

Finance, HR, and Operations Do's & Don'ts

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Financial Management Do's & Don'ts

Do...

- Have a board treasurer or finance committee.
- Make sure your monthly financial report also looks forward.
- Budget a contingency.
- Ensure proper contract review.
- If you smell smoke, yell FIRE!

Don't...

- Skimp on finance talent or expect DFO to be a superhero.
- Delay bank reconciliations.
- Use it.
- Undertake a real estate project without lots of help.
- Have low expectations.

Grants Management Do's & Don'ts

Do...

- Understand the difference between Types 1/3 and 2/5.
- Budget as part of normal budgeting process.
- Be thoughtful about budgeting salaries vs. OTPS, adjust and amend.
- Track grant receivables.
- Plan for sustainability.

Don't...

- Budget for programs without a plan.
- Chase more grants than your program can sustain.
- Ignore compliance.
- Leave money on the table.
- Be afraid to ask LDE for help – they're great!

Hiring/Firing Do's & Don'ts

Do...

- Get the right people on the bus.
- Design a high quality selection process.
- Standardize offer letters – separate signatory.
- Document, document, document.
- Always be recruiting!

Don't...

- Fire without following formal termination procedure.
- Discriminate in interviewing or hiring.
- Pay severance without release agreement reviewed by attorney.
- Hesitate to remove an ineffective teacher.

Hiring/Firing Do's & Don'ts

Which of these questions can you ask during a job interview?

- Are you from around here originally?
- Where were you born?
- Do you rent or own your home?
- Do you have kids? How many kids do you have?
- Who is your aunt/uncle/cousin? (in common field)
- Do you belong to a sorority/fraternity? (not on resume)
- Do you prefer to go by Ms. or Mrs.?
- Would you have a problem working through the week of Mardi Gras?
- Have you always lived around here?
- How is your credit history? Do you have a mortgage? We would like to run a credit check.

School Operations Do's & Don'ts

Do...

- Manage purchases – budget, bid, negotiate, contract. In advance!
- Get the relationship with the school leader right.
- Ensure a safe and clean facility.
- Learn and share best practices (e.g., bus tier)
- Be a “sales rep” for the school!

Don't...

- Be afraid to walk away from your district shared services.
- Get steamrolled by school leader.
- Be sloppy about cash handling and student activities.
- Let issues linger.
- Be afraid to ask for help outside your zone.

Foodservice Do's & Don'ts

Do...

- Become or join an SFA.
- Collaborate on bids for best pricing.
- Use best practices to improve participation.
- Participate in CEP if feasible, or collect 100% of FRL forms.

Don't...

- Miss deadlines.
- Submit claims without auditing for accurate data and participation.
- Ignore USDA and state regs.
- Lose money on the program.

Risk Management Do's & Don'ts

Do...

- Get a certificate of insurance from everyone working at your school.
- Have a standard Facility Use Agreement.
- Update employee manual and get signed.
- File an incident report, even if no one appears injured.

Don't...

- Allow just anyone to walk into the school.
- Blow off fire drills, lockdown drills, crisis planning.
- Blow off training (handbook, harassment, reporter)
- Buy valuable small assets (e.g., iPads) without a way to control.

Questions

What is implication of Community Eligibility Program (CEP)
on Title grants?

Questions

What is the impact of the changes in e-rate on my school?

Thank you!

Thank you!

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Presentation will be uploaded to

www.charterschooltools.org