

Edison Regional Gifted Center Local School Council Special Meeting

28 SEP 2016

High Level Summary

The following lists key actions/decisions of the meeting. Details can be found in a subsequent section.

- I. **Call to order / Roll call**
 - A. B Whitford called the meeting to order at 2:50PM
 - B. In attendance (quorum present)
 - i. D Barber
 - ii. B Whitford
 - iii. D Silvers
 - iv. E Perez
 - v. J Magas
 - vi. S Quirke
 - vii. K Valentine
 - C. Unable to attend
 - i. C Gourash
 - ii. B Katz
 - iii. J Martensen
 - iv. M Sevig
 - D. There was an audio recording made of the meeting.
- II. **Approval of agenda [2:50PM]**
 - A. D Silvers moved to approve the agenda, D Barber seconded
 - B. Passed unanimously
- III. **Approval of Transfer of Funds [2:51PM]**
 - A. K Valentine first explained how a negative balance of \$6,600 was taken care of due to having money saved from the new hires. She then explained the funding streams and how a glitch in the system CPS uses caused negative balances. She explained how using both 225 and 335 funds could be used to pay for the negative balances.
 - B. K Valentine also explained that another expenditure would be needed to cover an SGSA adjustment that was coming on the 20th day of school.
 - C. K Valentine moved to transfer \$1314.71 from Substitute salary to clear the negative balance, D Barber seconded
 - D. Passed unanimously
 - E. K Valentine moved to move \$147.65 from the Miscellaneous Administrative (Contingency) Fund, D Barber seconded
 - F. Passed unanimously
 - G. K Valentine moved to approve set aside remaining 225 funds to cover any negatives from the SGSA adjustment on the 20th day, D Barber seconded
 - H. Passed unanimously
- IV. **Open Forum [2:59PM]**
- V. **Adjournment**
 - A. B Whitford moved to adjourn, S Quirke seconded
 - B. Meeting was adjourned at 2:59PM.
- VI. Action Items

Date Raised	Action	Assigned	Due Date	Status
28 SEP 2016	Provide written explanation from CPS regarding Hyperion glitch	K Valentine	18 OCT 2016	

Meeting Detail

The following provides more comprehensive detail of the meeting however it is not a transcript. Please listen to the audio of the meeting for exact proceedings.

- I. **Call to order / Roll call**
 - A. B Whitford called the meeting to order at 2:50PM
 - B. In attendance (quorum present)
 - i. D Barber
 - ii. B Whitford
 - iii. D Silvers
 - iv. E Perez
 - v. J Magas
 - vi. S Quirke
 - vii. K Valentine
 - C. Unable to attend
 - i. C Gourash
 - ii. B Katz
 - iii. J Martensen
 - iv. M Sevig
 - D. There was an audio recording made of the meeting.
- II. **Approval of agenda [2:50PM]**
 - A. D Silvers moved to approve the agenda, D Barber seconded
 - B. Passed unanimously
- III. **Approval of Transfer of Funds [2:51PM]**
 - A. B Whitford asked if the LSC had received the updated documents from K Valentine that she had sent out that day.
 - B. K Valentine explained that she had been trying to get an explanation from CPS but due to ERGC having a surplus (while other schools had lost hundreds of thousands of dollars) it was taking a long time to get through. The school was down ~\$6,600. While the school was down a student and thus received less money from Student-based Budgeting (SSB) due to the new teacher hires being less tenured the school got back around \$55,000. As a result the negative balance of ~\$6,600 was taken care of. This resolution happened today.
 - C. K Valentine added that there were two negatives that showed up yesterday that did need to be resolved. She explained that in Hyperion, the budgeting software used by CPS, the pay for 7 days worth of substitute teachers per teacher is deducted automatically. These funds are divided among the various buckets each teacher is associated with. 75% is taken from 115 funds and 25% from 225 funds. Due to a glitch in the system and they did not account for the correct amount of dollars and are having the schools pay the amount due to not accounting for the expenditures. K Valentine said she was in contact with CPS to get the issue in writing but that due to being slammed there was doubt if it would arrive in time.
 - D. K Valentine explained that last time there was a glitch CPS paid out the money (\$7,000), but due to successfully getting that amount paid it was doubtful if it would happen this time since other schools were not successful. CPS is unaware of how widespread the glitch is but she would send the LSC whatever CPS provided in writing.
 - E. The breakdown of the missing funds were
 - i. \$147.65 of sub money from 225 funds
 - ii. \$1,314.17 sub money from 335 funds (P Strelecki and M Papdogiannis)
 - F. K Valentine said that the LSC needed to vote to move funds to cover the glitch. There had been funds set aside in 225 funds that could be used to pay for the smaller amount. There was also a lot of money placed in 335 funds to cover substitutes. She explained that both teachers would need to take all do their sub days for all the funds to be used. This would be unlikely but if it happened funds could be used from other buckets or PTO funds.
 - G. K Valentine also explained that CPS had said there would be an SGSA adjustment on the 20th day which would be due on the 12th of October, before the next regular LSC meeting. To avoid having to schedule another emergency meeting K Valentine suggested setting aside the remaining 225 funds to clear any potential negatives. Historically it's been about around \$743 per child. Since enrollment was already down that had been factored in but another child was leaving due to personal reasons. The total would be around \$1,500.

After taking out the \$147.65 to pay the sub money there would be around \$2,200 left over to cover any negatives due to the SGSA 20th day adjustment. If the amount owed is over that K Valentine recommended taking the remainder from the 225 fees/seminar/subscription funds since this could be covered by PTO funds. She did not believe this would be needed unless there was a surprise charge that CPS has not told the school about or through losing more enrollment.

- H. S Quirke asked if the child who was leaving would be counted toward the 10th day deadline. K Valentine confirmed this and said that the school would not need to pay back any money from then, just the 20th day adjustment which is only 225 funds.
- I. D Silvers said it was a smart idea to move funds from the fees/seminar/subscription funds as, from a teacher's point, those are things done in the fall that are done for the year. K Valentine said there may not be a need to pull from those funds.
- J. K Valentine moved to transfer \$1,314.71 from Substitute Salary and Benefits line to clear the -\$1,314.71 from the 353 position pointer line, D Barber seconded
- K. Passed unanimously
- L. B Whitford asked if K Valentine needed to abstain from voting. E Perez said he recalled the principal needing to abstain in budget-related votes.
- M. K Valentine moved to move \$147.65 from the Miscellaneous Administrative Allocation (Contingency) Fund to cover the -\$147.65 in the 225 Regular Position pointer line, D Barber seconded
- N. Passed unanimously
- O. K Valentine moved to approve expenditure for remaining 225 contingency funds of \$2,275.35 to cover the adjustment, if needed. If the amount is more than that K Valentine moved to pull the remainder of the seminar/fees/subscriptions 225 line which is \$4,000. D Barber seconded
- P. Passed unanimously

IV. Open Forum [2:59PM]

V. Adjournment

- A. B Whitford moved to adjourn, S Quirke seconded
- B. Meeting was adjourned at 2:59PM.

VI. Appendix

A. Explanation of transfers

Date	Amount	Purpose	From Acct	To Acct	Notes
28-Sep-16	\$146.65	to offset the negative balance in the regular position pointer	225/47930/888888/703	225/51300/2900001/703	approved by LSC at 28 Sep meeting;
28-Sep-16	\$1,314.71	transferring from subs to regular position pointer to offset negative balance	353/51350/290001/494061	353/51300/290001/494061	approved by LSC at 28 Sep meeting
28-Sep-16	\$1.00	transfer to offset the negative balance in the regular position pointer for SGSA funds	225/57930/888888/703; contingency funds	225/51300/290001/703; regular position pointer	approved by LSC at 28 Sep meeting;
28-Sep-16	\$175.00	transfer to offset the negative balance in the regular position pointer for SGSA funds	225/57930/888888/703; contingency funds	225/51300/290001/703; regular position pointer	approved by LSC at 28 Sep meeting;