



# E.L. Haynes Public Charter School

## Minutes

### AF&F Committee Meeting

February

---

#### Date and Time

Thursday February 2, 2023 at 2:00 PM

#### Location

Via Zoom

---

#### Committee Members Present

J. Hanna (remote), L. Robinson Mills (remote), M. Hall (remote), N. Greene (remote), R. Laine (remote)

#### Committee Members Absent

*None*

#### Guests Present

C. Baker (remote), J. Rydstrom (remote)

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

N. Greene called a meeting of the Audit, Finance, and Facilities Committee of E.L. Haynes Public Charter School to order on Thursday Feb 2, 2023 at 2:04 PM.

### **C. Approve November Minutes**

M. Hall made a motion to approve the minutes from AF&F Committee Meeting on 11-14-22.

R. Laine seconded the motion.

Revised minutes to include the following addition under section D. FY23 Financial Policies and Procedures Manual: After discussion, it was the decision of the committee not to revise the FY23 budget midyear since there was no significant enrollment variances from the approved budget. Moving forward, AF&F will use the guidance in Section 3 - Budgeting to determine any need for a midyear revision.

The committee **VOTED** unanimously to approve the motion.

## **II. Audit, Finance, and Facilities**

### **A. Review Q2 Financials for FY23**

Justin presented key performance indicators through the second quarter with comparisons to first quarter. Overall, our expenses remain relatively the same and in-line with budget. Our debt service coverage ratio is currently at 1.4. Salaries, contracted staffing, and direct student expenses are currently running over budget.

### **B. Compensation Model Updates**

Hilary presented updates to this year's compensation model work, specifically around three priorities:

- Transparent compensation structure for 12-month and non-instructional staff
- Codify E.L. Haynes' total investment in staff
- Create guidance for flexible/hybrid work policies

### **C. Revisit FY23 Financial Policies and Procedures Manual**

J. Hanna and L. Robinson agreed to review the document and make recommendations to the committee and staff as needed.

### **D. FY24+ CONFIDENTIAL Fiscal Updates**

Focused on a multiyear strategy with the end of federal ESSER funding by FY25 (\$2.2MM annually).

### **E. Long Term Facilities Planning**

Justin and M. Hall shared updates on the current phase's planning, advocacy and engagement work, including the move of fifth grade from Georgia Ave. to Kansas Ave. campus in SY23-24. M. Hall will represent AF&F Committee on regularly biweekly (every other week) facility meetings and help with selection of the architects.

### **III. Closing Items**

#### **A. Open Discussion**

#### **B. Next Meeting Date**

March 27 at 2pm (instead of previously scheduled April 3). Please reply to calendar invite if you are unable to attend.

#### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:34 PM.

Respectfully Submitted,  
J. Rydstrom