

**PROVIDENCE HALL Charter School
Agenda Item Cover Sheets**

Agenda Item: 401K Broker Selection

Purpose:

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|--|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Perspective/Discussion | <input type="checkbox"/> Board action |
| | | <input type="checkbox"/> Recommendation |
| | | <input checked="" type="checkbox"/> Vote |

Submitted By: Erin Preston

Background:

When PH started we selected Colton Reading as our Retirement Plan broker prior to the start of school. Colton's service since that time has been fairly minimal, although reasonably adequate. In an effort to see if we could increase our level of service and staff education on the benefits of their retirement plan we put out an RFP in June for a competitive bid for retirement plan brokers.

Our first round of the RFP response was conducted by Max Meyer and Shannon Singleton. They reviewed the submissions of 7 of candidates who submitted qualified RFP responses. They then passed on to Sonya Peterson and myself the top 4 responses. Sonya and I met with all the broker candidates. 2 candidates were independent brokers who would have likely done well in a financial advisory capacity, but who both had little experience with institutions such as ours and with our current retirement plan (John Hancock). After much analysis, Sonya and I arrived at the conclusion that the two RFP responders who do serve large numbers of schools, and who are familiar with the unique needs of charters based on their current clientele, would be safer selections. These two candidates are Spectra Management and Moreton and Company. Both have brokers that serve the needs of charters as part of a larger package of services offered to schools. In an independent analysis of the benefits brokerage services offered from both, we ranked them nearly even in our analysis. As Spectra currently provides our Health Benefits coverage, and some ancillary services, we believed there would be economies of scale provided by selecting them to also provide our brokerage services. These benefits would include: a single online portal that would access all support services, ongoing training and support at the school in all areas (could overlap and therefore provide more frequent training) and a single number call for staff needing information and support on their health benefits, employee benefits and retirement plan info. Additionally, as the broker of record for many other charter school retirement plans we felt they would be a safe selection familiar with the unique needs of the school.

Pending the vote of the Board I have confirmed that Spectra would be available to do staff training on the Retirement Plan in our August 15th staff training.

Recommendation: Select Brett Bennett with Spectra Management services for Retirement Plan services for PH.

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Agenda Item: Lunch services for non-paying students

Purpose:

- Informational - Perspective/Discussion Board action
 Recommendation
 Vote

Submitted By: Erin Preston & Sonya Peterson

Background:

With one year of lunch service under our belt now we have some fine tuning to do. One issue where I would like Board input is what we do when parents do not pay for their student's school lunch. This can be broken into 2 issues – de-minimus non-payment of something like \$10 or less, and larger non-payment issues over that, some into the hundreds. During last year we were still having issues getting our internal controls right so we could be assured that the accounts were accurate. Because of this we did not cut off lunch service to non-paying students last year. This year, we need a plan to address students whose accounts are not paid up. I suggest we consider different solutions for the following groups:

- Students with a lunch balance under \$10*
- Students with a lunch balance over \$10*
- Elementary age students*
- Junior High age students.*

Possible solutions include cutting off food service entirely or providing students with a minimal food order (e.g. cheese sandwiches or a roll and milk) until their account is brought current. We also have at least a couple situations where there is likely an inability to pay that would warrant a student receiving free or reduced lunch, but for a parent's unwillingness to apply for it. (These situations could deal with immigration status, unawareness of the free/reduced option, possible DCFS type issues or perception issues). In these cases Admin MAY elect to continue feeding the students on an ongoing basis. We obviously want to restrict this option however to the most minimal of situations.

We welcome your direction on the right balance in keeping our program financially viable and still providing needed food service, with minimal negative impact, to our students.

Recommendation:

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Agenda Item: CACTUS compliance for 2012-13

Purpose:

Informational **Perspective/Discussion**

Board action

Recommendation

Vote

Submitted By: Erin Preston

Background:

In an effort to ensure CACTUS compliance we are implementing a new procedure of informing the Board of our CACTUS compliance at the beginning of each school year.

Elementary:

All but 5 teachers are now certified in CACTUS.

- 2 are in process - they are in CACTUS but are not yet licensed until completion of the student teaching which they are doing now.
- 2 are in teachers capable of licensure and are completing their paperwork - we believe those will be complete by first day of school.
- One additional teacher, Amanda Spence – Kindergarten, has a degree and is pursuing an ARL licensure now with Kathy and Jodi’s help and blessing. Amanda has previously been a TA for 2 years in Kinder and has the skills to be an asset in this position. Kathy and Jodi have worked with her and have created an ARL plan for her certification.

Junior High:

All teachers are now in the CACTUS system with the exception of Chris Hathaway.

- Jim is working with Chris to prepare an ARL pathway for Chris.
- Shannon Singleton has an extensive background in dance, in particular, international methods of ballet. We have asked her to teach this in a Friday class at the Jr. High this year. Shannon, has applied for CACTUS certification as an international dance teacher under an Eminence exception authorized within CACTUS. As her application is in to the USOE, she is now within the CACTUS system and therefore compliant.

General Leave Policies

Providence Hall provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes Providence Hall's leave policies in a way that Providence Hall hopes will be generally helpful. Providence Hall abides by the provisions of the Family and Medical Leave Act, as appropriate. An overview of the Act is set out in the Appendices.

As with all policies, Providence Hall reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between Providence Hall and its employees. To apply for leave, or to inquire into what leave may be available, an employee should contact his or her supervisor. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. His or her supervisor will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. Providence Hall reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Employee Leave Allowance

Eligible employees who are scheduled to work 40 or more hours per week during the school year receive 8 sick days per year and 4 personal days per year. Eligible part time certified teachers receive 4 sick days and 2 personal days per year. This allowance can be used to offset required teaching or on-campus time missed due to an illness or personal matter. Should the employee not use their sick or personal leave days, they will be allowed to carry over a **total** of 5 days to the next school year. If they have more than 5 days of leave saved up, the additional days will be paid out to employees at the end of the school year at a rate of \$80.00 per day. An employee may only accumulate up to 17 total sick/personal leave days total.

The following guidelines are designed for the proper use of sick/personal leave:

1. If you are unable to report to work, you must phone your supervisor or have someone call for you as early as possible. This procedure allows your supervisor to rearrange the work schedule or contact a substitute.
2. If you must leave the school before the closing time, inform your supervisor.
3. If you foresee the need to take sick leave (e.g. non-emergency surgery, doctor appointments), tell your supervisor as soon as possible so plans may be made to cover your duties in your absence.

4. In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for short-term disability or long-term disability leave.
5. Unused sick leave or personal leave in excess of 5 days cannot be carried over and must be cashed out. If an employee has days they choose to cash out, the employee will be paid for those days on the last regular June paycheck. For those 5 days that an employee may roll over to the next school year, a teacher may elect whether to keep their sick or personal days, if they have days in each category, informing the business manager of their election.
6. Employees will not be paid for unused sick leave in the event of resignation or termination for cause.
7. If you are eligible for sick leave, you may use the leave to care for your sick or injured dependents on the same terms that apply to use for your own illnesses or injuries.
8. Employees must request personal leave days off in advance and must receive confirmation from their immediate supervisor. The employee will be expected to leave substitute plans.
9. Request for personal leave may be denied based on the number of employees already scheduled to be off as well as availability of staff/substitutes.
10. A limited number of employees will be granted personal leave that is adjacent with a scheduled holiday or school break. Those days will be granted on a first come basis at the discretion of the Administration/Supervisor.
11. Personal leave will not be granted during any professional development trainings.
12. Additional personal leave may be granted at the discretion of the employee's supervisor however, it will be unpaid leave.