concerns related to Calvin Transportation two-year contract. An inquiry will be directed to Attorney Zander for the legal ruling on a two -year contract.

II. Chiefs of Mind Contractual Agreement, Status of CEO Search/payments

Dr. Roslyn Smith, Board Consultant, was not in attendance at the finance committee meeting to present the status of the CEO search. Marlene Wade informed the committee that one check has been processed to Chiefs of Mind Consultants.

The Academic Committee members, reports that a second round of applicants have been reviewed by the academic committee for selection of possible applicants. The next step could possibly be interviews which will be announced by Dr. Smith, Board Consultant.

III. Annual Audit 2019-2020 – Update Marlene Wade CFO Annual Audit is in progress. Time and attendance are being examined by the auditor. A review of sign-in, sign-out

documentation during the school year, including the at home procedure implemented during COVID-19 pandemic.

IV. Annual Budget 2020-2021 - Marleen Wade CFO

Annual Budget is complete, and it will be submitted to NOPS on September 30th. There are a couple of staff vacancies, possibly, will consider filling positions after the October 1st student count. Employment could be part-time employees. The increase need develops as more in person students and staff are back in the school.

A social worker has been hired at a reasonable rate (\$42,000).

Unemployment insurance has been denied for one employee, employee refused to accept a new job, resigns, left the school.

Waiting on Payroll Protection Plan Loan forgiveness which would allow the use of PPP funds to stabilize our budget.

V. Communication: Marleen Wade CFO, acknowledges that the staff has been made aware of Blue Cross-Blue Shield Insurance deductions, Vision Insurance Deductions. The employee deductions were verified by a signed letter that acknowledges accuracy of their enrollment, decline participation in the various insurance plan. Signed document will be kept in the files.

Changes to Supplemental Pay

Salaries remain the same as last year, the salary scale changes will affect a few staff members. Employees are At-Will, contracts have not been signed except for Mrs. Bradley, Principal and Mrs. Rodney, Assistant Principal as of this date. Contracts are not in place, due to the changes caused by the reduction of the work force and possible future adjustments

Question: When will contracts be in place? Decision related to contract will be discussed when staffing issues are stable.

New Business

I. Financial Reports Credit Card Transactions, Statement

No credit card transactions this month. All other financial reports will be

II. Federal Programs/ LA 4 State Reimbursements requests have been submitted waiting on payments.

Due to absence of the business manager a discussion of Purchase Order Transactions – Procedure/ Compliance, Distribution of supplies, equipment, computers will be added to next month's finance committee 's agenda.

Motion to adjourn by Debra Adams, seconded by Debra Gould.

Meeting Adjourned 2:30p.m.