

Miami Community Charter School

Board of Directors/Workshop Meeting

Wednesday, June 13, 2018

12:00 P.M.

Pledge of Allegiance

Meeting started at 12:10 P.M.

Ana Torres, Howard Murphy, William Presswood, Jila Rezaie, Jeff Wood, Luis Sullivan, Amanda Eldridge, and Desirae Kennmur were present.

Jeff Wood conducted the workshop.

Discussion Items:

1. Organizational and Functional Responsibilities

Jeff Wood recommended to the Board to decide on the organizational chart and authorize one person in the school to be reported to for all tasks, and kept informed of the progress of the academic and business tasks at hand. This person is responsible to keep the board informed.

Howard Murphy agreed with Jeff Wood's recommendations, and presented the organizational structure that was discussed in the Board May 8 meeting. (Attachment # 1).

Jeff Wood questioned about the position of the outside vendors in the chart. Howard Murphy and the board members agreed that the content of some tasks such as financial and accounting is included in the chart, and they have to follow the same procedures as school employees are expected to do. Furthermore, it was recognized that Jeff Wood and Ralph Arza are the attorney and consultant of the Board of Directors, and its designees, the Executive Director.

Howard Murphy moved the motion to reappoint Jila Rezaie as the Executive Director. William Presswood second the motion. The Board will continue working on the organizational chart to include all employees/vendors. Jila Rezaie will develop the job descriptions accordingly, and by August 1, 2018 the school organizational and functional structure will be fully in place.

Jeff wood questioned Jila Rezaie about the important upcoming dates. She replied that school budget as well as the contingency plan budget must be submitted to the district by tomorrow. June 15 is the tentative date of the test scores release and by Florida Statutes, June 30 is the state deadline for publishing the test scores.

She added that not knowing about the status of the elementary school has impacted the planning, purchase and hiring. The school has signed contract with the instructional staff and service workers. However, the administrative team, office staff, IT personnel, testing department are pending.

2. Budgets for all schools and contingency budget for closing of Elementary School

Amanda Eldridge presented separate budget for each school, and then one budget in combination for all three schools. The budget indicated a deficit of \$904,325 in case of the elementary school closure. The meeting attendees examined lines of the budget and made appropriate decisions to cut and consolidate several items. The cuts did not affect classroom expenditures and instructional materials. School Financial Services, SFS kept its fee at 2.4%, SDG's fee was reduced by 80%. At the end of this practice, school's new budget indicates \$162,860 surplus in case of the elementary school closure. A few other fees specific to the elementary school such the lease, transportation, maintenance and academic consultant fee will drop automatically if the elementary school closes.

Jeff Wood brought up the possibility of having the SFS or an independent consultant/advisor to assume the responsibility of the CFO if SDG declines the school's offer. The discussion remained pending.

3. Sustainable Budget

Following items were discussed and decided upon;

- Jila Rezaie requested a cap for the expenditures without the Board approval. Ana Torres moved the motion for \$25,000.00 cap. William Presswood second the motion. This authorization is valid during the summer and the amount may decrease in September 2018.
- In case of further need, some job assignments may change/ delete/ consolidate.
- The Board may consider the consolidation of two charter contracts.

The meeting adjourned at 3:15 P.M.